

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

Meeting Minutes of
Wednesday, January 21, 2009
9:05 A.M. – 10:45 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. Kettlitz (ASB); C. Brennan (Registrar); J. Skrzynski (Advisement Rep.)

I. ARC welcomed two new *ex officio* members: Jackie Skrzynski, Advisement Representative, and Cindy Brennan, College Registrar.

II. M.E. Allison discussed her experience teaching an online course over the winter break.

III. The minutes of the December 15, 2008, meeting were approved with corrections. (Note: Honors courses should be designated HNRS, not INTD.)

IV. Announcements:

1. L. D'Antonio met with B. Barnett and discussed the Honors Program, the Master of Arts in Educational Leadership program, and the assessment of General Education. The Provost stated that the Graduate Council intends to review individual graduate courses.

2. After graduate courses are approved by the Graduate Council they are to be reviewed by ARC.

3. A request for General Education designation should be made at the time a course is initially submitted to ARC for approval. ARC shall consider requests for General Education designation of existing courses only where the scope or focus of a course has subsequently changed significantly.

4. L. D'Antonio requested that, for the next meeting, ARC members review the content and form of the current Course Proposal Request Form.

Respectfully submitted,
Robert Dilly