

**Ramapo College of New Jersey  
Academic Review Committee (ARC)**

Meeting Minutes of  
Wednesday, October 8, 2008  
9:00 A.M. – 10:55 A.M.  
Library Conference Room

Members present: L. D'Antonio (TAS), Chair; M.E. Allison (CA); D. Crawley (SSHS); R. Dilly (LIB); V. Flenga (AIS); G. Gompu (ASB).

I. ARC met with the Registrar, C. Brennan, to discuss pilot courses and the lead time required for new courses.

1. The College has been running pilot courses since 1996. These courses were added to Banner in 2006, but "pilot" designations were not always carried over, nor had they been reviewed. To clean up the catalog, the Registrar has recently sent lists of pilot courses to the deans, so that those courses which convening groups wish to have taught (or taught again) can be sent to ARC for approval as permanent courses. Otherwise these courses will be deleted from the catalog after one year, or in Fall 2009, whichever is later.

2. The Administration has established a policy requiring that all new courses for Fall and Spring of the following academic year be submitted to ARC by December 1<sup>st</sup>. The reasoning is both contractual -- the college catalog covers an entire academic year and degree audit requires an established timetable -- and practical -- the same staff who do the programming for the catalog in January must then turn their attention to advisement. It is understood that there is need for some exceptions to this deadline, but these exceptions must be referred to the V.P. for Enrollment Management, or to the Provost. To help faculty working on syllabi over the winter break, ARC will request that the Spring deadline be moved back to February 1<sup>st</sup>.

II. Announcement: L. D'Antonio will next meet with the Provost on Oct. 28.

III. Decision item: A pilot course approved by ARC may be taught only once before resubmission as a permanent course. It shall stay on the books for two years from the date when it can first be offered. (For example, a pilot course approved in December 2008 may be taught once through Spring 2011.)

IV. L. D'Antonio will represent ARC at the Friday, October 10<sup>th</sup>, meeting on enrollment management.

V. The minutes of the October 1, 2008, meeting were approved.

Respectfully submitted,  
Robert Dilly