

To: Faculty Assembly (FA)  
From: Academic Review Committee (ARC) \*  
Date: November 12, 2003  
Subject: ARC Report #10 to the Faculty Assembly

### **Senior Seminars for Spring 2004**

In order to address the current crisis of closed sections in the Senior Seminar Program, the ARC recommends that the Deans approve 300- and 400-level interdisciplinary or disciplinary courses as substitutes for Senior Seminars **for the spring 2004 semester** for only those students graduating in Spring 2004 or for students who are student teaching in the Fall 2004. The ARC recommends that an e-mail immediately be sent to students, faculty and Deans, and administrators in order to communicate these changes college-wide.

### **Course Load Adjustment (CLA) II Meeting**

The ARC, Course Load Adjustment (CLA) II Committee, Faculty Assembly President (FAP), Faculty Advisory Council (FAC) and Provost held a joint meeting where the CLA II Committee members answered questions and exchanged information regarding the CLA II Report to the Faculty Assembly, October 2003. The questions and answers dealt with the three "Initial Implementation Recommendations" of the CLA II Committee, namely:

- 1) that the concept of the UNIT plan, as outlined in the CLA II Report, be approved in the Fall 2003 for implementation as soon as practicable to coincide with the Banner migration in Fall 2005;
- 2) that the definition and procedure for the FLEX UNITS, as outlined in the CLA II Report, be approved in Fall 2003;
- 3) that the revised class meeting schedule, as outlined in the attached chart in the CLA II Report, be approved in Fall 2003.

The "Further Implementation Recommendations" (e.g., General Education) section of the Report will be the subject of a follow-on meeting(s).

The ARC has previously endorsed the concept of the UNIT Plan. The ARC supports the principle of the FLEX UNIT with the understanding that the details need to be worked out in a collegial manner with the responsible parties. The ARC recommends the tabling of the recommendation for a revised class meeting schedule.

### **Ramapo College Honors Program**

The ARC has reviewed the proposed revisions to the Ramapo College Honors Program and recommends that the Faculty Assembly approve the Program.

Students are increasingly interested in enrolling in the College Honors Program and there appears to be a critical mass of students, which will allow the College to offer dedicated sections of several courses. The proposed revised Honors Program features two tracks: one for science majors and one for non-science majors. In addition, Honors Program students will be required to do community service in the form of

tutoring, etc. and will be offered other experiential opportunities. Honors Program students will still be required to complete a senior thesis and an on-campus presentation. A half-time Honors Director will be appointed to oversee the program. Social outings and cultural functions as well as separate Honors Residence for students in the program will be planned.

### **Common Final Exam Time Blocks**

Several schools and convening groups requested that the ARC study the feasibility of having common final exam time blocks in the examination schedule. After analyzing the examination schedules for the next several years, L. Padley, Director of Academic Operations, indicated that she will recommend that the College add one day, at the end of the Final Examination schedule, to accommodate those courses with common final exams. This change will not impact the rest of the faculty. The ARC supports the recommendation.

### **Winter Session**

The ARC representatives polled their respective schools. Three schools are in favor of continuing it, one school and the Library are in favor of discontinuing it, and one school is divided. After an ARC request for input from the Student Government Association (SGA), C. Irving, President of SGA, informed the ARC that the SGA representatives overwhelmingly voted down a resolution to discontinue the Winter Session. Most administrators and professional staff stated that they are in favor of discontinuing the winter session. J. Dallan, Director of Study Abroad, believes that the Winter Study Abroad Programs could continue even if the Winter Session was discontinued. In response to questions from several faculty regarding the academic viability of courses taught in the 4-week winter session, the ARC believes that this issue has been answered satisfactorily at the state-level.

After reviewing the information from the above constituencies, the ARC recommends to the FA and to the Administration that the College continue the Winter Session. If the Winter Session is discontinued, then the ARC recommends that an alternate 4-week session period be considered at another time of the year.

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

The ARC has completed its review of the current Student Evaluation Form. Based on our review and with the unanimous support of the schools and the library, the ARC recommends a revision to the current Student Evaluation Form. The form will contain both qualitative and quantitative questions. If supported by the FA, the ARC, in consultation with the Faculty Assembly President and Faculty Advisory Council, will form an ad-hoc subcommittee to create a revised form.

### **ARC Self-Assessment**

The ARC has completed a Self-Assessment Report of its activities. Copies of the report will be available shortly and will also be posted on the FA website. We encourage the faculty to review it and discuss it in their schools councils, as we plan to bring it to the floor of the FA for a vote at the February FA meeting.

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

- New Courses – Processed First-time Pilot – 3 courses

### **Work Completed: Program Proposals**

- Revised Ramapo College Honors Program

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

- Academic & Curricular Requests
- *Courseload Adjustment Task Force Committee II (CLA II) Report* and Related Issues – waiting for input from school councils
- Provost Task Force Reports
- Academic & Curricular Guidelines Manual
- Academic Review Committee (ARC) By-laws, Policies and Procedures
- Senior Seminar Program
- General Education Program

**ARC Website**

The following information is available on the ARC website:

- The ARC Statutes, Membership, Minutes, Reports to the Faculty Assembly, and the Academic & Curricular Guidelines Manual are located on the Faculty Assembly Home Page at <http://phobos.ramapo.edu/facassem/>. Click on the link ARC,” or go directly to it by entering the following URL: <http://phobos.ramapo.edu/arc/>. If you wish to download the *ARC Academic & Curricular Guidelines Manual* or the Course Request Form and Instructions, then enter the following URL: <http://guide.ramapo.edu/content/ARC/index.html>.

We welcome your comments and suggestions.

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).