

Budget & Administrative Committee

A G E N D A

Meeting Date: **October 4, 2017**

Meeting Time: 2:30 – 3:30 PM

Meeting Location: Research Pavilion, Suite 300

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes** of September 6, 2017
- 4. Announcements and Recognition of Guests**
- 5. Old Business**
 - Need for teaching assistants and support staff issue
- 6. New Business**
 - Insufficient funding for faculty travel program.
 - Overview of current travel awards program – *Ami Zuclich*
 - Location of the meeting.
- 7. Adjournment**

UCF Faculty Senate

Budget and Administrative Procedures Committee

Meeting Minutes – September 6, Suite 300, Research Pavilion

Attendees: Kiminobu Sugaya (BSBS) Linan An (NSTC); Thomas Cox (Education); Dmitry Kolpashchikov (Chemistry), Obi Nwakanma (English), Tracy Clark (Office of the Provost)

Remote Attendees: Keri Watson (Visual Arts); Tina Buck (Libraries) Anthony Kong (Public Affairs); Timothy Bottorff (Libraries), Lynda Dennis (Business), Romain Gaume (Creol) Glenda Gunter (Education); Melissa Dodd (Communication), Murat Kizildag (Hospitality), Jacqueline LaManna (Nursing), Ann Miller (Communication), Nina Orlovskaya (Engineering), Timothy Ravich (Public Affairs), Bari Hoffman Ruddy (Public Affairs)

Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes of March 1, 2017
4. Announcement and recognition of Guests -- (No guests)
5. Old Business -- None
6. New Business
 - Committee minuets
 - Need for teaching assistants and support staff growth issue
 - 1) 2:40 pm Dr. Sugaya started meeting by distributing printouts 'Steering Topics for 2017-2018 Faculty Senate' with 4 topics listed for Senate Budget and Administrative Committee.
 - 2) Approval of minutes of March 1st meeting
Move to approve: Kiminobu Sugaya
Seconded: Thomas Cox
Approved by unanimous voice vote.
 - 3) Committee minuets: Kiminobu Sugaya suggested to take turns by assigning different committee member to take minutes each meeting.
Move to approve: Tina Buck
Seconded: Keri Watson
Approved by unanimous voice vote.
 - 4) Discussion of the need for teaching assistants and support staff growth issue

Thomas Cox raised a question: We don't know what issue this was raised from. How do we make a case for increasing Teaching Assistants and Support Staff growth?

Tracy Clark explained that there are many new faculties. There is a need for more support positions. There was some support done: 60 new support positions were filled, plus another 210 additional support positions were allocated. We have to develop a model of how the position are allocated.

Obi Nwakanma raised a questions: How many of the support positions do we need?

Kiminobu Sugaya indicated that we need to find out the statistics of how many students in class for how many TA positions.

Jeckie LaManna mentioned that there was a prior discussion of this issue at Nursing taking in consideration the following criteria: type of course (introductory /upper level), the class size, electronic grading or not.

Obi Nwakanma suggested to survey chairs at all departments to find our internal criteria of GTA distribution.

Kiminobu Sugaya suggested that surveying the entire University is too much but we need to develop standards of TA distribution based on the particular class type and size. He concluded that each senator member should find a common practice of GTA allocation at their departments, which will be discussed next time.

Meeting adjourned at: 3:22pm

Respectfully submitted by Dmitry Kolpashchikov