



# New College

THE HONORS COLLEGE of Florida

## **New College of Florida**

Academic Affairs Committee (AAC) Meeting Minutes

Date: Thursday, December 4, 2025

Time: 10:30 a.m. – 12:00 p.m.

Location: Library, room 141

### **Attendees:**

David Rohrbacher, Sandra Gilchrist, Deja Rowe, Ryan Buysens, April Ainsworth, Joe Moore, Carrie Benes, David Harvey

### **1. Performance-Based Funding & Admissions Update (SG)**

Discussion:

- April Ainsworth reviewed Performance-Based Funding (PBF) metrics and explained that Board of Governors (BOG) system goals and scoring methodologies remain subject to revision.
- Retention remains a key focus area, though all benchmarks are subject to change.
- Admissions projections shared: 14 FTIC students, 5 transfer students, 45 completed applications likely to move forward, 1,453 inquiries, 335 admits, and 25 deposits (very early in cycle).
- CB asked about advantages and disadvantages of PBF; April noted challenges due to NCF's small size and lack of clear BOG improvement guidance.
- SG asked whether increased transfers affect metrics; April confirmed they do and emphasized tracking transfer outcomes.
- JM noted Economics as the most frequently selected interest among deposited students (3 students).
- DR proposed inviting David Rancourt to a future AAC meeting.

Action Items:

- DR to invite David Rancourt to the next AAC meeting.
- AAC to continue monitoring admissions trends and PBF updates.

### **2. Long-Term Planning for Statistics Instruction (CB)**

Discussion:

- CB raised concerns regarding overlapping responsibility for statistics instruction across divisions.

- DR stated support for statistics courses being taught by a statistician and emphasized building capacity within Physics and Economics.
- DR requested development of a position description for a statistics instructional support role.
- SG asked how a full-time position would align with MIMMS; DR stated the role would support its home academic area.

Action Items:

- DR to request development of a statistics instructional support position description.
- Divisions to consider long-term staffing solutions for statistics instruction.

### **3. Facilities & ACE Building Key Access (CB)**

Discussion:

- CB raised concerns regarding potential elimination of physical keys for the ACE Building.
- DR confirmed Facilities stated physical keys will not be eliminated.

Action Items:

- None.

### **4. Simple Syllabus & BOG Syllabus Requirement (DR)**

Discussion:

- DR reported that the BOG has passed a requirement mandating all syllabi be publicly available 45 days prior to the start of a course.
- RB asked whether assignments must be included; DR clarified required components include readings and evaluation methods.

Action Items:

- Provost's Office to issue faculty guidance on syllabus compliance.

### **5. Summer Program Planning (DR)**

Discussion:

- Approximately ten faculty expressed interest in teaching during the summer term.
- Offering 8–10 courses was identified as beneficial for students and classroom capacity.
- Students will be eligible for financial aid, and summer registration will open during the Spring semester.
- RB asked about criteria; DR stated faculty should submit proposals to the Provost's Office, with priority given to introductory and general education courses.

Action Items:

- Provost's Office to solicit and review summer course proposals.
- Summer registration to open during Spring 2026.

## **6. Evaluation System Issues (SG)**

Discussion:

- SG raised concerns regarding inaccuracies in the evaluation system, including faculty titles displaying grades and missing data needed for contracts.
- DR stated SES is deteriorating and full functionality will not return until systems transition to Banner, anticipated by Spring 2026.
- CB advised faculty to complete evaluations on desktop computers.
- DH emphasized governance review to ensure compliance.

Action Items:

- Provost's Office to monitor Banner transition and communicate updates.
- Registrar to follow up on unresolved evaluation issues.

## **7. Exam Scheduling & Classroom Designations (RB)**

Discussion:

- RB raised concerns regarding exam scheduling responsibilities and administrative workload.
- DR stated the Provost's Office will manage exam scheduling and classroom designations going forward.

Action Items:

- Provost's Office to manage exam scheduling and classroom designations.

## **8. Tenure Process Concerns (CB)**

Discussion:

- CB referenced concerns raised in Tarron's email regarding the appropriateness of a submitted tenure file.
- SG emphasized the need for safeguards to prevent similar situations.
- DR advised committees to evaluate files as submitted and document rationale clearly.

Action Items:

- EPC and tenure committees to review procedural safeguards.
- Committees to clearly document rationale when required materials are missing.

## **Next Steps / Follow-Up Summary**

Topic	Responsible Party	Timeline
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Invite David Rancourt to AAC	DR	Next AAC meeting
Statistics position description	DR	Spring 2026
Syllabus compliance guidance	Provost's Office	Before next term
Summer course proposals	Faculty / Provost	Spring 2026
Evaluation system transition	Provost / Registrar	By Spring 2026
Exam scheduling oversight	Provost's Office	Ongoing
Tenure process review	EPC	Spring 2026

Adjournment: 12:00 p.m.

**Minutes prepared by: Deja Rowe**