

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

Meeting Minutes of
Wednesday, February 19, 2003
11:00 A.M. – 1:00 PM
SAB Sanyo Conference Room (A-224)

Members present: S. Klein (SAB), Chair; R. Mentore (TAS); E. Risch (LIB); I. Spar (AIS); F. Shapiro-Skrobe (SSHS); J. Wholley for S. Gorewitz (CA); L. Padley for M. Ecker (Office of the Provost, ex-officio member).

The meeting was called to order at 11:07 A.M. and the minutes of the 2/12/02 ARC meeting were reviewed and accepted with minor modifications.

Items Discussed:

1. The ARC Report #4, to be presented at today's Faculty Assembly meeting, was reviewed and approved with minor changes.
2. S. Klein distributed Faculty Assembly President K. Fowler's email, detailing the creation of an Ad Hoc Task Force to review and make recommendations for Provost Cody's Proposal. Discussion ensued regarding the timetable, role, selection, and makeup of the Task Force. It was agreed that the members of this Task Force, who will be elected by their respective Schools, will present their interim report at the March Faculty Assembly meeting. ARC is urging all Schools to hold special unit councils meetings next week to elect their representatives to this Task Force. ARC is also requesting that R.O. Johnson's statement be included in the charge to this Task Force.
3. S. Klein passed out packets containing draft working copies of the *All College Course Level Guidelines*, *Sample Course Syllabus Template*, *Instructions for Completing the Course Request Form*, and *Course Request Form*, to be distributed to the Schools and to be used until final drafts are produced. Feedback from faculty and Schools is encouraged.

New Business:

1. **New Course Offerings:** Two new courses were reviewed for Fall 2003:
 - a. *Elementary Probability and Statistics*: After discussion, ARC voted to process this as a first time course only, as it lacked a detailed course syllabus. It is, however, being processed as a General Education course. R. Mentore will bring this back to M. Goldberg-Rugalev and will also speak to the Biology Convening Group about including it as a possible requirement for their major.
 - b. *Basic Acting for Non-Majors*: After discussion, ARC voted to process this as a first time

course only, as it lacked a schedule of classes. J. Wholley will speak with M. Vail Guevara about adding more detail to her syllabus so that this course can be approved. Discussion ensued as to why this course isn't fulfilling a General Education or CA School Core requirement.

2. **“F” and “P” Courses:** L. Padley explained the Registrar's process regarding first time pilot course offerings. Those first time pilot courses that may have been proposed but which never ran or were cancelled are classified as “F” courses. Those first time pilot courses that actually ran once but have not yet been approved (and, therefore, cannot be offered again without ARC approval) are classified as “P” courses. She indicated that there are currently 22 “F” courses and 23 “P” courses in the system, and asked ARC members to alert the faculty and convening groups, as “P” courses cannot be offered again without ARC approval.
3. **ARC Mission:** S. Klein clarified the mission of the ARC, which was charged by the Faculty Assembly with strengthening the autonomy of the convening groups within an all-college accountability. To that end, we agreed that the academic and curricular draft guidelines, which the ARC has proposed, will help us meet that charge.
4. **The Strategic Plan:** S. Klein, F. Shapiro-Skrobe, and I. Spar highlighted and the Committee discussed those issues in the Strategic Plan of particular interest to the ARC. These included recommendations regarding permanent deans, assistant deans, and changes in the conveners' role; revisions in the General Education Program; a foreign language requirement and foreign language major; low-enrolled programs, the winter session, and the feasibility of new majors; the number of credits required for graduation; preparing faculty for administrative positions, examining equity issues among faculty with respect to student enrollment, etc.; teaching excellence; faculty development; technology; new positions being proposed for Institutional Advancement; targeted areas in fund raising vs. identified goals; and the designation of Ramapo College as a “comprehensive” rather than a “liberal arts” college.
5. S. Klein distributed packets of CA course requests, to be discussed and processed at our next meeting on Wednesday, February 26 at 11:00 A.M. in the Sanyo Conference Room, A-224. F. Shapiro-Strobe indicated that she would be bringing a course request packet for a new technology course for the Teacher Education Program.

The meeting was adjourned at 1:00 PM.

Minutes Respectfully Submitted,

Frances Shapiro-Strobe