

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

Meeting Minutes of
Wednesday, March 2, 2005
11:00 A.M. to 1:00 P.M.
SAB Sanyo Conference Room (A-224)

All 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)

After the meeting was called to order at 11:00 A.M, the minutes of February 23, 2005 were approved with minor revisions.

Announcements (S. Klein):

S. Klein reviewed the present lines of communication between the Office of the Provost, the Faculty Assembly (FA) President, and the ARC Chair.

On March 9th, between 9:00 and 11:00 A.M., ARC members will meet with the FA President and Faculty Advisory Council (FAC) in the Library Conference Room L-320.

ARC Discussion Items:

Further discussion of Latin Honors: I. Spar will develop a rationale for proposed changes to the College's present Latin Honors awards.

Further discussion of the *ARC Course Syllabus Checklist*: Faculty should include a completed *Course Syllabus Guidelines Checklist* with all new and revised syllabi.

Discussion of the impact of the Writing Intensive requirement for the General Education "Topics in" courses.

Discussion of current course descriptions and how they will meet the new General Education requirements.

Discussion of the "R/F" grade: R. Mentore began presenting the results of his research on the "R/F" grade.

ARC Decision Item:**CLA General Education Program**

The ARC developed a procedure to facilitate the transitioning of courses from the current General Education categories to those in the new CLA General Education program. J. Skrzynski will meet with L. Padley to finalize the process and report back to ARC.

ARC Decision Item:**Course Requests**

ARC Request #168 **CMUS 309: *Women, Music, and Culture*** – 3 credits. (U. Schlicht / R.O.Johnson, CA). Approval of title change from *Women, Music, & Culture* to *Music & Gender*.

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

Respectfully submitted,

Ira Spar