

To: Faculty Assembly (FA)
From: Academic Review Committee (ARC) *
Date: December 1, 2004
Subject: **ARC Report #20 to the Faculty Assembly**

Course Requests – Information Item

Since its last report on October 6, 2004, the ARC has approved four course request(s): two course revisions and two new courses. Please remember that all course requests, including minor revisions, must be accompanied by a course syllabus.

CIRCUIT (Coordinating Implementation of Restructuring and Curriculum into Units Interim Taskforce) – Information Item

CIRCUIT has referred several policy items to ARC for review: 1) Pass/Fail, 2) Latin Honors, 3) Repeat of Course, 4) General Education Program – Transfer Policies, 5) New Subject Codes / Course Levels, and 6) Declaring a Major (currently no official policy).

Withdrawal Date Deadline Reminder – Information Item

Effective this academic year, the Faculty Assembly approved a change of the withdrawal date deadline from the tenth to the eighth calendar week of the semester. The Student Leaders Coalition has reported that students have complained about the lack of grade feedback in some classes before the withdrawal date deadline. ARC requests that faculty be mindful of the new withdrawal date deadline and note that for spring semesters only, this deadline will always be the Friday after Spring Recess.

New General Education Program – “Topics in ...” Categories - Information Item

The ARC discussed at length the “Topics In...” categories of the new General Education Program which are designed for students outside of their schools. ARC members are concerned that these categories will include courses at the 300 level, most of which have prerequisites. This has the potential of creating hidden prerequisites for students. Most existing 300-level courses are designed for students within their majors. Either these courses will need to be redesigned or new courses developed for non-majors. This has tremendous implications for faculty resources.

Therefore, the ARC recommends that this concern be discussed by the Schools and a resolution from each School be reported back to ARC via the Deans.

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 both paper and electronic formats. 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>.

The ARC wishes you and your family a happy holiday season and New Year. See you in 2005.

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).