**Ramapo College of New Jersey**

**Academic Review Committee (ARC)**

Meeting Minutes of December 2, 2015

3:00 p.m. – 4:30 p.m.

SSHGS Conference Room

Members present: Carol Bowman (SSHS); Madel Tisi (LIB); Steve Anderson (TAS); Ruma Sen (CA); Sam Mustafa (SSHGS); Thierry Rakotobe-Joel (ASB and ARC Chair);

Absent: Michelle Johnson (CAAFYE, ex-officio); Michele Dunn (Registrar, ex-officio); Eric Daffron (Provost’s Office, ex-officio)

The meeting started at 3:05 p.m.

I. Minutes for November 18 approved.

II. Decision to delay discussion on courses for the Masters Program in Nursing.

III. Decision items: New Courses:

1. MSWK: Social Work Practices… Substance Abuse Disorders

Returned for revisions. (See MSWK 603 as an example. Must mention under course information at the top of page 1 – hybrid/online. Course objectives not corresponding with CLOs. Must mention 600 level at the top of page 1.)

2. MSWK: Advanced Seminar

Returned for revisions. (See MSWK 603 as an example. Same problem as previous course. Plus, exam week missing in schedule.)

3. MSWK: Public Health in West Africa

Returned for revisions. (Needs schedule/ itinerary. Table includes CEC – must remove. Error in grading computation.)

4. THEA 3xx: Theater, Film, Culture... Japan

Approved. ARC# 16-029.

5. COMM 3xx: Packaging Design.

Approved with minor revisions. ARC# 16-030. Re-name CEC in the syllabus, grading (10%).

6. COMM 3xx: New York as a Latino Cityscape

Approved. ARC# 16-031.

(Recommendation: Item – “Report, research and produce a written and multimedia project in a Latino community.” should not be in list of SLOs)

7. COMM 3xx: Global Indian Culture and Media

Approved with revision. ARC# 16-032.

Add: Religious statement and remove D-.

8. HIST 327: The Cold War

WI request. Approved with revision. ARC# 16-033.

Add: Grading scale.

IV. Decision item: Repeat course procedure document. Approved to send to Provost’s Council. Note – alert re: 2-c, to allow exceptions.

Submitted by Ruma Sen.