

UCF Faculty Senate

Budget & Administrative Committee

Meeting Information:

Date: 09/25/2024 **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	Discussion Facilitator	Time Allotted
<input type="checkbox"/> Welcome and Mission Reminder	Amanda Major	5 min
<input type="checkbox"/> Any "Good News" to Share	All	5 min
<input type="checkbox"/> Faculty Training Requirements	Amanda Major	3 min
<input checked="" type="checkbox"/> Simple Syllabus Implementation Clarity	Amanda Major	3 min
<input type="checkbox"/> Change Management Tech Transitions	Amanda Major	3 min
<input type="checkbox"/> Prepare for 10/23 Interim Vice Provost	All	20 min
<input type="checkbox"/> Schedule of B&A Committee Meetings	Amanda Major	5 min
<input type="checkbox"/> Open Discussion and Next Steps	All	5 min

Welcome and Mission

- Welcome
 - Our initial meeting occurred on Aug 28
 - Interim Vice Provost Joel Cramer with Faculty Excellence will speak to our committee on 10/23/2024, 2:30 – 3:30 PM
 - Request in for VP Hector to present about the new funding allocation UCF received on 12/18/2024, 2:30 – 3:30 PM or 12/18/2024, 2:30 – 3:30 PM
- Mission of Budget and Administrative Committee
 - **Mission:** The Budget and Administrative Committee evaluates and recommends policies and procedures concerning university budget with special emphasis on the academic budget.
 - **Charge of committee this year:**
 - Faculty Training requirements — Each year, faculty spend significant amounts of time completing repetitive and overlapping training programs to meet various statutory and regulatory requirements. The Compliance and Ethics Advisory Committee identified well over 100 different possible training requirements across campus. 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.
 - **Charges in 2023-2024:**
 - Mapping hiring procedures and practices
 - University budget update
 - Faculty 9 month to 12-month paycheck calculator
 - **Charges in 2022-2023:**
 - Ongoing Workday Issues
 - Support the UCF Strategic Plan-Innovation and Sustainability
 - Reduce the time to hire faculty and staff
 - Foreign Influence Screening Procedures

“Some Good News”

- Welcome ever
- UCF won football game

Faculty Training Requirements

- On Aug 28, we had a conversation to begin exploring ways to streamline and improve the training process for faculty while still meeting
- [Compliance and Ethics Training Plan revSpring 2023.xlsx](#) list compiled by the Compliance and Ethics Advisory Committee, a University-wide Committee charged by the Office of the Provost and Academic Affairs
- Could some of the required faculty training courses be shortened, say with just an update or with less frequent required completions?

- The 2020-21 covid era’s excessive “safety plan” requirements and irrelevant training.

Simple Syllabus Implementation Clarity

- **Change Management for Technology Transitions**
- Seeking methods to ensure a smoother adoption process for new tools (e.g., Simple Syllabus, Interfolio, [Leganto](#)) and roll out of procedures for their use.
- Seeking to understand [policy 4.403](#) in relation to the implementation of Simple Syllabus. Is it required by statute? Is populating Simple Syllabus with their syllabus information optional? Is populating Simple Syllabus with only a summary all that is required? Is Simple Syllabus tied into the UCF Student Outcomes system? Are technical issues with the system resolved? Is the "official" syllabus of record for grade disputes? Is Simple Syllabus just a repository or part of a policy change? Was it implemented through the regular policy approval process (open comment, etc.).?

Prepare for Interim Vice Provost Presentation on 10/23

- Interim Vice Provost Joel Cramer with Faculty Excellence, will speak to our committee on 10/23/2024, 2:30 – 3:30 PM
- What questions should we ask?

Other Concerns of Committee Member(s)

- If UCF Global falls under our purview, then improving approval times for international travel is needed.

Schedule for B&A Committee Meetings

- Schedule for Fall

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	N/A	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		
12/18/2024, 2:30 – 3:30 PM	VP Gerald Hector	Follow-up from his address to the full Senate about the additional money the Florida State government granted UCF

- Virtual or in-person?

Next Steps & Open Discussion

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