

To: Faculty Assembly (FA)
From: Academic Review Committee (ARC) *
Date: April 13, 2005
Subject: ARC Report #23 to the Faculty Assembly

Ramapo College Academic and Curricular Policy Recommendations – Decision Items

ARC reviewed several of the College's current academic and curricular policies to determine the impact of the CLA initiative on them. During its review, ARC considered the policies of the Council of Public Liberal Arts Colleges (COPLAC) member institutions and four NJ State Colleges (i.e., The College of New Jersey, Richard Stockton State College, William Paterson University, and Montclair State University).

ARC is presenting the following policy items and its recommendations to the FA for a vote:

- New Subject Codes / Course Levels – Recommendation: Change current policy. See attachment.
- Latin Honors Policy – Recommendation: Change current policy. See attachment.
- Pass/Fail Grade Policy – Recommendation: No change in current policy.

ARC is reviewing the following policy items:

- Repeat of Course Grade Policy
- General Education Program Transfer Policies
- Deadline for Declaring a Major

Transitioning the Current General Education Courses to the New CLA General Education Program – Information Item

Convening groups will be receiving forms, via the deans. Please review, confirm or modify where the current General Education Program courses should be placed in the new CLA General Education Program. Please return the completed forms to your deans by Friday, April 29th. The deans will send the completed forms to S. Klein, Chair of the ARC, by Wednesday, May 4th.

***Student Opinion of Teaching and Learning Form* – Information Item**

The revised *Student Opinion of Teaching and Learning* form will be piloted this semester. We request that full professors volunteer to pilot the survey form in one of their classes.

Future Items – Information Item

The ARC will be considering the following agenda items:

- ASEC Report
- Revision of Academic and Curricular Guidelines Manual

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).

**RAMAPO COLLEGE OF NEW JERSEY
ACADEMIC REVIEW COMMITTEE**

PROPOSAL FOR
COURSE LEVEL GUIDELINES

NOTE: The proposed revisions are in bold underlined typeface.

100 Level:

PROPOSED:

Open to all college students; **with few exceptions, there are no prerequisites. Target audience is first-year students.**

CURRENT:

Open to all college students; no prerequisites allowed (except for sequential courses and basic skill requirements).

200 Level:

PROPOSED:

General orientation is for both major, minor, or program, and all-college audience; may have prerequisites. **Target audience is sophomores.**

CURRENT:

May have prerequisites; general orientation is for both major (minor or program) and all college audience.

300 Level:

PROPOSED:

General orientation is for the major, minor, or program; ordinarily has a prerequisite. **Courses are more focused**, requiring critical analysis and development of issues and themes. Courses for concentration of student's interest. **Usually** requires a term paper or appropriate project. **Target audience is juniors to seniors.**

CURRENT:

Ordinarily must have a prerequisite; general orientation is for the major (minor or program); courses more limited in space, requiring critical analysis and development of issues and themes. Courses for concentration of student's interest. Target audience is sophomore to senior students. Must require a term paper or appropriate project.

400 Level:

PROPOSED:

Courses designed to demonstrate methodology skills and oriented specifically for students with an advanced level of education in a discipline and with senior-level academic skills; **must have a prerequisite**. Must require a major paper or project which demonstrates an advanced academic level and represents a significant percentage of the final grade. Target audience is advanced juniors

and seniors.

CURRENT:

Must have at least one 300 level course as a prerequisite; courses designed to demonstrate methodology skills and oriented specifically for students with an advanced level of education in a discipline and with senior-level academic skills. Target audience is advanced junior and senior-level students. Must require a major paper or project which demonstrates an advanced level of academic skills and represents a significant percentage of the final grade.

Revised 4/2005

CLASS SIZE GUIDELINES

The following maximum class size guidelines are provided for informational purposes only:

- 100 Course Level: 35
- 200 Course Level: 30
- 300 Course Level: 30
- 400 Course Level: 30

With the following exceptions:

- Writing Intensive: 25
- Laboratory: limited by room size and/or equipment
- Studio: limited by room size
- Other: limited by pedagogy (e.g., College English; seminars)

Revised 4/2005

RAMAPO COLLEGE OF NEW JERSEY ACADEMIC REVIEW COMMITTEE

PROPOSAL FOR

GRADUATION WITH DISTINCTION (LATIN HONORS)

The proposal specifies the minimum number of Ramapo graded credits required of graduating students to qualify for Latin Honors under the CLA initiative. The proposal is separated into the following resolutions:

NOTE: The proposed revisions are in bold underlined typeface.

RESOLUTION I:

PROPOSED:

Latin honors will be awarded to graduates who have completed a minimum of **64** graded credits (not including "P" grades) at Ramapo College and who have achieved a cumulative grade point average (including "R" grade credits) as follows:

- 3.50-3.69 cum laude
- 3.70-3.84 magna cum laude

- 3.85-4.00 summa cum laude

CURRENT:

Latin honors will be awarded to graduates who have completed a minimum of 65 graded credits (not including “P” grades) at Ramapo College and who have achieved a cumulative grade point average (including “R” grade credits) as follows:

- 3.50-3.69 cum laude
- 3.70-3.84 magna cum laude
- 3.85-4.00 summa cum laude

Graduating students participating in the College Honors will also receive an Honors Certificate and an Honors Medal.

Source: *Ramapo College of New Jersey The Catalog 2002-2004 Undergraduate*, p. 37.

LATIN HONORS FOR SECOND RAMAPO DEGREE CANDIDATES

RESOLUTION II:

Ramapo graduates returning for a second undergraduate degree who qualified for Latin Honors in their first Ramapo Baccalaureate degree:

PROPOSED:

1. Graduation with Distinction (Latin Honors) is awarded to graduates who have completed a **minimum of 32** graded Ramapo credits (not including “P” grades), graduated with a minimum cumulative grade point average of 3.50 in their first Ramapo Baccalaureate, and have achieved a cumulative grade point average in their second degree career as follows:
 - 3.50-3.69 cum laude
 - 3.70-3.84 magna cum laude
 - 3.85-4.00 summa cum laude

CURRENT:

1. Graduation with Distinction (Latin Honors) is awarded to graduates who have completed 30-64 graded Ramapo credits (not including “P” grades), graduated with a minimum cumulative G.P.A. of 3.50 in their first Ramapo Baccalaureate, and have achieved a cumulative G.P.A. in their second degree career as follows:
 - 3.50-3.69 cum laude
 - 3.70-3.84 magna cum laude
 - 3.85-4.00 summa cum laude

RESOLUTION III:

Ramapo graduates returning for a second undergraduate degree who did not qualify for Latin Honors in their first Ramapo Baccalaureate degree:

PROPOSED:

2. Graduation with Distinction (Latin Honors) is awarded to graduates who have completed a **minimum of 64** graded Ramapo credits (not including “P” grades) and who have achieved a cumulative grade point average in their second degree career as follows:

- 3.50-3.69 cum laude
- 3.70-3.84 magna cum laude
- 3.85-4.00 summa cum laude

CURRENT:

2. Graduation with Distinction (Latin Honors) is awarded to graduates who have completed 65 graded Ramapo credits (not including “P” grades) and who have achieved a cumulative grade point average in their second degree career as follows:

- 3.50-3.69 cum laude
- 3.70-3.84 magna cum laude
- 3.85-4.00 summa cum laude

Source: *Ramapo College of New Jersey The Catalog 2002-2004 Undergraduate, p. 37.*