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**RAMAPO COLLEGE OF NEW JERSEY
ACADEMIC REVIEW COMMITTEE (ARC)**

Meeting Minutes of
Wednesday, September 9, 2009
9:30 A.M. – 11:30 A.M.
Registrar's Conference Room

ARC Members present: L. D'Antonio (TAS), Chair; D. Crawley (SSHS); V. Flenga (AIS); M.E. Allison (CA); T. Burns (ASB); R. Dilly (LIB); C. Brennan (Registrar); J. Van Dyke (Advisement); E. Rainforth (Office of the Provost, ex-officio member).

The minutes of the September 2, 2009 meeting were approved with revisions.

I. Announcements

- a. Notes from ARC sessions on Online Course Evaluations, Distance Learning, Plagiarism and In-load Credit for Graduate Courses, organized during In Service, will be distributed.
- b. December 1, 2009 is the deadline for submitting new courses to ARC for Fall 2010 and Spring 2011.
- c. The catalogue review is underway; conveners have been notified of appointments.

II. Discussion items

- a. The committee further discussed the proposed pilot of online course evaluations of classes taught by full professors. Professors may choose to have evaluations done outside of class, schedule a lab during class time, or schedule for use of netbooks.
- b. The committee discussed issues of security and access of online evaluations.
- c. Members also noted the need of a process for evaluation files to be purged after the required time limit.
- d. Discussion and proposed revisions of the draft document on Policies, Standards and Procedures for Planning and Offering Distance Education. The following subjects were discussed:
 - Academic freedom
 - Intellectual property
 - Procedures for course and program approval
 - Role of convening groups, units and deans in the approval of online courses
 - Administration of distance learning
 - Class size
 - Classroom observations.

The meeting adjourned at 11:30 A.M.

Respectfully submitted,
Vassiliki Flenga