**Ramapo College of New Jersey**

Academic Review Committee (ARC)

Minutes of September 14, 2016 meeting

TAS Conference Room

Meeting started at 3:05 PM

**Present**: Stephen Anderson (TAS, Chair), Meredith Davis (CA), David Colman (SSHGS), Carol Bowman (SSHS), George Gonpu (ASB), Susan Kurzmann (Library), Michele Dunn (Registrar, ex-officio), Eric Daffron (Provost’s Office, ex-officio), Michelle Johnson (Student Success, ex-officio)

I. Minutes of the 9/7/16 meeting were approved

II. Discussion Items:

1. Procedure for each unit rep to add courses to dropbox and previewing materials prior to each meeting
2. Committee complied a summary document outlining the process of submitting course syllabi to the new Gen-Ed program via GECCo
	* Document to be circulated to Faculty and posted on the ARC/GECCo websites (Fall 16 ARC GECCo Process)
3. Policy 300-B1: Policy/Procedure on Course deletion.
	* Courses that have not run in 6 years will be removed from the course catalogue, with the Deans being notified through the Registrar’s office.
	* ARC agrees with the principle of the policy but requests that no decision to cancel a class be made without first consulting with the relevant convener.
	* In addition, perhaps consider issuing a notification ‘warning’ prior to the 6th year.
4. Issues relating to new CIPL courses for high school students
5. Upcoming Gen-Ed Syllabus Planning Workshop on Wed Sept 28th.

Meeting adjourned at 4.20 pm.

Submitted by Stephen Anderson