

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

Meeting Minutes of  
Wednesday, March 12, 2003  
11:00 A.M. to 1:00 P.M.  
SAB Sanyo Conference Room (A-224)

Members present: S. Klein (SAB), Chair; R. Mentore (TAS); E. Risch (LIB); F. Shapiro-Skrobe (SSHS); I. Spar (AIS); M. Ecker (Office of the Provost, ex-officio member). Absent: S Gorewitz (SCA) excused.

The meeting was called to order at 11:07 A.M. The minutes of the March 5<sup>th</sup> meeting were approved with minor change.

We discussed our upcoming ARC Report to the Faculty Assembly, including which items would require a motion at the meeting. After some discussion, we agreed that the foreign language requirement proposal is a good one, but we were concerned about resource issues and the impact on the General Education Program. We will recommend that the General Education question be included in any future discussions by the schools and convening groups, which is where we believe the foreign language requirement should begin to be implemented.

**Course Request Actions:** The following is a list of the reviewed courses and a brief description of the action taken by the ARC:

1. **CCOM 107** Interpersonal/Intercultural Communication (R. Sen): **A course title change to “Interpersonal Communication” for this course was approved.**
2. **BFIN 310** Personal Finance (M. Sabrin): The course was **approved and the course level was changed from a 300 to a 200-level.**

The ARC also approved the following “new” courses, all of which had been taught at least once:

1. **BMGT 450 Project Management, 3 credits** (T. Rakotobe)
2. **BINF 355 Multimedia Web Design, 3 credits** (C. Sherman)
3. **BINF 340 Web Site Development, 3 credits** (C. Sherman): Recommended the grading policy statement in the course syllabus be updated to conform to the catalog.
4. **AAMR 315 Class in America, 3 credits** (S. Rice): Requested that the syllabus indicate the number of credits and include an academic integrity statement.
5. **SCMP 358 Windows GUI Programming Using MFC, 3 credits** (V. Miller)
6. **SINT 346 Survey of Science Fiction, 3 credits** (K. Fowler): Approved this course for inclusion in the General Education category Values, Ethics, Aesthetics and Society. The ARC recommended that this course be submitted to the Literature convening group for review.

One course request, ZINT 315 Advanced Peer Facilitation, was carried over to the next meeting pending discussions between the ARC representative and the faculty member.

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

Respectfully submitted,

Elaine Risch