

RECOMMENDATION OF THE UNIVERSITY OF FLORIDA INFRASTRUCTURE COUNCIL
FOR REQUIRED TRAINING PROGRAMS

To

Jodi Gentry, Director, Human Resource Services

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A significant amount of on-line training is mandated by state and/or federal statutes. Some training modules are developed in-house, and some are purchased from outside vendors. The Infrastructure Council endorses and supports the actions of the Office of Human Resources to coordinate and optimize the required training. The Infrastructure Council recognizes that the University may have little opportunity to modify some training programs mandated by state and federal agencies. Some courses, however, are being developed at the university. To ensure appropriate faculty input into the content of these courses, the Infrastructure Council makes the following recommendations:

1. The training modules should meet simultaneously the goals of a) satisfying the relevant federal or state statutes, b) limiting liability to the University of Florida for noncompliance, c) educating faculty and staff as to how they should perform their duties in a manner that will satisfy the relevant federal or state statutes, and d) maximizing efficiency so as to avoid unnecessary loss of time.
2. Training modules should be appropriately targeted. Both faculty and staff, for example, should be treated as professionals. Unnecessary repetition of training or redundancy in content across multiple trainings or within trainings should be avoided.
3. A repository for training certification should be established to avoid forcing faculty and staff to repeat training unnecessarily.
4. The frequency of training should be reduced to the minimum. Persons seeking certification renewal should not be compelled to view the entire training sequence. To the extent possible, the required content for repeated certification should be limited to the information that is new since the previous certification. The Infrastructure Council recognizes that, in some cases, both training frequency and content may be mandated by federal statute, and that these statutes must be satisfied.
5. The university should monitor the impact of training modules on compliance with the associated statutes. Training that does not demonstrate evidence that it has improved compliance should be discontinued or modified.
6. The training modules must be designed and tested for compliance with Section 508 usability requirements for people with vision impairments.
7. Whether developed in-house or purchased from outside vendors, courses must be presented before implementation to a focus group comprising a subset of the target population. The feedback from the focus group should be used to improve the course content and pedagogy. The Infrastructure Council will be pleased to coordinate identification of the appropriate focus group.
8. The university should consolidate, as much as possible, all the training to a specific location which can be accessed through the MyUFL system.
9. The university should provide popups upon login to MyUFL which will remind faculty/staff of trainings that need to be completed.

Respectfully submitted,

The University of Florida Infrastructure Council