

To: Faculty Assembly (FA)
From: Academic Review Committee (ARC) *
Date: February 16, 2005
Subject: ARC Report #21 to the Faculty Assembly

The Academic Review Committee (ARC) welcomes new and returning faculty to the spring 2005 semester. The Academic Review Committee (ARC), the standing committee of the Faculty Assembly, reports to the Faculty Assembly on issues of academic policy and curriculum. It works most immediately with Deans and Convening Groups. The ARC is charged with strengthening the autonomy of Convening Groups within the context of all-college accountability.

New or Revised Course Requests – Information Item

Since its December 1st Report to the Faculty Assembly, the ARC approved one new course request and two new first-time pilot course requests. These course requests were approved exceptions to the moratorium on new and revised courses.

ARC Course Requests Forms and Procedures – Information Item

In order to assist faculty in preparing new and revised course syllabi for the CLA initiative, ARC adapted the existing *Course Syllabus Guidelines Sheet* into a checklist which should facilitate the process and ensure you have included all necessary items. Your ARC representative will work with you and ensure that the course syllabi conform to the Faculty Assembly approved guidelines. Please include a completed *Course Syllabus Guidelines Checklist* when you submit your course syllabus. We also revised the *ARC Course Request Form* and streamlined it for the new CLA initiative. A completed course request package includes the following items: 1) *Course Syllabus Guidelines Checklist*, 2) *ARC Course Request Form*, and 3) course syllabus. Copies of the revised form and checklist will be available on the web or from your ARC representative.

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

As we reported on December 1st, CIRCUIT referred the following policy items to ARC for review: 1) Pass/Fail Grades, 2) Latin Honors, 3) Repeat of Course Grade, 4) General Education Program – Transfer Policies, 5) New Subject Codes / Course Levels, and 6) Deadline for Declaring a Major. The ARC is researching these items and will soon report its recommendations to the Faculty Assembly. The ARC welcomes your comments on these items through your ARC representative.

Withdrawal Date Deadline Reminder – April 1, 2005 – 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 had previously 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.

Future Items – Information Item

The ARC will be considering the following agenda items:

- Student Opinion of Teaching and Learning Form and Process
- Revision of Academic and Curricular Guidelines Manual

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 is in the process of updating the manual to reflect changes required by the CLA proposal. The revised Course Request Package is located at http://phobos.ramapo.edu/arc/meetings/ARC_Course_Request.doc.

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).