DRAFT
Ramapo College of New Jersey
Academic Review Committee (ARC)

Meeting Minutes of
Wednesday, September 2, 2009
9:35 A.M. – 11:27 A.M.
Registrar’s Conference Room

Members present: L. D’Antonio (TAS), Chair; M.E. Allison (CA); D. Crawley (SSHS); R. Dilly (LIB); V. Flenga (AIS); C. Brennan (Registrar); J. Van Dyke (Adv. RepL.

I. D’Antonio welcomed back returning members and new ex officio member: Joyce Van Dyke (Advisement Representative).

II. No new courses submitted so far this semester. Discussions.

III. Discussions:
   1. Gen Ed (GECCO)
      Assessment of entire GE.
      Assessment of individual courses (Do they meet learning goals & outcomes of the category)
      Committee for GE
      Discussion of ARC’s role

IV. Joined by George Tabback and Bill Johnson
   1. Discussion of on-line evaluations
      On-line Evaluation Process:
      Bill organizes them and forwards to Clare Naporano
      Clare runs reports and sends to Dean
   2. Faculty Process: Go to Dean and ask for the file
   3. Possible Ways to deal with On-line Evaluations:
      Labs and/or Ramapo supplies laptops
      Clickers, but don’t let the student make comments
   4. They answered the question of the possibility of losing information: We have a double backed up system within Banner. It includes all students’ grades, information, etc.
   5. Question: Are they able to be subpoenaed?
   6. Proposal:
      Pilot with Full Professors this fall.
      Tell Students to do it outside class
      Schedule a lab during class time
      Schedule for use of netbooks through George Tabback
      Recommend that George send his evaluations with a link to the site.
   7. Adding a statement to syllabus.
      On-line Evaluations available in My courses menu in Luminous.
V. ON-LINE COURSES
   1. Presently: Approval by Dean and Provost
   2. Discussion:
      Face-to-face vs. On-line classes
   3. Proposal:
      On-line courses should be approved by the Convening Group

VI. Announcements;
   1. Winter Session dates
      Dec. 21st first day of class
         No Registration after first day of class
      Jan. 15th last day of class
         Grades due after 15th
      Jan. 19th first day of Spring

Respectfully submitted,
Mary Ellen Allison