

UCF Faculty Senate
Budget & Administrative Committee
November 17, 2025 2:30 – 3:30 PM
Location: Zoom (Virtual)

<p>Meeting Called By: Faculty Senate</p> <p>Type of Meeting: Discussion of primary 2025-26 Steering Committee Charge</p> <p>Chair: Pete Sinelli</p> <p>Co-Chair: Jean Davis</p> <p>Minutes / Note Takers: Pete & Jean</p>	<p>Voting Members</p>	<p>Buck, Tina Brazendale, Keith Davis, Jean Filler, Dennis Gallo, Jim Harrington, Maria Hoffman, Bobby Mann, Dipendra Martin, Glenn Richardson, Kathleen Schulte, Alfons Sinelli, Pete Singla, Dinender Smith, Jo Taylor, Ashley Wells, Adam</p>
	<p>Ex Officio Members:</p>	<p>Buckwalter, John Francis, Bert</p>

Meeting Goals:

- Finalize a list of prioritized faculty needs to improve the classroom assignment process.
- Incorporate feedback provided by other stakeholders.

Agenda Items:

Topic	Time Allotted
1. Welcome and Introduction	2 min
2. Faculty classroom scheduling needs discussion.	40 min
3. Discuss any collected feedback from Unit and College Schedulers on their needs.	10 min
4. Facilities cleaning update	5 min
5. Other new business?	3 min

Attachments:

Attachment A: Revised Classroom Assignment Optimizer Needs and Best Practices

Minutes and Notes:

1. Introduction and Welcome to Brian, Steve, and Nicole of the Registrar's Office.
2. Brian Boyd presented an overview of the Classroom Optimize abilities
 - a. The priorities & their weights the optimizer is programmed to use.
 - b. How the optimizer works now and will work going forward as it is refined with input from the first semesters
 - c. There are around 10,000 courses to schedule.
 - d. The first run for large classes occurs 10/24. The Summer schedule is next from 11/7-18 then by 1/9/26 Fall and Spring 26-27.
 - e. RO is going to run the Optimizer only once for each kind of class described in "d" above and fill in the rest of the schedule with the college schedulers.
 - f. Rules-based approach that considers first: classroom capacity vs need; type (e.g., labs); location.
 1. The optimizer will not change the class time.
 2. There are over 200 rules to assure all classes are assigned into rooms that accommodate the needs of the class.
 - g. Preferences considered for this year:
 - i. Back-to-back classes for faculty
 - ii. Building location and campus (e.g. main vs. Rosen)
 - iii. Additional needs and preferences cannot be accommodated this year, but will be considered when assembling the Best Practices website.
3. Input comes from the schedulers in each college/department on rules, preferences, and weight of preferences.
 - a. Faculty requested that Registrar assure schedulers prompt faculty for information before submitting. The registrar will do this.
4. A website is being built for communication of best practices, with the goal of transparency for all involved in the process.
5. The question was raised: Who schedules the >800 student organizations on campus for their meetings?
 - a. The Office of Student Involvement can request rooms after classroom academic needs are filled
 - b. This process has transitioned to the Student Union Reservation Space system
 - c. They schedule the Student Union spaces, then schedule in academic classroom spaces once the academic needs are filled and the available rooms are released to them to schedule for student organizations.

The Chair thanked the Registrar's Office team for their informative presentations, addressing all questions, and continuing to work with the committee going forward. He applauded the changes implemented already from our committee input this semester and welcomed a return visit as we continue to work together.