**ARC report – Faculty Assembly 10/3/12**

**ARC membership**

The following are the members of ARC for 2012-2014:

Emma Rainforth TAS (Chair)

Yuan Gao ASB

Renata Gangemi ( CA

Marcia Sexton LIB

Sam Mustafa SSAIS

Ashwani Vasishth SSHS

Cynthia Brennan Registrar, ex-officio

Eric Daffron Vice-Provost, ex-officio

Michelle Johnson CAAFYE, ex-officio

**Summary of Current Activities**

1. Developmental math: proposal forthcoming to Provost’s Council to recommend that students begin their developmental math in their first semester at Ramapo. This will (hopefully) enable them to complete their Gen Ed Math requirement in a timely manner, within their first 64 credits (as required by college policy #300-U).
2. Discussions pertaining to reducing the number of Independent Study credits over the student’s career to 8 credits (proposal initiated by Deans’ Council). Concurrent with this proposal, ARC recommends updating the generic IS description in the Course Catalog as follows:

“The independent study provides the student the opportunity to explore, in depth and independently but with the guidance of a faculty member, a topic not covered in the standard curriculum. Under extraordinary circumstances, independent studies may also provide students opportunities to explore topics covered in the standard curriculum.”

1. The revision of the IS catalog description led ARC to recommend the following changes to the “Topics” catalog description, as follows. (ARC requests that faculty provide feedback to their ARC reps.)

“Topics courses are offered with varying frequency. The specific topics offered vary from semester to semester and from instructor to instructor. Please consult the Convener to determine if the Topics course(s) will fulfill any requirements. Prerequisites vary. Please consult the instructor / syllabus for details of the specific Topics course offered. Examples of topics that might be offered are: *[insert list of possible titles / topics here]*”

ARC reminds faculty that if they have a regularly-offered Topics course, to please consider converting it to a “regular” course; please consult your ARC rep! Conversely, if programs have “regularly” listed courses that are offered extremely *infrequently*, they should consider removing them from the catalog and offering as Topics as the need arises. In both cases, clarity to the students is provided, and they can better plan their course schedules by having a sense of which courses are likely to run.

Please refer to the ARC minutes, posted on the ARC website, for further details.

**Announcements / Reminders**

Requests for new courses, or course revisions, program revisions, are due no later than Oct. 15th. However, please submit to your unit ARC rep as soon as possible, so that if there are items that need to be addressed, it can be done so in a timely manner (it typically takes us the rest of the semester to get through all the requests). Requests for *New* Programs can be submitted any time, because they typically require external review; however, if you are aiming for a Fall 2013 start date they should be submitted no later than Oct. 15 2012.

If you have a course that as designated Writing Intensive prior to CEP (Fall 2006), *and* which is no longer designated such (since Fall 2006), *and* yet which still continues to meet the WI guidelines, *and* you wish it to formally be re-designated WI: conveners should contact Cynthia Brennan in the Registrar’s Office to have the WI designation added back in. In most cases, an ARC submission will not be required.

Effective Fall 2013, syllabi for General Education courses should, in addition to having the “General Education statement/description” in the syllabus (see ARC Syllabus Template/Checklist), include one or more applicable student learning outcomes for that particular General Education category. ARC will happily accept these outcomes on course request submissions *this* semester, and encourages all GE-faculty to include outcomes on their Spring 2013 courses also ☺

Most faculty who have Independent Studies this semester are aware of the new contract form this semester. This was developed by the Deans’ Council (with ARC input) over the summer, to standardize the forms across each school. For those enquiring, the number of hours specified on the form (for the amount of work *students* are expected to put in) come directly from Middle States, NJ State, and Federal guidelines / requirements, and are the equivalent of the expectations for “regular” (face-t-face) classes (which have two student-prep hours for every contact hour).

Respectfully submitted by Emma Rainforth (TAS), ARC Chair.