

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

Meeting Minutes of
Wednesday, February 9, 2005
11:00 A.M. to 1:00 P.M.
SAB Sanyo Conference Room (A-224)

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

The meeting was called to order at 11:05 a.m. and the minutes of the February 2, 2005 ARC meeting were approved with minor revisions.

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Announcements (S. Klein)

S. Klein reported that he met with Acting Provost M. Ecker and Interim President W. S. Pfeiffer to discuss ongoing academic and curricular issues.

ARC Discussion/Decision Items

The Course Syllabus Guidelines Checklist was reviewed and modified.

ARC representatives will take a proactive role in working with faculty within their units to review courses as they are revised in conformance with CLA. ARC members discussed the General Education Program and the impact of the Writing Intensive designation on the adjunct rate. The ARC recommends that the designation of Writing Intensive Courses and Categories be reviewed.

In a continuation of last week's report on specific academic policies of other colleges, S. Kurzmann reported on course levels and class sizes at The College of New Jersey (TCNJ), Richard Stockton State College, William Paterson University, and Montclair State University. Their policies are, on the whole, similar to those of Ramapo College. The ARC members revised the descriptions included in the Course Level Guidelines and reaffirmed the Class Size Guidelines. At the next meeting, J. Lipkin will report on major declaration, and the policies of the four New Jersey colleges will be examined in the areas of Pass/Fail, Latin honors, and the Repeat of Course Option.

The meeting was adjourned at 1:05 p.m.

Respectfully submitted,

Susan Kurzmann