

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

Meeting Minutes of
Wednesday, March 1, 2006
11 A.M. – 1 P.M.
Room (A-224)

All ARC members present: S. Klein (SB), Chair; S. Kurzmann (LIB); J. Lipkin (CA); R. Mentore (TAS); F. Shapiro-Skrobe (SSHS); I. Spar (AIS); M. Ecker (Office of the Provost, ex-officio member)

The meeting was called to order at 11:05 a.m. The minutes of the February 22, 2006 ARC meeting were approved with minor revisions.

ARC Decision Items

- K. Finnegan, Director of Athletics, requested that an exception be made to add two one-credit courses, *Cardio Jazz* and *Golf II*, for Fall 2006. ARC accepted her request. An estimated 150 students are expected to take these courses. ARC will review the course syllabi.

ARC Discussion Items

- We continued to edit the latest working draft of the *Academic & Curricular Guidelines Manual*.
- ARC members drafted a statement regarding the Electronic Forms of Communication for the *Course Syllabus Guidelines Checklist*. The statement will also appear in the *Sample Course Syllabus Template*.
- The following CEP General Education Program items were reviewed:
 - The description for the **Topics: Arts and Humanities Category** was revised as follows:
Courses in this category introduce students to the methods of inquiry in the arts and humanities through the critical examination of works (texts, artworks, artifacts, performances, films, media, etc.). This category includes courses which provide the social, cultural, and historical contexts of the field of inquiry.
 - Minor editorial changes were made in the description for the **Science with Experiential Component Category**.
- F. Shapiro-Skrobe reported on last week's meeting of the Office of Specialized Services (OSS). OSS requests that the *Course Syllabus Guidelines Checklist* include a statement urging faculty members to select materials that will be accessible to students with disabilities whenever possible, i.e., films with closed captioning. ARC took it under advisement.
- S. Klein distributed CIRCUIT's report of 35 items that had to be addressed for the conversion to the CEP unit plan. This report included many items previously referred to, discussed by, and

recommended by ARC and subsequently approved by the Faculty Assembly.

- Further discussion of the 600-level course description was tabled until ARC receives a 500-level course description.
- ARC discussed a request from S. Rachouh, Director of International Programs, for the granting of four credits per course for rigorous three-credit courses taken by Ramapo students at Macquarie University, Australia. S. Klein will invite S. Rachouh to an ARC meeting for further discussion.
- S. Klein will invite P. Goetz, Vice Provost of Enrollment Management, to an ARC meeting to discuss transfer credit policies regarding General Education Program waivers.

The meeting was adjourned at 1:00 pm.

Respectfully submitted,
Susan Kurzmann