

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

Meeting Minutes of  
Wednesday, February 11, 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); E. Risch (LIB);  
F. Shapiro-Skrobe (SSHS); I. Spar (AIS); M. Ecker (Office of the Provost, ex-officio member).  
Member absent: R. Mentore (TAS) (due to his wife's surgery)

The meeting was convened at 11:10 a.m., at which time the minutes of the February 4<sup>th</sup> meeting were accepted as presented. S. Klein then distributed a revised meeting schedule for the Spring 2004 semester, identifying the rotation of minute-takers, dates of the Faculty Assembly meetings, and dates of our joint meetings with the Faculty Advisory Council and the Faculty Assembly President.

**ARC Discussion Items**

S. Klein reported on his discussion with E. Kaiden, member of the Faculty Advisory Council (FAC), regarding the FAC motion to delay the vote to make ARC the standing Faculty Assembly Committee. E. Kaiden indicated that the FAC will not bring this motion to the floor at the February 18<sup>th</sup> meeting of the Faculty Assembly (FA).

ARC decided to move ahead with our recommendation that the Faculty Assembly vote to make ARC the permanent standing committee of the Faculty Assembly.

S. Klein also reported the K. Fowler, Faculty Assembly President (FAP) gave positive input to the ARC Report #12, which we will present at next week's Faculty Assembly meeting.

**ARC Report #12 to the Faculty Assembly:**

We next reviewed the final draft of our ARC Report #12 to the Faculty Assembly, examining each of the following issues:

**The Study Abroad Program:**

We first discussed the need for the Director of Study Abroad to review all Study Abroad course syllabi and ensure that they conform to the guidelines given in the *Academic & Curricular Guidelines Manual*.

We next discussed the need for the Director of Study Abroad to develop a program issues, goals, and objectives addendum to the Study Abroad Task Force Report.

It is our understanding that not all Study Abroad syllabi have conformed to the standard processes for review and approval. Therefore, we request that the Director of Study Abroad submit all existing

Study Abroad course syllabi for ARC review by May 1, 2004.

### **Courseload Adjustment:**

The ARC reiterated its support for the CLA II position regarding the reduction of the General Education Program to no more than 17 units, the reduction of the graduation requirement to 34 units, and the responsibility of each school's Curriculum Committee to best determine how to implement these changes. The ARC looks to the convening groups to determine the feasibility of implementing the CLA recommendations.

### **The Academic & Curricular Guidelines Manual:**

We affirmed our decision to move forward our resolution to recommend that the Faculty Assembly accept the *Academic & Curricular Guidelines Manual* with the latest editorial changes.

### **Senior Seminars:**

After reviewing the section on Senior Seminars and making minor editorial changes, we affirmed our resolution to recommend that the Faculty Assembly approve the continuation of the course substitution policy for Senior Seminars through Summer 2005.

### **The Resolution on the Academic Review Committee (ARC):**

We reiterated our resolution to recommend that the Faculty Assembly vote to amend its bylaws to install ARC as the permanent standing committee of the Faculty Assembly, replacing the former Academic, Curriculum, General Education, and Senior Seminar Committees, effective immediately.

F. Shapiro-Skrobe also raised the question of rotation of membership, as half of the current ARC members would need to step down at the end of this academic year.

### **Faculty Assembly Bylaws:**

We reviewed the Faculty Assembly bylaws and agreed that they need to be consistent with the current committee structure. In particular, Sections 2 through 10 need to be reviewed, revised as necessary, and presented to the Faculty Assembly for a vote.

If there is an affirmative vote by the Faculty Assembly to charter the ARC, then the ARC recommends that the Faculty Assembly President and the Faculty Advisory Council, in consultation with the ARC, revise the bylaws, particularly Article VI, Sections 2 through 10. We further noted that Article VI, Section 1 and Sections 11 through 17 will need to be replaced by our resolution.

We also discussed the need to understand and agree upon the relationship among ARC, the Faculty Assembly President, the Faculty Advisory Council, and the Provost.

### **Course Requests**

1. ARC Request #115 (R. O. Johnson, CA). **CMUS 2XX Basic Music Recording (4 credits)**. This was processed as a pilot course. Recommendations included completing the syllabus according to the guidelines in the *Academic & Curricular Guidelines Manual*.

2. ARC Request # 116 (E. Shannon, AIS). **ZSRS 4XX Senior Seminar: Woody Guthrie's America (4 credits)**. This new course request was approved, with the request that the statement on "Special Needs" be changed to that on "Students with Disabilities", while the "plagiarism" statement should be changed to one on "academic integrity."
3. ARC Request # 117 (K. Fikentscher, CA). **CMUS 2XX History of Rock 'N' Roll (3 credits)**. This was processed as a pilot course. The faculty member is requested to add additional readings to his syllabus, use standard format for the list of required and recommended readings, and separate latenesses from absences in his attendance policy.

After we briefly reviewed the items for discussion and review for our meeting of February 18<sup>th</sup>, the meeting was adjourned at 1:10 P.M.

Respectfully submitted,

Frances Shapiro-Skrobe