

UCF Faculty Senate

Budget & Administrative Committee

Meeting Information:

Date: 11/20/2024 **Time:** 2:30 – 3:30 PM **Location:** Zoom (Virtual)

Meeting Called By:	Faculty Senate	Possible Attendees:	Buck, Tina
Type of Meeting:	Preparation		Davis, Jean
Chair:	Amanda Major		Major, Amanda
Co-Chair:	Pete Sinelli		Mann, Dipendra
Note Takers:	Amanda Major and Pete Sinelli		Martin, Glenn
			Richardson, Kathleen
			Singla, Dinender
			Butcher, Lonny
			Filler, Dennis
			Harrington, Maria
			Mack-Shelton, Kibibi
			Sinelli, Peter
			Wang, Ze
			Wells, Adam
			Hector, Gerald

Agenda Items:

Topic	Presenter	Time Allotted
<input type="checkbox"/> Welcome and Recap	Amanda Major	3 min
<input type="checkbox"/> Proposed Group Breakouts	All	30 min
<input type="checkbox"/> Open Discussion and Next Steps	All	15 min
<input type="checkbox"/> Schedule of B&A Committee Meetings	Amanda Major	1 min

Welcome and Recap

- Welcome
 - What announcements or good news do you have to share?
 - Will you be available to meet on 12/18?
- Recap of Budget and Administrative Committee Foci
 - **Mission:** The Budget and Administrative Committee evaluates and recommends policies and procedures concerning the university budget with special emphasis on the academic budget.
 - **Charge of committee this year:** Faculty Training requirements — What can be done to combine, consolidate, plan, and organize the various training programs to minimize the administrative burden on faculty? This is especially burdensome for adjunct faculty members, who receive no compensation for the extensive training required just to teach a single course.
 - **Other major interest:** Change Management for Technology Transitions — The Committee seeks methods to ensure a smoother adoption process for new tools (e.g., Simple Syllabus, Interfolio, Leganto) and roll out of procedures for their use.
 - 9/25 — Provost Johnson presented FY24-25 Strategic Investment Funds
 - 10/23 — Interim VP Joel Cramer provided an overview of Faculty Excellence’s strategy to enhance Interfolio's implementation, recognized the importance of increased collaboration with VP Rhonda Bishop, who oversees compliance, risk, and ethics training, to address faculty required training workload concerns. He recommended that Senior Vice Provost for Academic Affairs Tim Letzring address the Simple Syllabus rollout and Policy 4.403.
 - Upcoming schedule (see below)

Proposed Group Breakouts to Plan for Upcoming Committee Efforts

- Breakout sessions to plan for upcoming guest visits:
 1. Topics for VP Hector’s 12/18 presentation
 2. Smoother technology transitions, like Simple Syllabus and related policy
 3. Required training workload
- Topics for VP Hector’s presentation on 12/18:
 - What specific budgetary insights or recommendations would we like Vice Provost Hector to address? Do we want to learn more about the [colors of money](#)? Does he have a topic he’d like to address?
- Smoother tech transitions
 - What policy or procedure recommendations do the B&A Committee members have for smoother technology transitions at UCF (e.g., the Simple Syllabus implementation)? **What financial or administrative strategies can support effective technology adoptions and minimize disruptions?**
 - **Simple Syllabus** Implementation Timeline from Senior VP Letzring [Simple Syllabus Implementation Timeline.pdf](#)
 - Preparing for Senior VP Tim Letzring on 1/15/2025 - [Questions for Senior VP Tim Letzring.docx](#)

- Required training workload
 - What recommendations can we propose to alleviate faculty workload associated with required training while maintaining compliance and quality? Are there opportunities to streamline training? What are the pain points or bottlenecks for faculty?
 - Preparing for VP Rhonda Bishop and CHRO Binder on 3/12 - [Questions for CHRO Binder and VP Bishop.docx](#)

Open Discussion and Next Steps

- Summaries of conversations in breakout groups
- TBD

Schedule for B&A Committee Meetings

Date	Speaker	Topics
8/28/2024, 2:30 – 3:30 PM	Chair Steve King	Confirm Chair and Vice Chair & Receive Charge
09/25/2024, 2:30 – 3:30 PM	Provost Johnson	FY24-25 Strategic Investment Funds Preparing for Joel Cramer’s presentation
10/23/2024, 2:30 – 3:30 PM	Interim VP Joel Cramer	Streamlining training for faculty, understanding the necessity of Simple Syllabus as it relates to policy 4.403 , and smoother change management for digital transitions in general were the main topics.
11/20/2024, 2:30 – 3:30 PM	N/A	Breakout sessions to plan for upcoming efforts: <ul style="list-style-type: none"> - Topics for VP Hector’s presentation - Smoother technology transitions, like Simple Syllabus and related policy - Required training workload
12/18/2024, 2:30 – 3:30 PM	VP Gerald Hector	TBD
01/15/2025, 2:30 – 3:30 PM	[Tentatively] Senior Vice Provost for Academic Affairs Tim Letzring	Update on Simple Syllabus, Policy or Statutory Requirements, Clarification on Syllabus Content Required
02/19/2025, 2:30 – 3:30 PM	TBD	TBD
03/12/2025, 2:30 – 3:30 PM	VP Rhonda Bishop and CHRO Binder	Required Faculty Training Workload