

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

Meeting Minutes of
Wednesday, February 2, 2005
11:00 A.M. to 1:00 P.M.
SAB Sanyo Conference Room (A-224)

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

The meeting was called to order at 11:05 a.m. The minutes of the December 15th meeting were approved with minor revisions.

Announcements (S. Klein)

S. Klein distributed several informational documents, including revised sections of the *Academic and Curricular Guidelines Manual*. The new *Course Syllabus Guidelines Checklist* form was discussed and revised. It was decided that all course requests to the ARC should be accompanied by the course checklist form. The ARC meeting of February 16th will be shortened to accommodate in-service. The newly approved General Education Program and requirements were distributed.

ARC Discussion/Decision Items

The Coordinating Implementation of Restructuring and Curriculum into Units Interim Taskforce (CIRCUIT) identified several Ramapo College academic and curricular policies which may require revision because of the implementation of the CLA proposal. CIRCUIT requested that ARC research and report on them. ARC members researched COPLAC schools. However, it was decided that decisions would be tabled until policies of the following New Jersey colleges were also examined: The College of New Jersey (TCNJ), Richard Stockton State College, William Paterson University, and Montclair State University.

The following policies were researched at COPLAC schools and reported by ARC members:

1. S. Kurzman reported on new subject codes and course levels. The colleges she reviewed had policies similar to those at Ramapo College.
2. F. Shapiro-Skrobe reported on the pass/fail option. Most schools allow this option only on electives, place a limit on the total number of courses that can be taken with Pass/Fail options, and do not allow pass/fail courses to count towards the major.
3. I. Spar reported on Latin honors. Cum laude is awarded with a GPA range from 3.4 to 3.6 and the majority of COPLAC colleges polled award summa cum laude at 3.9.
4. R. Mentore reported on the repeat of course option. No other schools have a repeat failed course option.
5. At the next meeting, J. Lipkin will report on the deadline for declaring a major, and J. Skrzynski will report on transfer policy for General Education courses.

The meeting was adjourned at 1:00 p.m. The next meeting will be held on February 9th, 2005 in the Sanyo

Room.

Respectfully submitted,

Jonathan Lipkin