

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

Meeting Minutes of
Monday, January 12, 2004
11:00 A.M. to 1:00 P.M.
SAB Sanyo Conference Room (A-224)

Members present: S. Klein (SAB), Chair; S Gorewitz (CA); R. Mentore (TAS); E. Risch (LIB); F. Shapiro-Skrobe (SSHS); M. Ecker (Office of the Provost, ex-officio member). Absent: I. Spar (AIS) excused.

The meeting convened at 11:10 A.M., at which time the minutes of the December 17, 2003 meeting were approved.

ARC Discussion Items

S. Klein announced that there will be a joint meeting of the ARC and the Faculty Assembly Advisory Council on February 11th in the Library conference room at 9:30 AM.

Teacher Education Institute Proposal

Most of the meeting consisted of an oral presentation by John Mulhern about the proposal for changes in the Teacher Education program.

In summary, Dr. Mulhern stressed that timing is the main concern in his support of rapid approval and implementation of the proposal. This concern is based on the fact that teacher education programs now require national accreditation. There are also stringent guidelines by the state about coordination with local schools and strict criteria for student observation. There are approximately 800 students enrolled in the Teacher Education program. By September, 2004, the Ramapo College has to notify the national accreditation group about goals, objectives, and formal plans for assessment of students. Since Dr. Mulhern is retiring as director of the program at the end of the 2004 semester, it is important to hire someone to take on these major new responsibilities. Without closure on the proposal, it will be difficult to write a job description that will attract the best applicants. The new director will be responsible for designing a program without clear mandate and resource allocation.

Dr. Mulhern strongly recommended that the proposal be adopted. With its growth and special needs, the program no longer is comfortable or efficient as part of SSHS. Since there is also an office and director for Teacher Education, there is a redundancy in reporting and requests for resources. Teacher Education is inherently interdisciplinary and must coordinate with other Schools. Unlike traditional education programs at other Colleges and Universities, Ramapo College students major in a discipline (i.e., not in Education) as well as the courses needed for teaching certification. In answer to questions about status of Teacher Education programs in other New Jersey state colleges and universities, Dr. Mulhern suggested that most programs exist as independent with Deans and full participation in Academic decision making groups. He also allayed concerns about future changes in demographics and hiring patterns.

S. Klein, thanked Dr. Mulhern for sharing with the ARC his concerns and the issues and challenges of the Teacher Education Program. They are namely, organizational structure, resources, national accreditation, and the issue of timing. S. Klein, stated that while the ARC is sympathetic to the concerns and issues, it feels that any recommendation from the ARC would be premature in light of the deliberations of the Academic Structure Exploratory Committee (ASEC).

Study Abroad Program

After Dr. Mulhern's presentation, the meeting continued with a brief discussion of the Study Abroad Program. M. Ecker reported that President Smith is currently investigating why students are paying a lump sum for programs rather than for credits and expenses. ARC members expressed concerns with the current structure of the office responsible for international study and would like to see all syllabi currently used in the various courses and experiences in order to determine the overall context for the program.

ARC Decision Items

1. There was a brief discussion about whether to postpone the vote on the *ARC Academic & Curricular Guidelines Manual* until March because there isn't a convening group meeting until February 25th. ARC members recommended that the discussion and vote to formally adopt the proposed guidelines be held at the February 18th Faculty Assembly meeting since there has already been ample time for unit and convening group discussions and feedback.
2. A discussion and vote regarding the Faculty Assembly Standing Committee Structure – Recommendation to amend the Faculty Assembly bylaws and charter the ARC as the standing committee of the Faculty Assembly is scheduled for the February 18th Faculty Assembly meeting. The vote will be by paper ballot and will require a 2/3 majority vote in favor to amend the bylaws.
3. At the February Faculty Assembly meeting, S. Klein will propose that 400 level interdisciplinary courses continue to count as Senior Seminars until the Course Load Adjustment (CLA) committee's recommendations are implemented.
4. Basically, the ARC is supportive of the overall scope of the Course Load Adjustment (CLA) Committee Report section, "Further Implementation Recommendations." (i.e., School Core General Education Model). However, the ARC members agreed to defer further discussion and a recommendation until the convening groups and schools have had time to research the implications. The ARC looks to the schools and convening groups to determine the feasibility of implementing the CLA recommendations.

The next ARC meeting will be held on February 4, 2004.

The meeting was adjourned at 1:00 PM.

Respectfully submitted,

Shalom Gorewitz