

To: Faculty Assembly

From: Academic Review Committee (ARC) *

Date: May 22, 2003

Subject: ARC Report #7 to the Faculty Assembly – Year-end Report

As the ARC completes its first year of a two-year experiment, it is useful to review what it has accomplished, namely:

- **Course Request Forms:** Redesigned and streamlined the various course approval/review request forms of the former Faculty Assembly Standing Committees (e.g., All-College Curriculum, General Education, and Senior Seminar) into one form, the ARC Course Request Form.
- **Provost Ed Cody's Course Load Adjustment Proposal:** Deliberated at length and made several recommendations to the Faculty Assembly. We requested additional time for the convening groups and schools to consider the impact of the components of the proposal on their curriculum, faculty, and students, and to review alternative proposals.
- **Spanish Language Studies Major Proposal:** Deliberated at length and voted to recommend the approval of this new major.
- **All-College Foreign Language Requirement Proposal:** Deliberated at length and affirmed our support in principle for an all-college foreign language requirement; recommended that individual convening groups and schools consider implementing a foreign language requirement for their respective programs.
- **Ad-hoc Committee on Student Evaluations Report:** Deliberated at length and supported many of the recommendations of the Ad-hoc Committee on Student Evaluations; recommended 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 qualitative questions.
- **President Smith's memo of March 29, 2003:** Discussed at length President Smith's email memo to the Members of the Ramapo College Family and drafted the following response. "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."
- **Senior Seminars – Closed Sections:** Drafted suggested procedures for the Deans to follow when seniors are closed out of senior seminars.
- **Academic and Curricular Requests:** During the academic year, the ARC acted on **68** academic and curricular requests. These requests included both new courses and course revisions. Please refer to the previous ARC Reports to the Faculty Assembly and meeting minutes for the details supporting the statistics. We have attached a listing of the requests ordered by school and faculty member.

- **ARC Recommendations on Academic and Curricular Requests:** We thought it would be helpful to list several of the recommendations we've made to faculty who have submitted 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., 100/200-level is 35 students; 300-level is 30 students)
 - Include additional items on a course syllabus based on the **Course Syllabus Guidelines** (e.g., *Special Needs* statement; *Grading Policy*; *Attendance Policy*; *Academic Integrity* statement)

- **Academic and Curricular Guidelines Manual:** A draft working copy *Academic & Curricular Guidelines Manual* is available in paper form and in electronic form on the Ramapo College Intranet website under the heading "Employee Resources | Acad. Review (ARC)." It is a compilation of both revised and newly developed guidelines. It is meant to be used by us, the 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 requests. After a period of time, the ARC will present this manual to the Faculty Assembly and appropriate Administrative Offices for approval.

- **Future Agenda Items** – will review and make recommendations as required on the following items:
 - *Courseload Adjustment Task Force Committee Final Report*, May 7, 2003
 - *Deans' Report: General Education Reform Proposal*
 - Teacher Education Institute
 - Committee of Academic Standards and Procedures (CASP): New Policy
 - Grading Policy: NA Grade: Never Attended; RF Grade: Repeat
 - General Education Program
 - Senior Seminar Program
 - Study Abroad Program
 - Writing Across the Curriculum (WAC) Program
 - Ad-hoc Committee on Student Evaluations
 - Academic Review Committee (ARC) Policy and Procedures

The members of the ARC appreciate the cooperation and support we have received from the faculty, administration, and staff during this year. We commend our colleagues for their diligence, collegiality, and professionalism in working with us. It has been a valuable learning and growing experience for all of us. We look forward to the next academic year and serving you.

We wish the faculty a happy and healthy summer hiatus. Thank you.

* 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)