

To: Faculty Assembly

From: Academic Review Committee (ARC) \*

Date: September 10, 2003

Subject: ARC Report #8 to the Faculty Assembly – Beginning of the Year 2003/2004

The Academic Review Committee (ARC) welcomes its new and returning faculty to the start of the 2003/2004 academic year.

The ARC will continue reviewing proposals for new or revised courses and programs.

The ARC will be considering the following issues:

- *Courseload Adjustment Task Force Committee II (CLA II) Report and Related Issues*
- *Deans' Report: General Education Reform Proposal*
- Winter Session Analysis
- Student Evaluations
- Reports of the Provost Task Forces
- Writing Across the Curriculum (WAC) Program
- Academic Review Committee (ARC) Policies and Procedures

### **Academic and Curricular Guidelines Manual**

As a reminder, and especially for our new faculty members, a draft working copy of the *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)." The manual is a compilation of both revised and newly developed guidelines. It should 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. The ARC will present this manual to the Faculty Assembly and appropriate administrative offices for final approval at a later date. Please see your ARC representative or school secretary for a copy.

We look forward to an exciting academic year and to serving you. 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).