



Academic Affairs Committee (AAC) Meeting Minutes

Date: Thursday, October 2, 2025

Time: 10:30 a.m. – 11:45am

Location: Library, Room 141

Attendees:

David Rohrbacher, Deja Rowe, Christie Fitz-Patrick, David Harvey, Rob Zamsky, Sandra Gilchrist, Joe Moore, Ryan Bussyen, Paul Harries, Hui-Min Win, Carrie Benes, Manu Lopez, Maribeth Clark

1. Free Library Space in Cook Library

Proposal for a 'Free Library' area for faculty and students to donate and exchange books.

Comments:

- CB suggested creating a designated space in the library.
- DR advised contacting library staff directly to coordinate.
- MB expressed concerns about unattended public book spaces due to prior issues.

Action Item: CB to reach out to Cook Library staff to discuss logistics.

2. Registrar Spreadsheet Categories

Clarification requested regarding confusing categories in registrar's spreadsheet.

Comments:

- CB noted confusion among faculty.
- RB was able to clarify with a quick call and suggested future spreadsheets be sent to division chairs first.

Action Item: Registrar to share future spreadsheets with division chairs before general distribution.

3. Space for Offices, Labs, and Classes

Growing shortage of faculty and lab space due to new hires and course expansion.

Comments:

- SG raised concerns about limited space.
- CF recommended showing new hires potential office/lab locations during recruitment.
- CB suggested meetings between division chairs, Erin, and David to coordinate.
- SG emphasized classroom capacity issues as class sizes increase.
- CF reported baseball fields expected to be ready by Spring 2026.

Action Items:

- CF to meet with Erin and David to identify additional space solutions.
- Division chairs to coordinate ongoing space needs.

4. Scheduling Classes

Clarification needed on scheduling timeline and process.

Comments:

- SG asked about when scheduling will begin.
- ML to follow up with Teresa in the Registrar's Office.

Action Item: ML to coordinate with Registrar on class scheduling updates and access issues.

5. Endowed Chair Funds

Clarification of new procedures for managing endowed chair funds through state processes.

Comments:

- DR explained these are now managed through division office managers.
- CF clarified changes were made due to state audit compliance and misuse concerns.
- CB raised faculty concerns about international travel restrictions.
- CF noted that procurement should be notified in advance; appeals can be sent to her and legal.

Action Items:

- Faculty inquiries should go through Jean Harris.
- Appeals to CF for discussion with legal if necessary.

6. Visiting Professors' \$2,500 Eligibility

Confirmation of visiting professors' eligibility for annual discretionary funds.

Outcome: DR confirmed visiting professors are eligible.

7. Faculty Searches & AMTRAV Travel System

Procedures for searches, on-campus lunches, and AMTRAV travel.

Comments:

- SG asked for clarification on budgets and process for lunches with candidates and students.
- CF recommended using division foundation funds via Aramark.
- AMTRAV training underway; each employee will have individual accounts linked to P-cards.
- System allows foreign travel and automatic expense routing.

Action Items:

- CF (Procurement) to coordinate AMTRAV training for division admins.
- Divisions may establish direct billing with Aramark.
- CF and HR to issue updated search procedures.

8. Office of Communications / Website Accuracy

Concerns about outdated directory and website inaccuracies.

Comments:

- CF suggested submitting work tickets for updates.
- DR and Rob will work with COMMS on directory improvements.
- DH suggested creating a website FAQ.

Action Items:

- DR and Rob to meet with COMMS to update directories.
- COMMS to develop an FAQ section for faculty and staff guidance.

9. Lab Fees

Low lab fees and need to support consumables.

Comments:

- DR encouraged departments to use fees for necessary course supplies.
- SG and DH discussed balancing student affordability and resource needs.

Action Item: Departments to gather data and submit memos for lab fee adjustments.

10. FAAR Form Replacement

Review of process for replacing the FAAR form to improve tenure and promotion workflow.

Comments:

- DR noted a committee is reviewing workflow integration through IR and the Provost's Office.
- HW mentioned implementation goal for November–December 2025.

Action Items:

- DR to work with CF and IR to finalize workflow model.
- Committee to pilot new system by end of fall semester.

Next Steps / Follow-up Summary

Topic	Responsible Party	Timeline
Free Library space in Cook Library	CB	Before next AAC meeting
Registrar spreadsheet review	Registrar's Office	Ongoing
Office/Lab space coordination	CF, Erin, Division Chairs	Fall 2025
Class scheduling coordination	ML & Teresa (Registrar)	Early November
Endowed funds clarification	CF & Jean Harris	Ongoing
AMTRAV training rollout	Procurement	October 2025
Website and directory updates	DR, Rob, COMMS	Oct–Nov 2025
Lab fee review memos	Department Chairs	Before Spring 2026
FAAR replacement	DR, CF, IR	Nov–Dec 2025

Minutes prepared by: Deja Rowe