**Ramapo College of New Jersey**

**Academic Review Committee (ARC)**

Meeting Minutes of October 21, 2015

SSHGS conf room 3:00 p.m. – 4:30 p.m.

Present: Carol Bowman (SSHS); Michele Dunn (Registrar, ex-officio); Madel Tisi (LIB); Steve Anderson (TAS); Eric Daffron (Provost’s Office, ex-officio); Michelle Johnson (CAAFYE, ex-officio); Sam Mustafa (SSHGS); Ruma Sen (CA); Thierry Rakotobe-Joel (ASB and ARC Chair)

The meeting started at 3:15 p.m.

1. Minutes of the October 14, 2015 meeting were approved with a minor revision.
2. Decision Items:

A. MSW courses --

1. MSW Spirituality syllabus

Missing: Grading scale, grade distribution; No indication of how assignments match CLO. Bounced. Request submission of missing items.

2. MSW End of Life and Palliative Care (D&D) syllabus

CLOs connection to assignments missing. Bounced. Request submission of missing item. Re-order grading scale.

3. MSW Cognitive Behavioral and Dialectical Behavioral Interventions (CBTDBT) syllabus

CLOs connection to assignments missing. Bounced. Request submission of missing item. Re-order grading scale.

4. MSW C&A syllabus

CLOs connection to assignments missing. Bounced. Request submission of missing item. Re-order grading scale.

Note -- Measurable SLO and Practice Behavior Outcomes in every course syllabus (see syllabus for MSWK 605). Note on grading policy (regarding grade below B-) must be clarified since it is not a Graduate Council policy.

B. SSHGS courses –

1. HIST 3xx— Discovering Digital History

Convener to serve as sponsor of course, remove instructor name from syllabus and ARC form. Change first course offering from spring 2016 to spring 2017. Accepted as ARC 16-011 with minor revisions.

1. LLAS 3xx—Cuba Revolution and Evolution

Concern with schedule past grade submission deadline and well into Spring semester. Bounced/ returned for review of schedule and assignments.

Meeting adjourned at 4:35 PM.

Minutes recorded by Ruma Sen.