

To: Faculty Assembly (FA)  
From: Academic Review Committee (ARC) \*  
Date: December 10, 2003

Subject: ARC Report #11 to the Faculty Assembly

### **Course Load Adjustment (CLA) II Recommendation III – Revised Class Meeting Schedule**

The ARC endorses a Common Meeting Time Block.

### **Student Government Association (SGA) Proposal on Extending Drop and Add Period**

The SGA has proposed “the possible extension of the drop and add course period at the beginning of each semester.... If this proposal were considered, the exact time that the period would be extended would be open for discussion.”

The ARC polled the faculty and received twenty-six (26) responses. Nine (9) faculty responded they would like the Add/Drop period extended and seventeen (17) responded they did not want it extended. Several faculty, in fact, indicated that they wanted a shorter Add/Drop period.

The ARC also discussed the proposal with Linda Padley, Director of Academic Operations, and Cynthia Finch, Registrar. They indicated that in the past, the Add/Drop period had been longer and many faculty had expressed dissatisfaction with students not settling into classes until the third week of the semester. Also, faculty had been unhappy with the disruption this caused in their classes and with the delay this caused to getting down to serious work in their class. There was also evidence from the Registrar’s Office that many students who added a class on the last day of the Add/Drop period found that they were too far behind their peers to catch up.

The ARC researched the Add/Drop periods for the Spring 2004 semester of the twenty (20) Council of Public Liberal Arts Colleges (COPLAC), of which Ramapo College is a member institution. We found that the average Add/Drop period is seven (7) days. Also, the average Add/Drop period for the five (5) of the nine (9) State Colleges researched is six (6) days. (Note: Montclair State University ends its Add/Drop period before classes even begin.). Ramapo College’s Add/Drop period is six (6) days. Please see attached table for these data.

After reviewing all of the information, the ARC recommends that Ramapo extend the Add/Drop period from six (6) days to seven (7) days in order to allow for at least one full week of classes. However, the ARC believes that extending the Add/Drop period beyond the seven (7) days could have a negative impact upon those students who add a course in the second week because they may have to make up too much work. Also, it could have a negative impact on faculty because they may have to make significant course adjustments to accommodate those students.

The ARC thanks the SGA for sharing our concern for the welfare of Ramapo College students.

### **Ramapo College Honors Program**

The ARC has referred the program back to the originators of the proposal for further study. We encourage the faculty to review the program report, which is posted on the FA website, and to e-mail

your ARC representative your comments and suggestions.

### **Student Evaluation of Course and Instructor Form**

The ARC recommends that the revision of the form be deferred to a later date due to other priority items.

### **ARC Self-Assessment Report**

The ARC has prepared a Self-Assessment Report of its structure, functions, and activities in order to facilitate the Faculty Assembly's evaluation of its performance. The report is available in electronic form on the FA web site and in paper form in the schools. We plan to bring it the floor of the FA for a vote at the February/March 2004 FA meeting. We encourage the faculty to discuss the report at Convening Group and Unit Council meetings.

### **Work Completed: Course Requests**

- New courses approved -1
- Pilot courses approved as regular course offerings - 4
- Course Revisions - 1

### **Work-In-Progress and/or Pending**

- Academic & Curricular Requests
- Courseload Adjustment II Committee – Further Implementation Recommendations (e.g. General Education)
- Provost Task Force Reports – Teacher Education Proposal; Study Abroad Program
- Academic & Curricular Guidelines Manual
- Academic Review Committee (ARC) By-laws, Policies and Procedures
- Senior Seminar Program
- General Education Program

### **ARC Academic & Curricular Guidelines Manual**

Since May 2003, the draft ARC Academic & Curricular Guidelines Manual has been used as the guide by faculty and the ARC for academic and curricular requests. We have updated it during this time to reflect additions and changes. We have added a draft section on the Program Proposal Request process. We encourage all, particularly the convening groups, to review the manual and send your recommendations to the ARC. We will request FA approval of the manual at the February/March 2004 FA meeting.

