



New College of Florida

Academic Affairs Committee (AAC) Meeting Minutes

Date: Thursday, January 8, 2026

Time: 10:30 a.m. – 11:33 a.m.

Location: Library, Room 141

Attendees:

David Rohrbacher, Rob Zamsky, Manuel Lopez, Deja Rowe, Joe Moore, Hui-Min Wen, Nova Myhill

1. Summer Pilot Program (CEB, in absentia)

Discussion:

- ML reported that all submitted summer pilot program proposals were approved. An email notification will be sent. Courses will require two hours of in-class instruction daily and three hours of outside-of-class work.
- DR noted that some students may combine internships and coursework, creating a heavy workload.
- SG raised concerns about a coral reef course not aligning with the summer session timeline.
- DR clarified summer offerings do not alter faculty contracts.
- SG asked whether summer ISPs are possible; DR noted ISPs exist via internships and supported exploring this option.
- ML stated this is a pilot initiative. An email will be sent in late January, with enrollment numbers expected by April. There are eleven summer classes total.

Action Items:

- ML to send faculty notification email (late January 2026).
- Provost's Office to review summer enrollment numbers by April 2026.

2. Teaching Assistants and Course Description Process (DR)

Discussion:

- DR summarized questions raised by Erin regarding TA allocation.
- RB discussed streamlining the TA request and budgeting process.
- DR noted TA allocation may be handled at the divisional level.

- SG shared that her division already uses a formal TA request process.
- DR encouraged RB to collaborate with SG to develop a standardized approach.

Action Items:

- RB and SG to outline a standardized TA request process.
- DR to support divisional coordination on TA allocation.

3. Forthcoming Academic Software Platforms (DR)

Discussion:

- DR provided updates on Interfolio, Simple Syllabus, and Degree Works.
- HW stated systems are expected to be operational by June 2026.
- Simple Syllabus will support BOG compliance and integrate with Canvas.
- Degree Works implementation has temporarily disabled some SES functions.

Action Items:

- Provost's Office to communicate rollout timelines.
- Training sessions to be scheduled for Simple Syllabus.

4. Update on M.Ed. Leadership Program (DR)

Discussion:

- DR announced the Dean of the M.Ed. Leadership program will begin next week.
- Meetings planned with interested faculty.
- SG requested the program of study.
- DR confirmed curriculum sharing and faculty roundtables.

Action Items:

- DR to share M.Ed. Leadership curriculum.
- Provost's Office to schedule faculty roundtables.

5. Administrative Assistant Vacancy – Provost's Office (DR)

Discussion:

- DR reported Debbie Jackson departed in December.
- Deja Rowe is interim contact for Provost's Office needs.

Action Items:

- Provost's Office to communicate interim procedures.
- Recruitment planning to proceed.

6. Accreditation Updates (DR)

Discussion:

- DR and RZ developed templates for faculty improvement plans.
- SG asked about Techne and LOGO placement.
- DR stated these initiatives do not need to be discipline-based.
- DR committed to inviting David Rancourt to discuss admissions.

Action Items:

- DR and RZ to distribute improvement plan templates.
- DR to invite David Rancourt to the next AAC meeting.

Next Steps / Follow-Up Summary

Topic	Responsible Party	Timeline
Summer pilot faculty email	ML	Late January 2026
Summer enrollment review	Provost's Office	April 2026
TA request standardization	RB, SG	Spring 2026
Academic software rollout	Provost's Office	By June 2026
M.Ed. Leadership curriculum	DR	January 2026
Faculty roundtables	Provost's Office	Spring 2026
Admin Asst recruitment	Provost's Office	Spring 2026
Accreditation templates	DR, RZ	Spring 2026
Invite David Rancourt	DR	Next AAC meeting

Adjournment: 11:33 a.m.

Minutes prepared by: Deja Rowe