

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

Meeting Minutes of
Wednesday, February 8, 2006
11:00 A.M. – 1:00 P.M.
SAB 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. and the minutes of the February 1, 2006 ARC meeting were approved.

Announcements

- S. Klein read an email from J. Skrzynski, Coordinator of Advisement Center, which identified a potential problem with transfer credits. The College currently accepts 3-credit courses to fulfill requirements for current 3-credit courses. When the College moves to the Curriculum Enhancement Program, all College courses will be 4-credit courses. The Committee agreed with her recommendation that three-credit transfer courses continue to fulfill requirements, though only three (3) credits will count towards graduation

Discussion/Decision Items

- ARC continued its revisions of the College's *Academic & Curricular Guidelines Manual*, currently on the fifth draft.
- Once the revisions are finalized, hopefully by next week, the manual will be sent to the following offices: 1) Deans, 2) Office of the Provost, 3) J. Skrzynski, Coordinator of Advisement Center, 4) L. Padley, Director Academic Operations, 5) K. Fowler, Faculty Assembly President and 6) Faculty Advisory Council. They will be asked to correct any obvious errors.

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,
Jonathan Lipkin