UCF Faculty Senate
Budget & Administrative Committee

Meeting Information:

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

Meeting Called By: Type of Meeting:	Faculty Senate Preparation	Attendees:	Buck, Tina
			Major, Amanda
			Mann, Dipendra
Chair:	Amanda Major		Richardson, Kathleen
Co-Chair:	Pete Sinelli		Butcher, Lonny
			Harrington, Maria
Note Takers:	Amanda Major and Pete Sinelli		Mack-Shelton, Kibibi
			Sinelli, Peter
			Hector, Gerald

Agenda Items:

Topic	Presenter	Time Allotted
❑ Welcome and Recap	Amanda Major	3 min
❑ Open Discussion and Next Steps	All	50 min
❑ Schedule of B&A Committee Meetings	Amanda Major	1 min

Welcome and Recap

- Welcome
    - o What announcements or good news do you have to share?
    - o Will you be available to meet on 12/18? no
- Recap of Budget and Administrative Committee Foci
    - o **Mission:** The Budget and Administrative Committee evaluates and recommends policies and procedures concerning the university budget with special emphasis on the academic budget.
    - o **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.
    - o **Other major interest:** Change Management for Technology Transitions — The Commitee 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.
    - o 9/25 — Provost Johnson presented FY24-25 Strategic Investment Funds
    - o 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.
    - o Upcoming schedule (see below)

Plan for Upcoming Committee Efforts

- We had a whole group conversation about smoother technology transitions, particularly with Simple Syllabus. Conversation about the requirements, decision making, and related policies ensued.
- Smoother tech transitions
    - o What recommendations do we have for smoother technology transitions at UCF (e.g., the Simple Syllabus implementation)?
    - o Simple Syllabus Implementation Timeline from Senior VP Letzring Simple Syllabus Implementation Timeline.pdf
    - o Preparing for Senior VP Tim Letzring on 1/15/2025 - Questions for Senior VP Tim Letzring.docx

Open Discussion and Next Steps

- Mostly we generated questions for our meeting in January with SVP Letzring. The main question is can we use Simple Syllabus as a summary of our syllabi so that we can protect our privacy.
- We will likely not hold the next meeting on 12/18, as too few Committee members will be able to attend.

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	Plan for upcoming efforts: Smoother technology transitions, like Simple Syllabus and related policy
~~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 AVP & CHRO Binder	Required Faculty Training Workload