

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

Meeting Minutes of
Wednesday, February 23, 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); I. Spar (AIS); J. Skrzynski (Office of the Provost, ex-officio member)

The meeting was called to order at 11:02 a.m. The minutes of the February 16th meeting were revised and approved.

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Announcements (S. Klein)

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The joint meeting between ARC, the Faculty Advisory Council (FAC), and the Faculty Assembly President will be held on March 9th from 9-11am in the Library conference room.

S. Klein distributed copies of

- the ARC's Report #21 to the Faculty Assembly, dated February 16, 2005

-the latest version of the Course Syllabus Guidelines and Course Request Package

-the final revised copy of the Course Level Guidelines which need to be presented and voted upon at the next Faculty Assembly meeting, as part of a package of policy recommendations referred to the ARC by CIRCUIT

Discussion Items:

Latin Honors:

S. Klein distributed the current policy and a proposed policy for Graduation with Distinction (i.e., with Latin Honors) for both first and second baccalaureate degree candidates. The current policy was excerpted from the *Ramapo College of New Jersey The Catalog 2002-2004 Undergraduate* on page 37.

ARC members discussed the suggested changes in GPA ranges proposed by I. Spar, who presented a rationale for raising the minimum levels for graduation with Cum Laude, Magna Cum Laude, and Summa Cum Laude honors. He also reviewed the policy at four New Jersey state institutions of higher education.

S.Klein will request from B.Varano, Institutional Research, a frequency distribution of grade point average (GPAs) by number and percentile rankings of graduates for the past five years. ARC will analyze this data and determine the impact of any proposed change in policy. I. Spar agreed to write a proposal for School Honors.

Requirements for Second Degree Candidates:

J. Skrzynski explained the differences in credit requirements between second degree candidates who obtained their first undergraduate degree from Ramapo and those who came to Ramapo with a baccalaureate degree from another institution. J. Skrzynski agreed to reword the proposed policy changes for second degree candidates.

Pass-Fail Grade Option Policy:

F. Shapiro-Skrobe presented her proposed revisions to the current Pass-Fail Grade Option policy. After considerable discussion, she agreed to add an executive summary and to highlight the differences between the current policy and the proposed changes.

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

Respectfully submitted,

Frances Shapiro-Skrobe