



New College

THE HONORS COLLEGE of Florida

Academic Affairs Committee (AAC) Meeting Minutes

Date: Thursday, September 3, 2026

Time: 10:32 am - 11:42 am

Location: Library, Room 141

Attendees: Manuel Lopez-Zafra, Rob Zamsky, David Harvey, Amy Clore, Will Hustwit, Joe Moore, Hui Min Wen, Joe Moore, Deja Rowe, John Park, Teresa Wallentine, Melinda Ball

Update on Registrar

- It was communicated that Rebecca Noss and Rachelle Land are no longer working for NCF. Currently, Marta is out this week leaving the Registrar's office very short staffed.
- Patience and understanding are requested during this time while those left on the Registrar's team learn new responsibilities.
- The Registrar's opening has been posted for a week or so now.

Updates on Finance Office (AC)

- Melissa Shippe is no longer working for NCF. The primary contacts in the Finance department would be [Allyce Heflin](#), [Sarah Williamson](#), or [Christie FitzPatrick](#) depending on the specific topic of concern.

North Campus Office (AC)

- Currently, staff is adding office and event space into Banner and Mazevo.
- There is no new classroom space for faculty at this time but that may change.
- There was discussion about some programs having two or more offices.
- It was communicated that those with multiple offices are a temporary situation while the transition to north campus is in motion. In time, no one should have more than one office.

Follow up from last meeting on 4th year students without thesis prospecti on file (DH)

- Discussion was held regarding students who do not have a sponsor for their thesis.
- There is a need for faculty who are not overloaded who have zero to 2 students sponsored to take on those students still in need of a sponsor.
- Discussion continued about the inaccurate information of the number of students with or without a sponsor or AOC in the systems used.
- The AOCs won't be live until around mid September in DegreeWorks.

Action Items:

- [Teresa Wallentine](#) to request IT to add "thesis sponsors" to DegreeWorks.
- [Teresa Wallentine](#) to talk to IT about creating an "auto hold" in Banner instead of needing the hold to be removed manually.

Discuss Committee Assignments (RZ)

- The Writing Advising Committee has fizzled out with the number of people who have left NCF. Currently, only one member remains.
- It was suggested that we revisit bringing back this committee.
- It was determined that it would be revisited through the FAOC Committee and discussed with Jennifer Wells about updating the description of the committee and how it will operate moving forward.
- The Gender Studies Committee was also dissolved with most of its members either graduating or leaving the college.
- Discussion followed on whether or not to bring the committee back or not.
- It was determined that if there are faculty who are interested in self-organizing the committee that they are welcome to do so.