To: Faculty Assembly

From: Academic Review Committee (ARC) *

Date: March 19, 2003

Subject: ARC Report #5 to the Faculty Assembly

- **Spanish Language Studies Major Proposal**: After formal meetings with Professor Vassiliki Flenga, the convener of Foreign Languages and others involved in developing the Spanish Language Studies Major; and after extensive deliberations leading to questions concerning resources, implementation plans, and contingencies based on various scenarios recently answered by Professor Flenga, the ARC **voted to recommend the approval of this new major**.

- **All-College Foreign Language Requirement Proposal: The ARC affirms its support in principle for an all-college foreign language requirement.** However, at the same time, the ARC recognizes that questions regarding resource issues need to be resolved. Further, the impact of such a requirement on the General Education Program needs to be analyzed in light of forthcoming General Education revisions. The ARC recommends that an all-college foreign language requirement be central to continuing revisions of the General Education Program and it also **recommends that individual convening groups and schools consider implementing a foreign language requirement for their respective programs**.

- **Ad-hoc Committee on Student Evaluations Report:** The ARC supports many of the recommendations of the Ad-hoc Committee on Student Evaluations. It also recommends that the Ad-hoc Committee be reconvened to revise the current form, entitled "Student Evaluation of Teaching Effectiveness," and that the form include both quantitative and narrative qualitative questions.

- **Articulation Agreement with UMDNJ:** The ARC received from TAS, as an information item, a new combined degree program for Biology Majors leading to a B.S. in Biology from Ramapo College (three years at Ramapo College and one year at UMDNJ) and another two years of postgraduate study at UMDNJ for a M.S. in Physician Assistant conferred by UMDNJ.

- **Course Requests:** The ARC is continuing the policy of processing first-time pilot courses with a Course Request Form and draft or preliminary course syllabus. However, if a faculty member submits a detailed course syllabus with a first-time pilot course request, the ARC will try to further expedite the process by approving rather than just processing the course request. The benefit is the faculty member does not have to re-submit the course request for approval status after the course has been offered once. The ARC is also concurrently processing and/or approving course requests for inclusion in the General Education Program and/or the Senior Seminar Program.

- **ARC Recommendations on Course Requests:** We thought it would be helpful to list several of the recommendations we've made to faculty who have submitted course requests. They are as follows:
  - Explore cross-listing the course in another school
  - Explore adding the course to a specific category in the General Education Program

- Change a course title to more accurately reflect the course description
- Change the maximum capacity of students based on course level guidelines (e.g., 200-level is 35 students; 300-level is 30 students)
- Include additional items on a course syllabus based on the course syllabus guidelines (e.g., a *Special Needs* statement; *Academic Integrity* Statement)

· **Course Request Statistics:** Since our last report to the faculty assembly on February 19, 2003, the ARC has acted on the following 30 course requests:

- **New First-Time Pilot Course Requests:** 8 processed
- **New First-Time New Course Requests:** 4 approved
- **New Course Requests for Approval Status:** 12 approved
- **Course Revision Requests:** 6 approved
- **Adding Courses into the General Education Program:** 7 approved

Please refer to the ARC minutes for the details supporting the statistics.

· **Course Review and Approval Process, Course Request Form Instructions, and Course Request Form**: Are available on the Ramapo College Intranet website under the heading "General Resources; Acad. Review (ARC)."

· **Policy Guidelines:** As part of the process of approving course requests, we are developing policy guidelines that will be available at the next Faculty Assembly meeting.

The ARC thanks the Faculty Assembly for their continued support

* 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)