



New College of Florida

Academic Affairs Committee (AAC) Meeting Minutes

Date: Thursday, November 13, 2025

Time: 10:30 a.m. – 12:00 p.m.

Location: Library, room 141

Attendees:

Manuel Lopez, Deja Rowe, David Rohrbacher, Rob Zamsky, David Harvey, Sandra Gilchrist, Ryan Buyssens, Joe Moore, Hui-Min Wen, and Carrie Benes

1. Clarification of Search Committee Guidelines (SG)

Discussion:

- SG asked where search committee guidelines are located and why new restraints and requirements are emerging.
- SG also asked who is responsible for retaining committee minutes.
- DR stated that HR requires training for all participants and that he will follow up with Erin Fisher for clarification.

Action Items:

- DR will confirm search guideline location and training requirements with HR.
- DR will report back at a future AAC meeting.

2. Paying for Lunches During Searches (SG)

Discussion:

- SG asked whether business cards may be used for candidate lunches.
- DR said several options exist but need confirmation.

- SG shared that some were told candidate visits may not occur until Spring.
- DR said he will follow up with the President.

Action Items:

- DR to verify the timeline for candidate visits.
- DR to clarify lunch payment procedures.

3. Debrief from BOG Meeting (DH)

Discussion:

- DH asked about key items: H1B visas, PBF metrics, DOGE review.
- DR shared that official guidance has not yet been provided but is expected soon.
- DR noted that Metric 10 will need redevelopment to align with the BOG 2030 Plan.
- Internship's position NCF well for Metric 10.
- Metric 8 remains modified since NCF had no graduate students historically.
- DR said DOGE review outcomes appeared inconsistent and unclear.

Action Items:

- DR to update AAC once BOG guidance is released.
- AAC to review new metric expectations when available.

4. Division Staff Ranks & Position Titles (SG)

Discussion:

- SG expressed concern that Office Assistant duties no longer match job expectations.
- CB noted inconsistent use of the title *Administrative Assistant* across offices.
- DR said previous discussions with HR occurred but no updates are available yet.
- DH confirmed HR has an existing Administrative Assistant description.
- DR encouraged SG and CB to draft a proposal for HR and the Provost's Office.

Action Items:

- SG & CB to develop a staff rank/title proposal.
- DR to bring the proposal forward once submitted.

5. SES and AOC Tracking Issues (SG)

Discussion:

- SG raised concerns that SES data and AOC designations are being lost or misrepresented.
- Banner cannot currently distinguish:
 - Joint/Joint AOC
 - Full/Joint AOC
- CB and DH emphasized Degree Works should correct this.
- HW stated that CIP codes will be required for reporting and Degree Works implementation.

Action Items:

- Registrar & HW continue configuring AOC accuracy for Degree Works.
- Updates to be prepared prior to May 2026 rollout.

6. FAAR Form & IR Reporting Errors (SG)**Discussion:**

- SG noted that FAAR reports contain inaccuracies.
- JM reported several outdated datapoints being pulled; Navigate 360 will reflect accurate Banner data once updated.
- HW stated corrections should be sent to Registrar.

Action Items:

- JM to refresh data pipelines for Navigate 360.
- Registrar to correct erroneous data in Banner.

7. Evaluation Change Form (CB)**Discussion:**

- ML explained that the Evaluation Change Form is no longer in SES; changes must be submitted to Registrar.
- CB requested that Becky from Registrar attend the next AAC meeting.
- DR confirmed narrative evaluations will remain permanently accessible to students.

Action Items:

- DR to invite Becky to the next AAC meeting.
- Registrar to clarify narrative evaluation access and update procedures.

8. Student Tracking & Contract Oversight (CB)

Discussion:

- CB raised concerns that faculty were contacted about students without active contracts.
- DR said advisors must ensure lists are updated regularly.
- ML said Registrar can resolve most cases except a small number of legacy issues.
- CB requested a full explanation of old vs. new systems.
- JM will prepare a Navigate 360 infographic and meet with division chairs.
- HW will send a campus-wide email identifying distance-learning eligible courses.

Action Items:

- JM to deliver Navigate 360 infographic and presentation.
- HW to send DL eligibility email.
- Registrar to assist with tracking inconsistencies.

9. Procurement & Travel Issues (DH)

Discussion:

- DH noted TER (Travel Expense Report) processing delays causing unnecessary difficulty.
- DR said a new travel system is in development but TARs will remain.

Action Item:

- DR to provide rollout timeline when available.

10. Gift Card Policy Development (CB)

Discussion:

- CB asked about limitations on purchasing gift cards.
- DR stated a meeting is scheduled to create a formal policy.

Action Item:

- DR to report outcomes of the gift card policy meeting.

Next Steps / Follow-Up Summary

Topic	Responsible Party	Timeline
Search committee guidelines	DR, Erin Fisher	Before next AAC meeting
Candidate visit & lunch procedures	DR	November 2025
BOG metrics & guidance	DR	When released
Division staff rank proposal	SG, CB	December 2025
AOC & Degree Works accuracy	Registrar, HW	May 2026
FAAR/IR data corrections	JM, Registrar	December 2025
Registrar invited to AAC	DR	Next AAC meeting
Navigate 360 infographic	JM	December 2025
DL eligibility email	HW	November 2025
Travel system update	DR	As available
Gift card policy update	DR	Next AAC meeting

Adjournment: 12:00 p.m.

Minutes prepared by: Deja Rowe