



New College

THE HONORS COLLEGE of Florida

Academic Affairs Committee (AAC) Meeting Minutes

Date: Thursday, May 7 2026

Time: 10:31 a.m. – 11:29 a.m.

Location: Library, Room 141

Attendees: David Rohrbacher, Rob Zamsky, Manuel Lopez-Zafra, David Harvey, Sandra Gilchrist, Ryan Buysens, Nova Myhill, Deja Rowe, Melinda Ball

Space (SG):

Discussion:

- Discussion regarding planning for how many offices and space everyone will need.

Action Items:

- Chairs to start a list of needs.
- DR to follow up with CB on her needs.

Faculty Replacement Search (SG):

Discussion:

- Discussion was held regarding the faculty replacement searches.

Adjuncts and VAPs for next year (DR):

- Discussion regarding adjuncts and VAPs for next year was held.

Action Items:

- Chairs to provide information on adjuncts and VAPs needed for next year.

Honor societies (DR):

- Interest regarding honor societies was discussed and dismissed.

Summer Enrollment (SG):

- Conversation occurred regarding the amount of summer student enrollments.
- There are about 20-25 students enrolled with hopes of there being between 50-60.
- Some classes were cut due to the actual enrollment numbers to 5 classes. Last year there was only one summer class offered.
- Discussion about online classes to increase enrollment occurred and dismissed due past efforts failing and to keep the in person school community in tact.
- Concerns of students who want to take summer classes but cannot afford to live on campus over the summer was raised and discussed.

Simple Syllabus (RZ):

Discussion:

- Provided update on Simple Syllabus
- Fall classes are loaded along with Canvas shells and will be available for faculty tomorrow.
- Advised with autopopulation from the course description, it shouldn't take faculty more than 10 minutes to complete their syllabus.
- Faculty must complete their Simple Syllabus 45 days before the semester starts.

Narrative Evaluation Survey (RZ):

Discussion:

- Currently wrapping up the student surveys.
- Results will be available to faculty on Monday and discussed at the next faculty meeting.

Email Within Faculty User Group (RB):

Discussion:

- A concern was raised regarding when faculty send out emails and when they are actually sent out.
- Further, faculty are only able to send out one email per event, making it impossible to announce an event via email, then send out a reminder email closer to the event date.

Action Items:

- DR to discuss email concerns and a more accessible event calendar with Jamie Miller.

Faculty Fund Development Letter (DH):

Discussion:

- Discussion regarding faculty not aware of the request letter required to obtain faculty development funds.
- Discussion on how to move forward with those who have passed the deadline but would still like to submit their letter.
- Currently, Deja is reviewing the contracts and organizing the details due to this being an ongoing issue.

Action Item:

- Deja to send out faculty reminders in October and in April to send in their letters for faculty development funds.

SRTG \$600 Cap (SG):

- Concerns were raised about the decrease in SRTG funding from \$1200 to \$600.
- Discussed the funding issues involved and ideas on ways to obtain more funding.