

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

Meeting Minutes of  
Wednesday, March 8, 2006  
11:00 A.M. – 1:00 P.M.  
Room (A-224)

ARC members present: S. Klein (SB), Chair; S. Kurzmann (LIB); J. Lipkin (CA); R. Mentore (TAS); F. Shapiro-Skrobe (SSHS); I. Spar (AIS)

Excused Absence: M. Ecker (Office of the Provost, ex-officio member)

The meeting was called to order at 11:05 a.m. The minutes of the March 1, 2006 ARC meeting were approved with minor revisions.

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**ARC Announcement**

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S. Klein announced that he had emailed an advance copy of the *ARC Academic & Curricular Guidelines Manual* to the following people for their review: Academic Review Committee, Coordinator Advisement Center, Deans, Director Academic Operations, Faculty Advisory Council, Faculty Assembly President, President, and Provost.

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**ARC Discussion Items**

- ARC continued to edit the latest working draft of the *ARC Academic & Curricular Guidelines Manual*. ARC revised the wording in the “Student with Disabilities” section of the *Course Syllabus Template*.
- S. Rachouh, Director of International Programs, visited ARC and presented information regarding her request for the granting of four credits per course for rigorous three-credit courses taken by Ramapo students at Macquarie University, Australia. After some discussion, we requested additional information on the subject.
- 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.

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**ARC Decision Items**

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**ARC Request #210: ZCON 2xx *GOLF II*** (K. Finnegan, Athletics) was approved as a pilot first-time course with minor revisions. This is an exception to the moratorium on new courses.

The meeting was adjourned at 1:00 pm.

Respectfully submitted,  
Stephen Klein