

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

Meeting Minutes of
Wednesday, February 25, 2004
11:00 A.M. to 1:00 P.M.
SAB Sanyo Conference Room (A-224)

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

The meeting was convened at 11: 00 A.M. The minutes of the February 18, 2004 meeting were accepted with minor revisions.

ARC Announcements

S. Klein announced the Faculty Assembly's overwhelming positive vote (Yes: 83, No: 2, Abstain: 13) on the ARC Resolution #1, to adopt the *ARC Academic & Curricular Guidelines Manual*, and the positive vote (Yes: 82, No: 11, Abstain: 8) on the ARC Resolution #2, to continue double counting 400-level interdisciplinary and 400-level disciplinary capstone courses as Senior Seminar courses through summer 2005.

S. Klein distributed the new *Luminis Quick Reference User Guide*.

ARC Discussion Items

After discussion, M. Ecker agreed to gather data on student evaluation forms used in other colleges. S. Klein will prepare an ARC position statement of student evaluation forms.

I. Spar will discuss with the Office of Specialized Services (OSS) modifications to their *Policy and Procedures for Modifications to the Degree Requirements for Students with Documented Disabilities*.

Discussion took place regarding the need for a proposed mathematics course and whether it should be listed as a developmental or a General Education (Gen Ed) course. The issue was referred back to the mathematics convening group for clarification.

Discussion took place regarding a revised draft *Academic Integrity Policy* statement.

Discussion took place regarding whether Ramapo College will grant General Education transfer credit for Bergen Community College's *Introduction to Computer Science* course. The course request was referred to the Computer Science convening group for its recommendation.

After discussion it was agreed that S. Klein and L. Padley will prepare a list of 400-level interdisciplinary and 400-level disciplinary capstone courses that double count as Senior Seminar.

ARC Decision Items

Joe Dallon will be formally asked to submit all Study Abroad syllabi to the ARC by May 1, 2004.

Course Requests

1. ARC Request #120 (K. Dolak, CA). **CCOM 3XX Producing and Directing the Television Drama (4 credits)**. This new course request was approved. The ARC recommended several changes to the course syllabus which S. Gorewitz will share with the requester.
2. ARC Request #121 (J. Lipkin, CA). **ZSRS 4XX Digital Culture (4 credits)**. This new course request was approved. The ARC recommended several changes to the course syllabus which S. Gorewitz will share with the requester.

The meeting was adjourned at 1:00 P.M.

Respectfully submitted,

Ira Spar