

**RAMAPO COLLEGE OF NEW JERSEY  
ACADEMIC REVIEW COMMITTEE (ARC) AND  
FACULTY ADVISORY COUNCIL (FAC)**

Meeting Minutes of  
Wednesday, September 10, 2003  
9:30 A.M. to 11:15 A.M.  
Library Conference Room (L-320)

All members present: ARC - S. Klein (SAB), Chair ARC; S. Gorewitz (CA); R. Mentore (TAS); E. Risch (LIB); F. Shapiro-Skrobe (SSHS); I. Spar (AIS); M. Ecker (Office of the Provost, ex-officio member); FAC - K. Fowler (SSHS), President Faculty Assembly; E. Kaiden (SSHS); A. Stellenwerf (SAB); M. Howenstein (AIS); R.O. Johnson (CA); C. Meyer (AIS).

The meeting was called to order at 9:30 A.M.

M. Ecker requested that members of the ARC and the FAC suggest a means by which Faculty Development and Separately Budgeted Research proposals are reviewed. The members of these two committees agreed that the academic deans should solicit one member from each of their Schools to review the proposals.

S. Klein distributed a copy of an analysis of the winter session and he provided a summary of the salient points of the report. At first glance, a cost analysis seems to indicate that winter session is financially beneficial to the College. However, the financial analysis does not include incidental costs that may indicate that the program is not as profitable as may be surmised from the available data. S. Klein stated that most of the administrators that he contacted would prefer to discontinue the winter session. K. Fowler stated that a faculty survey on the same question resulted in a split vote. S. Klein stated that the winter Study Abroad programs would be negatively impacted if winter session was discontinued. However, the winter Study Abroad program could continue to function if there was a 16-17 day window for the programs.

The members of the two committees discussed the report from the former Ad-Hoc Committee on Student Evaluations (ACSE). The members of the ARC have asked the academic deans to reserve time during the next Unit Council meeting so that the Schools can discuss the report and recommendations of the former ACSE. The members of the ARC will then deliberate on the report and recommendations after members of the Unit Councils have had substantial discussions on this issue. A response from the ARC will then be presented to the Faculty Assembly.

S. Klein announced that the members of the ARC approved the Neuroscience major. S. Klein will announce this fact at the September 10, 2003 Faculty Assembly meeting and request that the Faculty Assembly vote on the establishment of this new major. K. Fowler stated that this vote would proceed by paper ballot.

K. Fowler stated that the overriding issue of the year for faculty members is the Course Load

Adjustment (CLA) proposal. Discussions on changes to the General Education and Writing Across the Curriculum programs should be delayed until the work of the CLA 2 committee is completed. K. Fowler also stated that faculty members have a strong interest on college-wide and Major enrollment issues.

S. Klein reminded all that a procedure should be formulated to determine whether the ARC should continue to be in existence beyond its two-year pilot phase. ARC should give its recommendation on this issue at the December Faculty Assembly meeting. K. Fowler suggested that the FAC develop questions to ask ARC on this issue.

K. Fowler stated that proposals from two faculty members on changing the School structure have been presented to the faculty. The CLA 2 committee could not consider these proposals at the same time that the course load adjustment issue was being considered due to the added complexity that these proposals presented. It was agreed that discussions on a change in School structure should be delayed until the course load issue is resolved.

It was agreed that the ARC and FAC should meet jointly once again to consider the Provost's task force reports. S. Klein suggested that, as a matter of course, all task force reports should be considered at Unit Council meetings before they come up for a vote at the Faculty Assembly.

It was also agreed that both ARC and FAC should address the need for academic space. Administrators in the financial offices and the members of the Board of Trustees should be provided with convincing arguments that the need is severe enough to warrant new construction.

The joint meeting was adjourned at 11:00 A.M. The members of the ARC continued their meeting.

The minutes of the Sept. 3 meeting were reviewed and accepted with minor changes.

The next ARC meeting will take place at 11:00 A.M. in the Sanyo Conference Room. Provost S. Pfeiffer will be present.

S. Klein asked ARC members to study the ARC Program Proposal Review process for discussion at next week's meeting.

The ARC meeting was adjourned at 11:15 A.M.

Respectfully submitted,

Robert Mentore