**Ramapo College of New Jersey**

Academic Review Committee (ARC)

Minutes of 7 September, 2016 meeting

Registrar’s 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 Kurzman (Library), Michele Dunn (Registrar, ex-officio), Eric Daffron (Provost’s Office, ex-officio), Michelle Johnson (Student Success, ex-officio)

I. Discussion Items:

1. Worked on adding all of the members of ARC to Dropbox. All ARC members should be able to access Dropbox by next week.
2. Discussed ARC website. The ARC chair informed the committee that about half of the files on the website have been updated. The chair will inform the committee as the remaining files are updated.
3. Discussed the proposal for an Elementary Teacher Education Major. ARC members agreed that course syllabi are not required for the committee to review the proposal.
4. Discussed ARC meeting schedule for the Fall 2016 semester. ARC will meet on Wednesdays between 3-4:30 pm. M. Dunn agreed to find additional meeting time as required. Each committee member agreed to email M. Dunn their teaching schedules to facilitate the search for additional meeting time.
5. Discussed ARC submission procedure. The committee agreed that it would review courses submitted this year that are not connected to the implementation of the new General Education curriculum. The syllabi for these courses, however, should be submitted early in the semester.

Meeting Adjourned around 4:15 pm.

Submitted by David Colman