

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

Meeting Minutes of  
Wednesday, March 3, 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: 05 A.M. The minutes of the February 25, 2004 meeting were accepted with minor revisions.

**ARC Announcements**

S. Klein distributed a copy of email sent to Study Abroad Director J. Dallon requesting copies of syllabi for all courses.

After a brief discussion of senior seminars, it was agreed that S. Klein will send a request to the deans for a list identifying 400-level interdisciplinary and disciplinary capstone courses that have counted or will be counted as substitution for senior seminars. He will also encourage the deans to identify and promote additional senior seminars in their schools.

S. Klein reminded the committee that courses can be approved but still may not get into Fall schedule since the deadline has passed.

S. Klein asked members to check the latest edition of the *Academic and Curricular Guidelines Manual*, 2/2004 for any additional changes before making two copies for Unit Secretaries. The members were also asked to check the ARC intranet homepage for changes before the next update of the site.

S. Klein asked that ARC members remind colleagues at their unit council meetings that the vote for continuing ARC is due on Friday. S. Klein will observe ballot count on Monday, March 8, 2004.

**ARC Discussion Items**

In response to an email from Faculty Assembly President K. Fowler, the committee asked S. Klein to reply that ARC looks forward to meeting with ASEC and CLA after they complete their individual and joint deliberations.

S. Klein praised the good research and excellent report from the Provost's Task Force on Grading which was just posted on the Faculty Assembly Website. There was a brief discussion regarding the shortening of the deadline by which students must withdraw from a course and the issue was tabled

until the next meeting. ARC will bring this forward for a vote at a Faculty Assembly meeting after there is ample discussion by convening groups, unit councils, and faculty assembly.

ARC accepted the Policy and Procedures for Modifications to the Degree Requirements for Students with Documented Disabilities as an informational document with the understanding that it will be approved by appropriate legal consultants.

S. Klein requested that the revised *Academic Integrity Policy* be brought to the unit councils and the Faculty Assembly for a vote.

S. Klein discussed some of the key points in ARC Report #13 to the Faculty Assembly, March 17, 2004.

There was a brief discussion of the proposal by the Task Force for Student Evaluations including consideration of the current wording in the Faculty Handbook.

## **ARC Decision Items**

### **Course Requests**

1. ARC Request #122 (R. Gangemi, CA). **CCOM 3XX History & Aesthetics: Film Editing (3 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 #123 (R. Gangemi, CA). **CINT 3XX American Independent Cinema (3 credits)**. This new course request was approved. The ARC recommended several changes to the course syllabus which S. Gorewitz will share with the requester.
3. ARC Request #124 (M. Berger, TAS). **SMTH 1XX Precalculus II (4 credits)**. This course request revision to change the course ID from SMTH 105 to SMTH 110 and the course title from Precalculus to Precalculus II was approved. The ARC recommended several changes to the course syllabus which R. Mentore will share with the requester.
4. ARC Request #125 (M. Berger, TAS). **SMTH 1XX Precalculus I (3 credits)**. This new course request was approved as a “first-time” pilot course. The ARC recommended several changes to the course syllabus which R. Mentore will share with the requester.
5. ARC Request #126 (K. Fikentscher, CA). **CMUS 3XX DJ Culture (3 credits)**. This new course request was approved. The ARC recommended several changes to the course syllabus which S. Gorewitz will share with the requester.
6. ARC Request #127 (M. Poran, SSHS). **MPSY 3XX Field Work with Adolescents (3 credits)**. This new course request was approved. The ARC recommended several changes to the course syllabus which F. Shapiro-Skrobe will share with the requester.

7. ARC Request #128 (I. Spar, AIS). **AHST 2XX Beginnings of Civilization: The Ancient Near East (3 credits)**. This new course request was approved. The ARC recommended several changes to the course syllabus which I. Spar will share with the requester.

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

Respectfully submitted,

Shalom Gorewitz