

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

Meeting Minutes of  
Wednesday, February 26, 2003  
11:00 A.M. to 1:00 P.M.  
SAB Sanyo Conference Room (A-224)

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

The meeting was called to order at 11:08 A.M. Linda Padley attended the meeting as an academic and curricular resource person. The minutes of the February 19th meeting were revised and accepted.

The members voted to exempt the Chair from recording meeting minutes. A different voting member of the committee will record minutes for ARC meetings each week. The minute-taking order, heretofore, will be determined alphabetically.

L. Padley distributed revised lists of pilot courses to committee members that will need review by the ARC. The course status of these pilot courses is identified with the letter F or with the letter P.

- Courses holding the F status are currently in session or were developed, but cancelled before they were taught for the first time. No action is to be taken by the ARC at this time.
- Courses holding the P status have been offered once and will need to be reviewed by the ARC before they can be offered again. The course instructors will need to resubmit these courses with detailed syllabi for final approval. Members of the ARC were asked to inform course instructors (or appropriate conveners) of the steps necessary to have the P status lifted.

S. Klein asked ARC members to review the proposal for the new major in Spanish language studies and the proposal for the foreign language requirement. Both proposals will be on the agenda for the next ARC meeting.

**Course Requests:**

Several courses were reviewed for inclusion in the college catalog. Following is a list of the reviewed courses and a brief description of the action taken by the ARC:

- **SMTH 108 Elementary Probability and Statistics, 3 credits, General Education Program: Nature, Systems and Math (old), Quantitative Literacy (new)** (M. Goldberg-Rugalev): This course had been **processed** as a pilot course at the February 19th ARC meeting; however, it was briefly reconsidered because the course developer sought General Education status. A detailed syllabus was not submitted with the course request form. (The former General Education Committee required a detailed syllabus for all proposed courses.) The members of ARC upheld their earlier decision on this course.

- **CCOM 324 Reporting and Writing for Online Media, 4 credits** (E. Negron): This new course is currently being offered and had been approved by the former Curriculum Committee. The members of the ARC took no action.
- **CCOM 317 Media and Persuasion, 3 credits** (R. Sen): This new course is currently being offered. The members of the ARC **approved** this course.
- **CCOM 431 Media Issues and Ethics, 3 credits** (C. Vanzi): This course is currently being offered. This course was submitted to the ARC for a course level change from the 400-level to the 300-level. The members of the ARC **approved** this course revision.
- **CINT 415 Global/Multicultural Media Issues, 3 credits** (P.L. Keeton): This course was submitted to the ARC for a course level change from the 400-level to the 300-level. The members of the ARC **approved** this course revision.
- **CCOM 303 Designing for the Web, 3 credits** (J. Lipkin/I.D. Aronson): This course was submitted to the ARC for a course level change from the 300-level to the 200-level. The members of the ARC **approved** this course revision.
- **MLWS 345 Victims and the Law, 3 credits** (A. Smith): the members of the ARC **approved** this new course.
- **SCMP 345 Analysis of Algorithms, 3 credits** (L. D'Antonio): This course is currently being offered. The members of the ARC **approved** this course.
- **MEDU 4XX An Introduction to Systems Thinking, 3 credits** (R. Langheim): the members of the ARC **approved** this new course. The ARC recommended that the course title be changed to **Systems Thinking**. The ARC also recommended that the faculty member explore proposing this course in the General Education Program in Nature, Systems and Math and Quantitative Literacy categories.
- **SPSY/MPSY 3XX Cognitive Neuroscience, 3 credits** (J. Cataliotti): the members of the ARC **processed** this new course as a pilot course. It will have to be re-submitted to the ARC with a detailed syllabus before it can be offered again.
- **SPSY/MPSY 2XX (Clinical) Neuropsychology, 3 credits** (J. Cataliotti): the members of the ARC **processed** this new course as a pilot course. It will have to be re-submitted to the ARC with a detailed syllabus before it can be offered again.
- **SGEO 3XX African Issues, 3 credits, General Education Program: Global/Multicultural (old), World Cultures (new)** (A. Amissah-Arthur): the members of the ARC **processed** this new course as a pilot course. It will have to be re-submitted to the ARC with a detailed syllabus before it can be offered again. The ARC recommended that the course title be modified to more closely reflect the content of the course.

- **SPHY 2XX Electronics for Scientists, 3 credits** (P. Anderson): the members of the ARC **approved** this new course. It will not have to be re-submitted to the ARC because it had a detailed course syllabus.
- **SBIO 2XX Field Studies in Tropical Agriculture, 4 credits, General Education Program: Nature, Systems and Math (old), Quantitative Literacy (new)** (J. Dallon): the members of the ARC **processed** this new course as a pilot course. It will have to be re-submitted to the ARC with a detailed syllabus before it can be offered again.

S. Klein noted that when the revised Academic and Curricular guidelines are adopted by the Faculty Assembly and followed by the faculty, the majority of proposed new courses should be **approved** as permanent courses rather than **processed** as first time only or pilot courses. The guidelines will facilitate the process of reviewing and approving new courses.

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

Respectfully submitted,  
Robert Mentore