

**DRAFT**  
**Ramapo College of New Jersey**  
**Academic Review Committee (ARC)**

Meeting Minutes of  
Wednesday, September 2, 2009  
9:35 A.M. – 11:27 A.M.  
Registrar's Conference Room

Members present: L. D'Antonio (TAS), Chair; M.E. Allison (CA); D. Crawley (SSHS); R. Dilly (LIB); V. Flenga (AIS); C. Brennan (Registrar); J. Van Dyke (Adv. RepL).

I. D'Antonio welcomed back returning members and new ex officio member: Joyce Van Dyke (Advisement Representative).

II. No new courses submitted so far this semester. Discussions.

III. Discussions:

1. Gen Ed (GECCO)

Assessment of entire GE.

Assessment of individual courses (Do they meet learning goals & outcomes of the category)

Committee for GE

Discussion of ARC's role

IV. Joined by George Tabbac and Bill Johnson

1. Discussion of on-line evaluations

On-line Evaluation Process:

Bill organizes them and forwards to Clare Naporano

Clare runs reports and sends to Dean

2. Faculty Process: Go to Dean and ask for the file

3. Possible Ways to deal with On-line Evaluations:

Labs and/or Ramapo supplies laptops

Clickers, but don't let the student make comments

4. They answered the question of the possibility of losing information: We have a double backed up system within Banner. It includes all students' grades, information, etc.

5. Question: Are they able to be subpoenaed?

6. Proposal:

Pilot with Full Professors this fall.

Tell Students to do it outside class

Schedule a lab during class time

Schedule for use of netbooks through George Tabbac

Recommend that George send his evaluations with a link to the site.

7. Adding a statement to syllabus.

On-line Evaluations available in My courses menu in Luminous.

## V. ON-LINE COURSES

1. Presently: Approval by Dean and Provost
2. Discussion:  
Face-to-face vs. On-line classes
3. Proposal:  
On-line courses should be approved by the Convening Group

## VI. Announcements;

1. Winter Session dates  
Dec. 21<sup>st</sup> first day of class  
No Registration after first day of class  
Jan. 15<sup>th</sup> last day of class  
Grades due after 15<sup>th</sup>  
Jan. 19<sup>th</sup> first day of Spring

Respectfully submitted,  
Mary Ellen Allison