

To: Faculty Assembly (FA)  
From: Academic Review Committee (ARC) \*  
Date: October 6, 2004  
Subject: **ARC Report #18 to the Faculty Assembly**

### **Moratorium on New Courses – Exceptions – Information Item**

In order to meet the goals for the Unit Plan implementation, Acting Provost M. Ecker has declared a moratorium on new courses. M. Ecker asked the ARC to develop guidelines under which exceptions might be granted. The ARC members developed the following guidelines:

Exceptions may be granted primarily for:

1. New faculty (hired since September 1<sup>st</sup>, 2003) who need or are required to develop courses in new program areas.
2. Courses that fill gaps identified in five-year reviews of programs and majors.
3. Courses to be developed under Career Development and Faculty Development grants that have already been approved.
4. Other exceptions will be considered on a case-by-case basis.

The Acting Provost supports these guidelines. Exceptions to this moratorium may be brought to the dean for approval (in accordance with ARC procedures), who will then forward them to the Provost's office for consideration.

### **Course Requests**

Since June 2004, the ARC has approved the following course requests: two (2) courses that had previously been offered as first-time pilot courses, two (2) new courses, one (1) course revision, and one (1) first-time pilot course.

### **Study Abroad Programs (SAP) Course Syllabi Review – Information Item**

The ARC reviewed eight (8) Study Abroad Programs (SAP) course syllabi with regard to their conformance with the Ramapo College Course Syllabus Guidelines adopted by the Faculty Assembly in March 2004. ARC determined that two course syllabi did not conform to the guidelines and six course syllabi were deemed acceptable pending minor revisions. The ARC has requested J. Dallon, Director of SAP, to work with the respective faculty and revise these syllabi so that they are in conformance with College guidelines. The ARC has requested that J. Dallon resubmit the SAP course syllabi to ARC for a final review by October 15, 2004. Those SAP courses not in compliance with College guidelines will not be offered in the future.

### **General Education Program – 100-Level Foreign Language Courses – Information Item**

The ARC members discussed how foreign language courses could be included in the newly passed General Education Program. After extensive discussion and review of the General Education category descriptions, the ARC determined that 100-level foreign language courses do not fulfill any categories. However, upper-level foreign language courses appear to fulfill some of the proposed General Education categories.

### **General Education Program – Categorization of Courses – Information Item**

The ARC has requested that convening groups, via the Deans, identify courses that they believe fit into each category of the newly passed General Education Program and submit them to their ARC representatives by December 1, 2004. This will expedite the process of populating the new General Education categories and identifying those categories where additional courses may be required.

### **General Education Program – “Topics in...” Categories – Information Item**

ARC is concerned that designated upper-level courses in the “Topics in...” categories may have hidden (i.e., non-General Education) prerequisites. The ARC has voiced this concern to the Coordinating Implementation of Restructuring and Curriculum into Units Interim Task Force (CIRCUIT).

### **Proposed New Student Evaluation Form – Information Item**

The ARC is charged with making recommendations on academic policy to the Faculty Assembly. ARC members expressed their concern that this item of academic policy is being brought to the Faculty Assembly without ARC review.

### **Senior Seminars – Course Substitution Policy – Recommendation**

Last year, 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 through August 2005. Since the implementation date for the newly passed General Education Program has been postponed until September 2006, the ARC is requesting that the FA approve the continuation of the course substitution policy, adding the proviso that these courses be writing intensive.

#### **Rationale**

Shortages of senior seminar sections over the past year and the pending impact of CLA III 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.

#### **Process**

The Chair of the ARC will consult with L. Padley, Director of Academic Operations to ensure that an adequate number of Senior Seminars and specific substitutes for Senior Seminars (as recommended by the Deans) are scheduled to meet the needs of graduating seniors. The following list is a sample of approved course substitutes for Senior Seminars:

BBAD 495 Strategic Management	AHST 410 History Seminar
APOL 405 Political Science Seminar	ALIT 414 Literature Seminar
M/SPSY 430 Advanced Topics in Psych	MSWK 420 Contemporary Social Policy
SCHM 450 Special Topics	SENV 414 Environmental Assessment
Lec/Lab	

#### **Resolution**

**The ARC recommends that the Faculty Assembly approve the continuation of the course substitution policy for Senior Seminars until the newly passed General Education Program has been implemented. The course substitutions must be writing intensive courses. For more information, please contact A. Romano, Director of Writing Across the Curriculum (WAC) Program.**

### **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>.

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).