RAMAPO COLLEGE OF NEW JERSEY
ACADEMIC REVIEW COMMITTEE (ARC)

Meeting Minutes of
Wednesday, September 9, 2009
9:30 A.M. – 11:30 A.M.
Registrar’s Conference Room

ARC Members present: L. D’Antonio (TAS), Chair; D. Crawley (SSHS); V. Flenga (AIS); M.E. Allison (CA); T. Burns (ASB); R. Dilly (LIB); C. Brennan (Registrar); J. Van Dyke (Advisement); E. Rainforth (Office of the Provost, ex-officio member).

The minutes of the September 2, 2009 meeting were approved with revisions.

I. Announcements
   a. Notes from ARC sessions on Online Course Evaluations, Distance Learning, Plagiarism and In-load Credit for Graduate Courses, organized during In Service, will be distributed.
   b. December 1, 2009 is the deadline for submitting new courses to ARC for Fall 2010 and Spring 2011.
   c. The catalogue review is underway; conveners have been notified of appointments.

II. Discussion items
   a. The committee further discussed the proposed pilot of online course evaluations of classes taught by full professors. Professors may choose to have evaluations done outside of class, schedule a lab during class time, or schedule for use of netbooks.
   b. The committee discussed issues of security and access of online evaluations.
   c. Members also noted the need of a process for evaluation files to be purged after the required time limit.
   d. Discussion and proposed revisions of the draft document on Policies, Standards and Procedures for Planning and Offering Distance Education. The following subjects were discussed:
      - Academic freedom
      - Intellectual property
      - Procedures for course and program approval
      - Role of convening groups, units and deans in the approval of online courses
      - Administration of distance learning
      - Class size
      - Classroom observations.
The meeting adjourned at 11:30 A.M.

Respectfully submitted,
Vassiliki Flenga