To: Faculty Assembly

From: Academic Review Committee (ARC) *

Date: February 18, 2004

Subject: ARC Report #12 to the Faculty Assembly – Beginning of Spring 2004

The Academic Review Committee (ARC) welcomes new and returning faculty to the spring 2004 semester.

New or Revised Course Requests

Since its December 10th Report to the Faculty Assembly, the ARC has approved five (5) new course requests, two (2) new first-time pilot course requests, and five (5) course revision requests. The ARC will continue reviewing proposals for new or revised courses and programs. However, the time is fast approaching when we may have to declare a moratorium on new course requests as the schools begin the conversion to the Courseload Adjustment (CLA) Unit model.

Teacher Education Institute Proposal

During the winter break, the ARC met with John Mulhern, Director of the Teacher Education program. He shared with us his concerns and the issues that the program faces, namely: organizational structure, resources, and national accreditation, and the issue of timing. While the ARC understands the concerns and issues, it feels that any recommendation would be premature in light of the deliberations of the Academic Structure Exploratory Committee (ASEC).

Study Abroad Task Force Report

The ARC has reviewed the Study Abroad Task Force Report dated February 12, 2003.

The following is excerpted from the report:

"In response to President Rodney Smith's request that student participation in Study Abroad Programs be raised from the current participation level of approximately twenty percent to a significantly high level (e.g., as high as 80%), interim Provost Ed Cody directed faculty liaison R. Lowell to assemble a group of faculty and staff persons to study the current structure and effectiveness of the Study Abroad programs and make recommendations for implementing the President's challenge to increase student participation."

The task force report indicated that it would address the issues of policy, program, and structure. With regard to policy issues, and more specifically, the "Protocol for Initiating New Courses," the ARC concurs with the process. However, the ARC noted that two process steps need to be included, namely:
- review and approval of the course request(s) by the respective Dean(s) if applicable
- review and approval of the course request(s) by the ARC

In addition, the ARC requests that the Director of Study Abroad Program (1) review all existing Study Abroad course syllabi and ensure that they conform to the guidelines in the *Academic and Curricular Guidelines Manual,* and (2) submit all existing Study Abroad Program course syllabi to the ARC for review, by May 1, 2004.

With regard to program issues, the ARC noted the absence of a specific section in the report on "program issues" (e.g., evaluation of present programs; feasibility for the development of semester-long programs); and also the absence of a "goals and objectives" section. The ARC strongly encourages the Director of the Study Abroad Program to develop a program issues and goals and objectives addendum to the report.

The ARC agreed that the report should be updated to reflect the present structure of the Study Abroad Program (e.g., Director of Study Abroad Program position etc.). Also, the ARC recommends that the Study Abroad Program structure issues be referred to the Academic Structure Exploratory Committee (ASEC) for deliberation.

The ARC looks forward to working with the Director of Study Abroad Program, J. Dallon, and to receiving course and program requests. The ARC thanks the Study Abroad Task Force members for their hard work and good efforts.

Courseload Adjustment (CLA) II Report

During the winter break, the ARC discussed the CLA II Report section, "Further Implementation Recommendations." The ARC supports the CLA II position, regarding:

- The reduction of the General Education Program to no more than 17 units
- The reduction of the graduation requirement to 34 units
- The responsibility of each school curriculum committee to best determine how to implement these changes (Note: If no school Curriculum Committee exists, it should be created.) and to report its finding to the All-College CLA Committee early in the spring 2004 semester.

The ARC looks to the convening groups to determine the feasibility of implementing the CLA recommendation.

Academic and Curricular Guidelines Manual - Recommendation

The *Academic & Curricular Guidelines Manual* is a compilation of both existing, revised and newly developed academic and curricular guidelines. This manual has been in use for more than one year by the faculty, as a guide in developing new courses and revising existing ones, by new faculty as an orientation guide, and by the ARC in facilitating the processing and approving of course and program requests. The ARC recognizes that this manual is a work-in-progress. The ARC will update the manual to reflect the changing needs and requirements of the Ramapo College community and will, periodically, present it to the Faculty Assembly for approval.

(Please note: The *Academic & Curricular Guidelines Manual* is available in paper form and in electronic form on the Ramapo College Intranet Faculty Assembly homepage website: http://phobos.ramapo.edu/facassem/. Click on ARC to view the Academic Review Committee (ARC) home page. Click on ARC Manual/Forms to view the *ARC Academic & Curricular Guidelines Manual* and Forms.)

