

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

Meeting Minutes of
Wednesday, April 1, 2009
9:00 A.M. – 11:00 A.M.
Registrar's Conference Room

ARC Members Present: L. D'Antonio (TAS), Chair; D. Crawley (Representative to the Provost's Council); V. Flenga (AIS); G. Kettlitz (ASB); Mary Ellen Allison; R. Dilly (LIB); C. Brennan (Registrar);

ARC Members Absent: J. Skrzynski (Advisement)

The minutes of the March 25, 2009 ARC meeting were approved with revisions.

I. Announcements

No Announcements

II. Discussion items

1. Donna – reported to Provost that ARC wants to keep distance education enrollment at 20
2. Should graduate classes be considered “in-load” or overload? Proposal:
 - a. minimum of 4 undergraduate courses per year
 - b. release at discretion of Academic Dean.
3. Discussed issue of lab fees and refund during drop/add
4. Discussed request from Steve Perry to waive History requirement...Grazziela to handle exceptions.
5. Discussed issue of 2 and 3 credit courses vis-a-vis Nursing – tabled for meeting with Kathy Burke

III. Decision Items

1. ARC Request #558
COMM 1XX Introduction to Interactive Media
Bonnie Blake
New Course
Approved with revision
2. ARC Request #559
NURS 2xx Strategies for Successful Student Nurses
Jody Williams

New Course, 2 credits
Approved with revision

3. ARC Request #560
INTL 2XX Contemporary Latin America
Rebecca Root
New Course
Approved

4. ARC Request #561
SSHS 2XX Facing Death and Loss in Later Life
Kay Fowler
Approved for Gen Ed: Topics is Social Science
New Course
Approved

5. ARC Request #562
THEA 2XX Producing the Play II
Rachel Budin
New Course
Approved with revision

The meeting adjourned at 11:00 A.M.

Respectfully submitted, Gary R. Kettlitz