

To: Faculty Assembly

From: Academic Review Committee (ARC) \*

Date: April 16, 2003

Subject: ARC Report #6 to the Faculty Assembly

- The ARC discussed at length President Smith's memo of March 29, 2003 to the Members of the Ramapo College Family. In response to President Smith's memo the ARC strongly believes that any decision initiated by the administration that impacts on the academic or curricular structure of the College should occur in on-going consultation with the faculty.
- The following draft copy ARC forms and guidelines are now available on Ramapo College Intranet website under the heading "[Employee Resources: Acad. Review \(ARC\)](#)":
  - 1) Course Review and Approval Process
  - 2) Course Request Form Instructions
  - 3) Course Request Form (Word Document)
  - 4) All College Course Level Guidelines
  - 5) General Education Program Guidelines /  
Senior Seminar Program Guidelines
  - 6) Sample Course Syllabus Template /  
Course Syllabus Guidelines

Several of the above documents are still being reviewed and revised by the ARC. Please visit the site and review them. If you have any questions and/or comments on the above documents, please discuss them with your ARC representative. The ARC thanks Stephen Schur and the "team" for their assistance in this project.

- Reminder: The deadline for submitting new courses to the ARC for the spring 2004 semester is May 1, 2003. Also, processed first-time pilot courses that have been offered once need to be submitted to the ARC for approval before they can be offered a second time.

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)