

To: Faculty Assembly (FA)
From: Academic Review Committee (ARC) *
Date: September 8, 2004
Subject: ARC Report #17 to the Faculty Assembly (FA)

Welcome

On behalf of the Academic Review Committee (ARC), I welcome the new and returning faculty, administrators, staff, and students to the beginning of 2004/2005 academic year. Serving on the Academic Review Committee this year for the first time are: Susan Kurzmann (LIB); Jonathan Lipkin (CA), and Jacquelyn Skrzynski (Office of the Provost, ex-officio member) and returning members are Stephen Klein (SAB), Chair; Robert Mentore (TAS), Frances Shapiro-Skrobe (SSHS), and Ira Spar (AIS).

Although the ARC did not physically meet during summer months, its members conducted an ongoing e-mail dialog regarding academic and curricular matters.

Moratorium on New Courses – Information Item

In order to meet the goals for the Unit Plan implementation, the Provost has declared a moratorium on new courses to begin immediately. Exceptions should be submitted in writing, stating the rationale, and discussed with the appropriate dean who will bring the matter to the attention of the Provost.

MBA Program Suspension – Information Item

In June 2004, the School of Administration & Business (SAB) faculty voted to suspend its MBA program effective the start of the Fall 2004 semester. The Provost agreed with the recommendation from the SAB faculty. It is important to note that the SAB recommendation to suspend the MBA program flowed from its decision again to pursue AACSB accreditation. It became clear that it is a more realistic goal to achieve accreditation at the undergraduate level rather than at the undergraduate/graduate levels. The ARC has reviewed the materials presented and concurs with the SAB faculty and Office of the Provost. Once AACSB accreditation is achieved, the decision to remove the suspension and re-starting the MBA degree program should be reviewed.

Withdrawal Date Deadline Spring Semesters – Information Item

In March 2004, the FA approved a change of moving the withdrawal date deadline from ten calendar weeks to eight calendar weeks. Upon further review, it was noted that the eighth calendar week of the spring semesters is always the spring break. Therefore, in order to be equitable to students and also honor FA wishes, the withdrawal date deadline for spring semesters, only, will be the Friday after the students return from Spring break. This will be eighth class week from the beginning of the semester.

Program Proposal for an Environmental Science Minor – Decision Item

The ARC reviewed a program proposal for an Environmental Science Minor. The program degree level is undergraduate and within the mission designation of the college. During its Five-Year Review the convening group in Environmental Science developed the proposal. Several points of information are offered:

1. Strong student interest in adding a minor in Environmental Science to their major.

2. There are increasing multi-disciplinary and interdisciplinary interactions in the sciences.
3. Since the major is a relatively small one, it would bring additional qualified students into its program, especially in the upper-level courses.
4. The Environmental Science major has been offered over the past 30 years.
5. The minor will require no additional resources (faculty, courses, and facilities).

The proposal has the support of the faculty of the School of Theoretical and Applied Sciences (TAS), its Dean, and the Office of the Provost.

Resolution

After review, the ARC recommends the FA approve the Program Proposal for an Environmental Science Minor.

Work To Do

During the year, the ARC will be considering the following issues:

- Academic Exploratory Committee (ASEC)
- Courseload Adjustment (CLA) - General Education Curriculum
- Study Abroad Course Syllabi Review
- Writing Across the Curriculum (WAC) Program
- Latin Honors Program

and other matters as presented to it.

ARC Academic and Curricular Guidelines Manual

As a reminder, and especially for our new faculty members, the *Academic & Curricular Guidelines Manual*, dated 9/2004, is available in paper form and in electronic form. This manual is a compilation of both revised and newly developed guidelines. It is meant to be used by all 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. Please see your ARC representative or school secretary for a copy or download it from the Faculty Assembly web site at <http://phobos.ramapo.edu/facassem>, or directly from the ARC web site at <http://phobos.ramapo.edu/arc>.

We look forward to an exciting academic year and to serving you. Thank you.

* ARC Membership: Stephen Klein (SAB), Chair; Susan Kurzmann (LIB); Jonathan Lipkin (CA), Robert Mentore (TAS); Frances Shapiro-Skrobe (SSHS); Ira Spar (AIS); Jacquelyn Skrzynski (Office of the Provost, ex-officio member).