### **ARC Website**

The ARC Statutes, Membership, Minutes, Reports to the Faculty Assembly, Academic & Curricular Guidelines Manual and Self-Assessment Report are located on the Faculty Assembly web site at <http://phobos.ramapo.edu/facassem/>. Click on the link ARC,"

The members of the ARC wish you and your family a happy and healthy holiday season.

Thank you for your continued support.

Respectfully submitted,

ARC Membership: Stephen Klein (SAB), Chair; Shalom Gorewitz (CA); Robert Mentore (TAS); Elaine Risch (LIB); Frances Shapiro-Skrobe (SSHS); Ira Spar (AIS); Martha Ecker (Office of the Provost, ex-officio member).

**Survey of Council of Public Liberal Arts Colleges (COPLAC)  
& NJ State Colleges & Universities**

**Drop/Add Period (Spring 2004)**

Name	Classes Start Date	Drop/Add Deadline Date	# Days
<b>COPLAC Member Institutions</b>			
<u>College of Charleston</u>	1/8/03	1/15/03	8
<u>Fort Lewis College</u>	1/12	1/27	16
<u>Henderson State University</u>	1/13	1/19	7
<u>Mary Washington College</u>	1/12	1/16	5
<u>New College of Florida</u>	2/2	?	
<u>Sonoma State University</u>	1/26	2/6	12
<u>St. Mary's College of Maryland</u>	1/20	1/30; Add thru 2/13 with a fee	11
<u>Truman State University</u>	1/12	?	
<u>University of Minnesota, Morris</u>	1/20?	1/26	7
<u>University of North Carolina at Asheville</u>	1/14	1/21	8
<u>The Evergreen State College</u>	?	?	
<u>Georgia College &amp; State University</u>	1/6	1/8	3
<u>Keene State College</u>	1/20	1/26	7
<u>Massachusetts College of Liberal Arts</u>	1/13	1/20 Drop; 1/22 Add	8-10
<b><u>Ramapo College of New Jersey</u></b>	<b>2/2 Mon</b>	<b>2/7 Sat</b>	<b>6</b>
<u>Southern Oregon University</u>	1/5	1/9	5
<u>SUNY College at Geneseo</u>	1/12	1/16	5
<u>University of Maine at Farmington</u>	1/20	?	
<u>University of Montevallo</u>	1/12	1/16	5
<u>University of Wisconsin-Superior</u>	1/20	1/26	7
<b>State Colleges and Universities</b>			
<u>The College of New Jersey</u>	1/19	1/23	5
<u>Kean University</u>	1/12	?	
<u>Montclair State University</u>	1/20	before classes begin	0
<u>New Jersey City University</u>	1/20	1/26	7
<b><u>Ramapo College of New Jersey</u></b>	<b>2/2 Mon</b>	<b>2/7 Sat</b>	<b>6</b>

<u>The Richard Stockton College of New Jersey</u>	1/20	1/23	4
<u>Rowan University</u>	Error	Error	
<u>Thomas Edison State College</u>	?	?	
<u>William Paterson University of New Jersey</u>	1/20	1/27	8

**Survey of Council of Public Liberal Arts Colleges (COPLAC)  
& NJ State Colleges & Universities**

**Drop/Add Period (Spring 2004)**

COPLAC		NJ State Colleges & Universities	
Frequency Distribution		Frequency Distribution	
# Days	Count	# Days	Count
3	1	3	0
4	0	4	1
5	4	5	1
6	1 β Ramapo College	6	1 β Ramapo College
7	4	7	1
8	3	8	1
9	0	9	0
10	0	10	0
11	1	11	0
12	1	12	0
13	0	13	0
14	0	14	0
15	0	15	0
16	1	16	0
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Total	16	Total	5
Mean	= 7.5 days	Mean	= 6 days
Median	= 7 days	Median	= 6 days
Mode	= 5 days & 7 days	Mode	=
Note: There are 20 member institutions in COPLAC		Note: There are 9 NJ State Colleges and Universities	

Compiled by: ARC - S. Klein 12/2003