ARC Resolution #1

The ARC recommends the adoption of the *Academic & Curricular Guidelines Manual*, dated 11/2003 Revised, and the updated Program Proposal Review and Approval Process dated 1/2004, which are posted on the Faculty Assembly website, to be effective immediately.

Senior Seminars - Recommendation

The Faculty Assembly approved substituting 400 level school interdisciplinary courses and 400 level disciplinary capstone courses, on the authority of the Deans, for the Senior Seminar requirement for the Spring 2004 semester.

Rationale

Shortages of senior seminar sections over the past year and the pending impact of CLA II recommendations regarding General Education requirements convinced the ARC that this is a prudent measure to ensure that students will be able to fulfill their requirements in a timely way.

The Chair of the ARC will consult with the Director of Academic Operations to determine schedule planning that results in an adequate number of Senior Seminars and specific substitutes for Senior Seminars (as recommended by the Deans) for the number of students we expect to graduate in August 2004 - August 2005.

ARC Resolution #2
The ARC recommends that the Faculty Assembly approve the continuation of the course substitution policy for Senior Seminars through Summer 2005.

ARC Structure - Recommendation

(Please note: The complete ARC *Self Assessment Report*, to the Faculty Assembly, November 20, 2003 is posted on the Faculty Assembly website.)

Excerpts from the *ARC Self Assessment Report*, to the Faculty Assembly, November 20, 2003:

"On September 23, 2002, the Faculty Assembly (FA) voted to establish the Academic Review Committee (ARC), approve the ARC by-laws, and replace the four FA standing committees. The ARC began its work on October 1, 2002. According to the Faculty Assembly mandate, the ARC will function on an experimental basis for no more than two years. It will continue beyond this term only if the Faculty Assembly charters it. In the event that the FA chooses to end the work of the ARC, the former four standing FA standing committees will be reinstated."

"The ARC members believe that the ARC has met the mandate of the Faculty Assembly by: 1) increasing efficiency and effectiveness through the elimination of duplication in function and effort and streamlining procedures, 2) improving responsiveness to the faculty, convening groups, deans and provost, 3) providing a stronger faculty role in college-wide decision making, 4) increasing accountability; 5) re-establishing formal communication channels with administration, and enhancing dialogue with administrators, 6) strengthening oversight; and 7) re-establishing the integrity of the process for course and program approval by providing a clear structure and process for course and program approval both within and across convening groups and schools."

"The ARC's record of achievement is based on several factors: 1) a single integrated committee structure that meets weekly, 2) open lines of communication with faculty, convening groups, deans, provost and administrators, 3) an experienced, dedicated, and hard-working committee of faculty with a college-wide perspective, 4) a clear mandate from the Faculty Assembly, and most importantly, 5) the cooperation, support, and collegiality of the faculty."

"The ARC requests Faculty Assembly support a positive vote on the resolution to permanently amend the bylaws (i.e., replace Article VI Committees and Senior Seminar Bylaws supplement) of the Faculty Assembly and charter the Academic Review Committee (ARC) as the standing committee of the Faculty Assembly commencing for the academic year 2004."

(Note: The ARC Statutes, Members, Meeting Minutes, Reports to the Faculty Assembly, *Academic & Curricular Guidelines Manual,* Forms and Instructions, and Self Assessment Report are posted on the Ramapo College Intranet Faculty Assembly homepage website at: http://phobos.ramapo.edu/facassem/. Click on ARC to view the Academic Review Committee (ARC) home page. Click on ARC Manual/Forms to view the *ARC Academic & Curricular Guidelines Manual* and Forms.)

ARC Resolution #3
The ARC recommends that the Faculty Assembly vote to charter the Academic Review Committee (ARC) as the standing committee of the Faculty Assembly, replacing the former four Faculty Assembly standing committees: Academic, Curriculum, General Education, and Senior Seminar, effective immediately.
Please Note
Since this resolution will affect the Faculty Assembly bylaws, the resolution must pass by a 2/3 majority vote of the Faculty Assembly. In the event that the resolution does not pass, (i.e., ending the work of the ARC), the bylaws which preceded the establishment of the ARC (i.e., the former four Faculty Assembly standing committees) will be reinstated as of September 2004.

We look forward to an exciting semester and to serving you. Thank you.

* 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).