



Academic Affairs Committee (AAC) Meeting Minutes

Date: Thursday, April 9, 2026

Time: 10:35 a.m. – 11:15 a.m.

Location: Library, Room 141

Attendees:

David Rohrbacher, Carrie Benes, Sandra Gilchrist, Ryan Buysens, Rob Zamsky, David Harvey, Deja Rowe, Joe Moore, Melinda Ball, Nova Myhill

1. Announcements & Fall Reminders (DR)

Discussion:

- Reminder that faculty standing for tenure/promotion next year must begin preparations this month.
- Discussion regarding whether formal letters should be issued by the Provost's Office.
- DR noted coordination with legal is ongoing regarding process communication.
- Melinda Ball introduced to AAC.
- Faculty development fund applications received; full funding may not be guaranteed and will come from divisional budgets.

Action Items:

- Faculty to connect with division chairs regarding tenure/promotion timelines.
- DR to finalize communication process with legal.
- Provost's Office to schedule meeting to review development fund applications.

2. Accessibility & Actuators in Public Spaces (SG)

Discussion:

- Concerns raised regarding lack of actuator access in certain campus buildings (e.g., Pritzker).
- Need for increased accessibility infrastructure across campus.
- Suggestion to review peer institution practices (e.g., Ringling).

- Discussion about raising urgency and addressing through budget process.

Action Items:

- SG to provide DH with list of areas needing actuator access.
- DH to add item to faculty budget meeting agenda.
- AAC to explore best practices from peer institutions.

3. Space Planning Updates (SG)

Discussion:

- Discussion regarding potential use of USFSM space and its availability.
- Consideration of how space would be allocated for academic affairs.
- Concerns raised about AAC's role in space planning decisions.
- Discussion of relocating shared office groups such as Techne.

Action Items:

- DR to follow up with administration regarding AAC involvement.
- AAC to continue discussions on space allocation needs.

4. Human Flourishing Course Proposal (DR)

Discussion:

- Discussion of potential course supported by donor funding.
- Concerns raised regarding allocation of donated funds.
- Questions regarding curricular alignment and influence of external funding.
- Request for syllabus review prior to implementation.

Action Items:

- DR to provide course syllabus for AAC review if proposal moves forward.
- AAC to review alignment with institutional curriculum.

5. Chemical Inventory Guidelines (SG)

Discussion:

- Notification that current practices may be in violation of chemical regulations.
- Purchasing delays occurred due to compliance issues.

- Need for clearer routing and process for approvals.

Action Items:

- DR to follow up with administration on improving routing process.
- AAC to ensure compliance awareness among faculty.

6. Summer Development Funds (DR)

Discussion:

- Discussion initiated regarding summer development funding distribution and process.

Action Items:

- Provost's Office to provide guidance on allocation and timelines.

Next Steps / Follow-Up Summary

| Topic | Responsible Party | Timeline |
|-----------------------------------|-------------------|-------------|
| Tenure/promotion preparation | Faculty / DR | April 2026 |
| Accessibility actuator review | SG / DH | Spring 2026 |
| Space planning coordination | DR / AAC | Spring 2026 |
| Human Flourishing proposal review | DR / AAC | TBD |
| Chemical compliance process | DR | Spring 2026 |
| Summer development funds guidance | Provost's Office | Spring 2026 |

Adjournment: 11:15 a.m.

Minutes prepared by: Deja Rowe