

To: Faculty Assembly (FA)  
From: Academic Review Committee (ARC) \*  
Date: September 7, 2005

Subject: ARC Report #25 to the Faculty Assembly (FA)

### **Welcome**

The Academic Review Committee (ARC) welcomes the new and returning faculty, administrators, staff, and students to the beginning of 2005/2006 academic year. As a point of information, for the newcomers, the ARC is the standing committee of the Faculty Assembly (FA) and deals with academic and curricular matters. Serving on the Academic Review Committee this year are: Stephen Klein (SB), Chair; Susan Kurzmann (LIB); Jonathan Lipkin (CA); Robert Mentore (TAS); Frances Shapiro-Skrobe (SSHS); and Ira Spar (AIS). We want to offer a special thank you for a job well done to Jacquelyn Skrzynski (Office of the Provost, ex-officio member) who served on ARC with distinction last year. ARC welcomes the return of Martha Ecker who will be representing the Office of the Provost, ex-officio.

Also, please note that four ARC members (representing the schools of AIS, SB, SSHS, and TAS) will be stepping off at the end of this academic year. We ask that the faculty in these schools think about their replacements.

### **Transitioning the Current General Education Courses to the New Curriculum Enhancement Program (CEP) General Education Program**

Thanks to the good efforts of faculty and convening groups, Deans, Provost, and Office of Academic Affairs staff, Phase I of transitioning the current General Education courses to the new Curriculum Enhancement Program (CEP) General Education Program was completed. ARC approved the transitioning of 234 courses to the CEP General Education Program.

### **Work To Be Done**

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

- New and Revised Course Requests
- Transitioning the Current General Education Courses to the New CLA General Education Program – Phase II
- Piloting of *Student Opinion of Teaching and Learning* Form & Procedures
- Academic Exploratory Committee (ASEC) Report as it relates to academic and curricular matters.
- and other academic and curricular matters 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 (SB), Chair; Susan Kurzmann (LIB); Jonathan Lipkin (CA), Robert Mentore (TAS); Frances Shapiro-Skrobe (SSHS); Ira Spar (AIS); Martha Ecker (Office of the Provost, ex-officio member).