

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

Meeting Minutes of
Wednesday, April 28, 2010
9:30 A.M.-12:00P.M.
Registrar's Conference Room

Members present: L. D'Antonio (TAS), Chair; M.E. Allison (CA); D. Crawley (SSHS); R. Dilly (LIB); E. Haye (ASB); C. Brennan (Registrar, ex-officio); E. Rainforth (Acting Vice-Provost, ex-officio).

I. Discussion Items

A. Online Course Survey

B. Online Student Evaluations

C. Stephen Rice met with us regarding the cross-listing of courses. Discussed:

- standards for cross-listing
- technical issues involved
- formation of study group to develop criteria for cross-listing

D. Wait-listing of students for closed course sections

E. Review of the ARC manual. Discussed:

- graduate course level guidelines
- course enrollment guidelines
- experiential component guidelines
- course proposal flowchart
- course syllabus guidelines checklist
- sample course syllabus

Respectfully submitted,
Eric Haye