

To: Faculty Assembly

From: Academic Review Committee (ARC) \*

Date: November 13, 2002

Subject: ARC Report #2 to the Faculty Assembly

- The Academic Review Committee (ARC) thanks the Faculty Assembly for their overwhelming vote of confidence and support in establishing the Committee.
- Martha Ecker joined the Academic Review Committee (ARC) as an ex-officio member and will serve as consultant to the ARC and as liaison with the office of the Provost. Martha's extensive knowledge and experience in academic and curricula matters have already proven invaluable to the ARC.
- During the past five (5) weeks, the ARC met separately with the following faculty members: 1) Kay Fowler, Faculty Assembly (FA) President, 2) the Chairs and members of the four (4) former FA standing committees (Academic: Stephen Rice, Jason Hecht; Curriculum: Mack Brandon; General Education: Ed Shannon and Rachel Budin; and Senior Seminar: Ron Hayashida and Bernard Langer) and 3) Cherie Sherman, Chair of the former Ad-hoc Committee on Student Evaluations. There was an excellent collaborative exchange of ideas and information. The ARC thanks the FA President, Chairs and members for their time and support during this transition period. The ARC now has a base line of information and knowledge in order to move forward.
- As one of the functions of the ARC is to establish and publish academic and curricular guidelines, the ARC is in the process of collecting data to assist it in this function. The ARC has requested from the five (5) Schools their criteria and standards for determining 100-, 200-, 300-, and 400-level courses and guidelines for course syllabi. Additionally, the ARC has requested that the Schools discuss the *Student Evaluations – Suggestions for Reform* Report at the November Unit Councils meetings and provide feedback to the ARC by December 10<sup>th</sup>. The ARC plans to make recommendations regarding these matters in the future.
- The ARC and Academic Affairs are redesigning and streamlining the various course approval/review request forms (e.g., the All College Curriculum Committee, General Education, and Senior Seminar) into one form.
- The ARC has a web identity and presence at <http://phobos.ramapo.edu/arc>. To make it easy to find, there is a link on the FA web site. At the ARC web site, you will find the ARC statutes, members list, meeting minutes and reports et al. We encourage you to review the website, and we welcome your suggestions on improving it.
- The ARC is awaiting recommendations from the Provost's several Task Forces (e.g., International Education, Study Abroad, Grading and Assessment) and from the committees on Academic Integrity and on World Languages.
- The ARC completed the following action items:

1. Approved the renewal of the New Jersey Institute of Technology (NJIT) and Ramapo College of New Jersey cross-town agreement for the Air Force Reserve Officer Training Corp (AFROTC) program.
2. Approved one (1) Discipline/Designation course change. The ARC also voted that this type of minor change should not require ARC approval. Rather, it should be handled at the Unit and Convening Group level and an information copy sent to the ARC and Academic Affairs.
3. Approved, provisionally, nine (9) courses that have been offered once and are being offered for a second time in the Spring 2003 semester.
4. Approved the “grandfathering” of several courses offered more than once that never completed the full course approval process.
5. Returned several course review request forms to the respective faculty members because of incomplete information and/or for clarification.
6. Voted that a syllabus must accompany a course proposal and that both pages of the current All College Curriculum Committee Course Review Form must be submitted with the original proposal request.

Respectfully submitted,

Stephen Klein, Chair

\* ARC Membership: Stephen Klein (SAB), Chair; Shalom Gorewitz (CA); Robert Mentore (TAS); Elaine Risch (LIB); Frances Shapiro-Skrobe (SSHS); Ira Spar (AIS); Martha Ecker (Office of the Provost, ex-officio member)