Meeting Minutes of Wednesday, October 17, 2007 10:00 A.M. – 12:00 P.M.  
Berrie Center Conference Room (BC-239)

Members present: J. Lipkin (CA), Chair; D. Crawley (SSHS) L. D’Antonio (TAS); G. Gonpu (ASB); S. Kurzmann (LIB); E. Shannon (AIS); M. Ecker (ex-officio member)

I. Minutes
The October 10, 2007 minutes were approved with minor revisions.

II. Announcements (J. Lipkin)
- J. Liklin met with representatives of the Graduate Council: AIS Dean J. Mazza, and Associate Vice President for Enrollment Management R. Ortegon
  - Graduate courses will continue to come to ARC
  - The Graduate Council will develop course level guidelines for graduate courses

III. Discussion Items
- ARC discussed academic request submission dates
  - The deadlines are essential for student recruitment, so that students will know the requirements for the majors
  - Deadline information will be added to the ARC FAQs

IV. ARC Decision Items
- The ARC members completed revising the Academic and Curricular Guidelines Manual
  - J. Lipkin will discuss the Writing Intensive Program with Provost B. Barnett
  - A place to enter the requested/recommended class size will be added to the Course Request Form
  - First-Year Seminar: language regarding the instructors being advisors the entire first year at Ramapo must be revised to take adjuncts into consideration
  - The ARC Bylaws will be added to the ARC website
- Course Requests
  - ARC Request #345 (L. D’Antonio)
    Course ID: MATH 123: Calculus III
    Course level change from 100 level to 200 level approved
  - ARC Request #346 (L. D’Antonio)
    Course ID: MATH 224: Calculus IV
    Course level change from 100 level to 200 level approved

V. Information Items
L. D’Antonio informed ARC that the Preparation for College Math Program online program will be made into a 2-credit course that will replace the transition math course.

The meeting adjourned at 11:35 a.m.
Respectfully submitted,
Susan Kurzmann