

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

Meeting Minutes of
Wednesday, February 22, 2006
11:00 a.m. – 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).
Excused Absence: M. Ecker (Office of the Provost, ex-officio member)

The meeting was called to order at 11:06 a.m., at which time the minutes of the February 15, 2006 ARC meeting were accepted with minor revisions.

ARC Discussion Items

The major portion of this meeting was devoted to editing the latest working draft of the *Academic and Curriculum Guidelines Manual*.

Topics: Arts and Humanities category description:

ARC discussed a proposed new description of this category. J. Lipkin will bring this proposed description to M. Vail (CA faculty member and former member of both CLA and CIRCUIT) for her review and comments.

Science with Experiential Component category description:

R. Mentore and several members of TAS suggested a change in description of the **Science with Experiential Component** category. After discussion, ARC decided that before we would recommend such a change, R. Mentore should bring the new description to the TAS Unit Council for their approval.

Writing Intensive (WI) Program

S. Klein indicated that after discussions with E. Shannon, the WI program will remain as currently described in the *Manual*.

The Course Proposal Review and Approval Process

After considering Provost S. Pfeiffer's request, ARC decided to edit the introduction to this section as follows:

“This proposed ‘Course Proposal Review and Approval Process,’ approved by the Faculty Assembly, is pending review and approval by the administration.”

We agreed to add a similar sentence to the Program Proposal Review and Approval Process.

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Policy for Independent Study

S. Klein relayed Registrar C. Brennan's request for a clarification regarding the policy for Independent Study under the new CEP guidelines. ARC agreed that, as is now the case, students should be limited to a maximum number of four Independent Study courses over the course of their undergraduate academic career.

After discussion, ARC members recommended that students be limited to no more than four Independent Study credits in one semester. This is a reduction from the current maximum of six credits in one semester.

A discussion ensued as to whether Independent Study courses could carry fewer than four credits. I. Spar agreed to check the College of New Jersey's policy and get back to us.

Crosslisting of Courses

J. Lipkin raised the question of whether the crosslisting of courses will be permitted under the new CEP guidelines. ARC agreed to check.

The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Frances Shapiro-Skrobe