



Academic Affairs Committee (AAC) Meeting Minutes

Date: Thursday, March 12, 2026

Time: 10:30 a.m. – 12:00 p.m.

Location: Library, room 141

**Attendees:**

David Rohrbacher, Deja Rowe, Melani Salibian, Joe Moore, Nova Myhill, Ryan Buysens, David Harvey, Manu Lopez, Rob Zamsky, Sandra Gilchrist, Carrie Benes, Rebecca Noss, Erin Fisher

**1. New Travel Guidelines (SG, CB)**

Discussion:

- Concerns raised regarding impact on study abroad and field-based programs.
- Lack of clarity on transportation (rideshare, vans, boats).
- Policy appears developed without faculty input.
- Questions raised about potential cancellation of field trips.
- Suggestion to review peer SUS policies.

Action Items:

- DR to review travel policies at peer institutions.
- Provost's Office to coordinate with legal for clarification.

**2. Academic Program Retreat Planning (DH, ML)**

Discussion:

- Discussion of planning a proactive academic retreat.
- Suggested timing near orientation or prior to classes.
- Concerns about scheduling conflicts and new faculty support.

Action Items:

- DH and ML to develop retreat structure and timing.

### **3. Summer Course Approvals (CB)**

Discussion:

- Clarification requested on summer approvals.
- Most overloads approved; pending budget and enrollment.
- Concerns raised about TA and study abroad funding.
- Enrollment projections expected by late April.

Action Items:

- ML to provide enrollment projections.
- Faculty to coordinate planning with ML.

### **4. AY 2026–2027 Calendar Update (CB)**

Discussion:

- Request for finalized academic calendar.
- Course form attribute issues identified.
- Discussion on approval vs. review language.

Action Items:

- RN to finalize and distribute calendar.
- RN to review course attribute issues.

### **5. Third-Year Leave Policy Clarification (CB, SG)**

Discussion:

- Concerns regarding inconsistencies and miscommunication.
- Discussion of tenure expectations and research contribution.
- Need for clearer guidance and possible CBA updates.

Action Items:

- AAC/PAC to revisit policy.
- Provost's Office to provide clarification.

### **6. MyNCF Portal Request (CB)**

Discussion:

- Portal reorganization underway.
- Request not approved; coordination needed with Communications.

Action Items:

- CB to work with Communications for updates.

## **7. Divisional Overhead Changes (SG)**

Discussion:

- Concerns regarding reallocation of research funds.
- Need for policy clarity and transparency.

Action Items:

- DR and EF to review policy and report back.

## **8. Narrative Evaluation Survey (RZ)**

Discussion:

- Survey introduced to assess student evaluation usage.
- Need for data to support Degree Works and academic planning.
- Interest in sharing results with faculty.

Action Items:

- RZ to analyze survey data.
- Results to be shared with faculty and PAC.

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

Topic	Responsible Party	Timeline
Travel policy review	DR / Provost Office	Spring 2026
Academic retreat planning	DH / ML	Spring 2026
Summer enrollment projections	ML	Late April 2026
Academic calendar finalization	RN	Spring 2026
Third-year leave policy review	AAC / PAC	Spring 2026

Portal updates                      CB / Communications                      Spring 2026

Divisional overhead review      DR / EF    Spring 2026

Narrative evaluation survey      RZ    Spring 2026

Adjournment: 12:00 p.m.

Minutes prepared by: Deja Rowe