

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

Meeting Minutes of  
Wednesday, February 15, 2006  
11:00 A.M. to 1:00 P.M.  
SB Sanyo Conference Room (A-224)

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)

After the meeting was called to order at 11:05 a.m., the minutes of the February 8<sup>th</sup>, 2006 meeting were revised and approved.

**Announcements**

S. Klein informed members of ARC that he has been in contact with Provost Sandy Pfeiffer concerning the wording used to describe the graduate course and program approval process in the revised version of the *Academic & Curricular Guidelines Manual*.

**Discussion Items**

J. Skrzynski, Coordinator of the Advisement Center, was present at this meeting and provided ARC members with an advisor's perspective of aspects of the new curriculum. J. Skrzynski's comments and suggestions were appreciated and helpful in revising portions of the *Academic & Curricular Guidelines Manual*.

ARC confirmed the current policy that 3-credit courses transferred from other institutions which may satisfy CEP 4-credit course requirements will transfer as only 3 credits.

ARC members discussed the need to have conveners and deans apprised of the fact that the college course inventory is updated regularly. The current College policy is that a course that has not been offered in five years is dropped from the inventory. S. Klein will agenda this item for review by ARC.

A revised course description for College English was provided by D. Fucci, Convener of College English. The revised course description was incorporated into the *Academic & Curricular Guidelines Manual*.

The meeting was adjourned at 1:05 P.M.

Respectfully submitted,

Robert Mentore