

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

Meeting Minutes of  
Wednesday, February 1, 2006  
11:00 A.M. – 1:00 P.M.  
SB Sanyo Conference Room (A-224)

All ARC members present: S. Klein (SB), Chair; S. Kurzmann (LIB); J. Lipkin (CA); R. Mentore (TAS); F. Shapiro-Skrobe (SSHS); I. Spar (AIS); M. Ecker (Office of the Provost, ex-officio member)

The meeting was called to order at 11:00 a.m. The minutes of the December 21, 2005 ARC meeting were reviewed and approved.

S. Klein, Chair, distributed the ARC Meeting and the Academic Meeting schedules for spring 2006.

**Decision / Discussion Items**

ARC members agreed that all ARC information should be shared with adjuncts and professional staff as well as with full-time faculty via the deans and the conveners.

ARC Chair, S. Klein, distributed copies of Provost Pfeiffer's memo regarding the proposal process for graduate courses and/or programs. Final decisions on this process might not be made by the Provost before the *Academic & Curricular Guidelines Manual* will have to be completed and made available to all faculty members.

We continued to revise the *Academic & Curricular Guidelines Manual* for Curriculum Enhancement Plan (CEP) requirements. ARC members will contact the appropriate conveners to obtain description of categories for inclusion in the *Manual*. M. Ecker recommended that we meet with A. Romano and E. Shannon, who are developing the Writing Intensive curriculum, to review the writing assignment requirements.

The meeting was adjourned at 1:00 pm.

Respectfully submitted,  
Susan Kurzmann