**Ramapo College of New Jersey**

Academic Review Committee (ARC)

Minutes of 20 January, 2016 meeting

SSHGS Conference Room

Meeting started at 3:05 PM

**Present**: T. Rakotobe-Joël (chair), M. Davis, S. Anderson, S. Mustafa, C. Bowman, M. Dunn, M. Tisi, M. Johnson.

**Absent**: E. Daffron.

I. Minutes of the 13 January meeting were reviewed with minor correction, pending approval.

II. Decision Items:

1. Reviewed the teaching load policy changes necessitated by the MSN program. (We reviewed these previously in November 2015.) We again registered concern that the program exists in contravention of college policy, and cannot review the program until that is resolved.
2. Reviewed text of Policy and Procedure 300 WW. We are unable to determine whether or not an error exists in the text: Page two, Phase 1, Point 3, section b refers to a "Committee on *Program* Modification." Subsequent sections refer to an "ad-hoc Committee on *Degree* Modification." We are also unable to determine whether "modifications" refer to substitutions, waivers, some combination, practices already in place, or something else entirely.
3. Reviewed and approved name change of Environmental Studies, to "Environmental Studies and Sustainability." ARC# 16-056.
4. Reviewed the proposal for a Minor in Sustainability. ARC cannot approve this program because there is no substantitive difference between these requirements and the requirements of the existing Minor in Environmental Studies.
5. Reviewed proposal for IBUS 3xx : Japanese and Korean Culture and Business. ARC rejected this proposal; it lacks a schedule in compliance with the Spring semester schedule, it lacks specificity regarding the number of contact hours, and there is no indication of how it satisfies the stated 4 credits. Nor does it list required readings/assignments for course meetings. The academic honesty and disability policies are also not in compliance with college policy.
6. Reviewed MBAD710 for changing a prerequisite to a corequisite. Approved with minor revision. ARC # 16-057.
7. Reviewed ECON 323 for change of prerequisite. ARC rejected the course because: the academic dishonesty and disability policies are not in compliance with the college policy, the final weeks of the semester are not listed, there is no grading scale, and the assignments are not mapped to SLOs.
8. Reviewed MSET 6xx for new course proposal. Approved with minor revisions. ARC # 16-058.
9. Reviewed PSYC 355 for new course proposal. ARC rejected the course because: the course has 16 weeks, no religious observance statement, and the academic honesty policy is not in compliance with college policy. The course schedule does not indicate specific assignments.

Submitted by Sam Mustafa