



**New College of Florida**

**Academic Affairs Committee (AAC) Meeting Minutes**

**Date:** Thursday, January 22, 2026

**Time:** 10:30 a.m. – 12:15 p.m.

**Location:** Library, room 141

**Attendees:**

Manu Lopez, David Rohrbacher, Jean Harris, Nova Myhill, Ryan Buysens, Mitch Ryczek, Hui-Min Wen, Carrie Benes, David Rancourt, Deja Rowe.

**1. ISP Evaluation for Assessment & Accreditation (DR)**

**Discussion:**

- DR proposed implementing an evaluation process for Independent Study Projects (ISPs) to support institutional metrics and accreditation reporting.
- Committee members noted the importance of collecting student feedback to better demonstrate the educational value of the ISP experience.
- DRancourt emphasized that ISPs are a distinctive feature of the New College academic experience and are frequently highlighted in recruitment and enrollment messaging.

**Action Items:**

- Provost's Office to develop a student ISP evaluation mechanism to gather assessment data.
  - AAC to review how ISP evaluation results may support accreditation reporting and institutional assessment efforts.
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**2. Deadline for Summer Faculty Development Funds (DR)**

**Discussion:**

- DR discussed establishing a clear deadline for faculty to spend summer faculty development funds.
- A proposed deadline of **October 31** was suggested in order to improve budget planning and ensure funds are utilized within the appropriate fiscal cycle.

## **Action Items:**

- Provost's Office to consider implementing an October 31 deadline for summer faculty development funds beginning in the next academic cycle.
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## **3. Study Abroad Program Development & SRTG Process (MR / CB)**

### **Discussion:**

- MR presented updates on the revised process for Student Research and Travel Grants (SRTG).
- Historically, SRTG funding came from multiple sources; the new process will streamline administration and oversight.
- The Foundation will provide \$50,000 annually, distributed as \$25,000 per semester, with \$5,000 allocated for travel support.
- A five-member review committee, representing each academic division, will evaluate applications using a standardized rubric and spreadsheet.
- SG raised concerns regarding situations in which students receive funds directly from the Foundation but cannot purchase certain materials due to compliance restrictions (e.g., laboratory chemicals).
- MR confirmed that the application process can include language requiring some materials to be purchased through institutional procurement channels.

### **Action Items:**

- SRTG application materials to include language requiring certain materials to be purchased through the College.
  - Updated SRTG processes to be outlined and discussed at a future faculty meeting.
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## **4. Finance and Purchasing Processes (SG / JH)**

### **Discussion:**

- SG raised concerns regarding delays when adding vendors to the procurement system and navigating the routing process.
- JH suggested that additional training for administrative staff may help streamline vendor onboarding.
- JH clarified that vendor attestation forms are required under Florida state regulations, and vendors who refuse to sign them cannot be used by the College.
- Vendors requesting payment in advance cannot be accommodated because institutional policy requires payment only after goods or services are received.
- CB asked about training related to the rollout of Amtrav and related systems.
- RB suggested developing a PowerPoint presentation or training guide to assist staff.

**Action Items:**

- Procurement and administration to explore additional training opportunities for administrative staff.
  - A training presentation or guide may be developed to support system implementation and staff onboarding.
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**5. Course Schedule Attributes (CB / Registrar's Office)****Discussion:**

- CB shared that the Registrar's Office requested discussion regarding the creation of course schedule attributes.
- Attributes would allow students to search courses by specific categories such as dance, languages, or other areas of concentration.
- DR suggested considering whether attributes could align with Area of Concentration (AOC) groupings.
- CB proposed creating a shared Google document to continue discussion and gather faculty input.

**Action Items:**

- CB to create a Google document to collect faculty feedback on potential course attributes.
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**6. End-of-Term Evaluation Format (CB)****Discussion:**

- CB revisited earlier discussions regarding the usefulness of current end-of-term evaluation formats.
- It was suggested that handwritten evaluations may produce more useful feedback and evidence for assessment purposes.
- DR proposed piloting this approach with a small group of students.

**Action Items:**

- AAC to explore piloting handwritten evaluations with a test group of students.
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**7. Visiting Assistant Professor (VAP) Renewals (DR)**

**Discussion:**

- DR reminded committee members that divisions should notify the Provost's Office if they intend to **renew contracts for Visiting Assistant Professors (VAPs)**.

**Action Items:**

- Divisions to **submit VAP renewal requests to the Provost's Office**.
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**8. Course Overload Compensation (RB / DR)****Discussion:**

- RB raised questions regarding how course overload approvals should be structured and whether approval should apply to individual courses or overall workload.
- DR emphasized that overload decisions should remain within the division structure, with chairs reviewing requests before approval.
- DR noted that the Provost's Office will circulate policy guidance and suggested that caps may be considered where appropriate.

**Action Items:**

- Provost's Office to circulate guidance regarding course overload policies.
  - Division chairs to review overload requests prior to approval.
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**9. ISP Proposal / Budget Timeline (RB)****Discussion:**

- RB raised the topic of timelines associated with ISP proposal submissions and related budget requests.
- No formal policy changes were finalized during this discussion.

**Action Items:**

- None at this time.
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**10. Admissions and Enrollment Updates (DRancourt)****Discussion:**

- DRancourt provided an update on enrollment and recruitment efforts.
- Admissions continues expanding marketing outreach and remains optimistic about fall enrollment projections.
- Faculty engagement in recruitment efforts was emphasized, particularly through faculty biographies and video interviews that highlight academic expertise.
- Recruitment challenges in Natural Sciences were discussed.
- Faculty were encouraged to identify competitions, outreach opportunities, and events where Admissions could collaborate to recruit prospective students.

**Action Items:**

- Admissions to request faculty biographies and video interviews for marketing purposes.
- Divisions to share recruitment opportunities and outreach events with Admissions.

**Next Steps / Follow-Up Summary**

<b>Topic</b>	<b>Responsible Party</b>	<b>Timeline</b>
ISP evaluation development	Provost’s Office	2026 Academic Year
SRTG application revisions	Study Abroad / AAC	Next faculty meeting
Procurement training development	Procurement / Administration	Ongoing
Course attribute discussion	Registrar / AAC	Spring 2026
Course overload policy guidance	Provost’s Office	Upcoming term
Admissions marketing materials	Admissions / Faculty	Ongoing

**Adjournment:** 12:15 p.m.

**Minutes prepared by:** Deja Rowe