ARC Report – Faculty Assembly 02/18/2015

1. Summary of Current Activities
2. Course/Program Requests:
	1. A total of 71 course and program requests were received by October 15. 66 have been completed. ARC Unit representatives are working with their faculty to get the revision to ARC.
	2. We received submission of materials for two new concentrations in Master’s in Nursing on 02/10/2015
3. ARC Manual: The committee started the process of revising and updating the ARC manual for 2015-2016.
4. Online course manual:
	1. Updated the links to online resources as a result of the Ramapo website redesign.
	2. Discussed the necessity to revise the definition of ‘hybrid course’ in the manual. Currently, the definition of ‘hybrid course’ in the ARC online course manual (page #) is as followed:

A course / section in which some face-to-face time is replaced with an online environment. The *regularly-scheduled* face-to-face time is less than that of a conventional face-to-face section. Such sections are coded as "Hybrid" (HYB) in the Schedule of Classes.

* There is no minimum number of face-to-face meetings, but these meeting times need to be scheduled in advance, before students register for the class.
	+ For instance, a course could be scheduled for 90 minutes per week face to face, instead of 180 minutes per week.
* A course that meets face-to-face for 45 hours *and* utilizes Moodle for course management (e.g. document storage, assignments etc.) would *not* be designated a hybrid course because it meets face-to-face for the full amount of required time.

ARC is looking at proposing a new language that clearly distinguishes hybrid courses to online courses either on the frequency of face-to-face meetings vs. online activities or total online instructional time. ARC has also started discussing the scheduling requirements for hybrid courses (at least once a week or other formats)

Michael Bitz, director of the Instructional Design Center (IDC), was invited to ARC on 2/11/15 to discuss the current practices in designing Hybrid Courses.

1. Agenda for Spring 2015:

*“ARC manual”* and *“Online Course Manual”*: updates to reflect new information for 2015-2016

Respectfully submitted by Thierry Rakotobe-Joel (ASB), ARC Chair.

2/16/2015