

**RAMAPO COLLEGE OF NEW JERSEY
ACADEMIC REVIEW COMMITTEE (ARC)**

Meeting Minutes of
Wednesday, September 3, 2008
9:00-11:00 a.m.
Library Conference Room

Members present: L. D'Antonio (TAS); D. Crawley (SSHS); G. Kettlitz (ASB); M. Allison (SCA); V. Flenga (AIS)

- I. The minutes of the April 23, 2008 meeting were approved.
- II. The minutes of the April 30, 2008 meeting were approved with revisions.
- III. Election of L. D'Antonio as the permanent chair
- IV. D. Crowley was selected as the ARC representative to Provost's Council

V. Announcements

- 1. L. D'Antonio will meet with the Provost every other week..
- 2. Announcement of course proposals deadlines
Deadline for Fall 2009 is Dec. 1, 2008
Deadline for Spring 2010 is May 1, 2009

VI. Discussion of ARC's role with Middle States. Need clarification of the assessment of General Ed.

VII. Discussion of Future work for ARC:
Guidelines for 500/600 level courses.
Assessment statement for syllabus.

Meeting adjourned at 10:15.

Respectfully submitted,

Mary Ellen Allison