

To: Faculty Assembly

From: Academic Review Committee (ARC) \*

Date: December 11, 2002

Subject: ARC Report #3 to the Faculty Assembly

- On December 4th, the ARC met with Ed Cody, Provost, Jennefer Mazza, Dean of AIS, and Vassiliki Flenga, Convenor Foreign Language Studies. They presented two proposals, namely: 1) a *Foreign Language Requirement*, and 2) a *New Major in Spanish Language Studies*. These proposals have been posted on the Faculty Assembly website. We encourage you to read them and discuss them with your colleagues and more formally in your convening group and council meetings. Current plans are to present these two proposals at the next Faculty Assembly meeting in February.
- The ARC had requested that the Schools discuss the *Student Evaluations – Suggestions for Reform* Report at their November Council meetings and provide feedback to the ARC by December 10<sup>th</sup>. To date we have received very little feedback. The report has been posted on the Faculty Assembly website. Current plans are to present this report at the next Faculty Assembly meeting in February.
- One of the functions of the ARC is to establish and publish academic and curricular guidelines. The ARC had requested from the five (5) Schools their criteria and standards for determining 100-, 200-, 300-, and 400-level courses and course syllabi guidelines by December 10<sup>th</sup>. We thank those convening groups who sent us their guidelines and strongly encourage all others to do so. The ARC plans to present curricular guidelines at the next Faculty Assembly meeting in February.
- The ARC and Academic Affairs have created a new form, titled, *ARC Course Request Form*. This form replaces the following forms: 1) All College Curriculum Committee New and/or Revised Course Review Form, 2) Cover Form for General Education Courses, and 3) Senior Seminar Proposal Form. It is a “draft working copy.” We would appreciate your feedback after using the form. The instructions for the completing the form are forthcoming. In the interim, please see your ARC representative (Elaine, Fran, Ira, Rob, Shalom, or myself) for guidance. We will distribute copies of the form and instructions for completing the form to the Schools. Also, we will post the form and instructions on the ARC website at <http://phobos.ramapo.edu/arc>.
- Since its last report, the ARC has completed one action item, namely, its approval of change in the level of a course. The ARC is discussing whether this type of minor change, similar to a discipline/designation change, should require ARC approval or, rather, that it should be handled at the School and Convening Group level and an information copy sent to the ARC and Academic Affairs. The ARC will report back the results of its discussions.

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)