

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

Meeting Minutes of
Wednesday, March 15, 2006
11:00 A.M. – 1:00 P.M.
Room (A-224)

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

The meeting was called to order at 11:05 A.M. The minutes of the March 8, 2006 ARC meeting were approved with minor revisions.

ARC Announcement

ARC representatives will meet with P. Goetz at a date to be announced.

ARC Discussion Items

ARC representatives discussed an e-mail from S. Pfeiffer to S. Klein regarding procedures for the approval of graduate programs and courses.

ARC representatives discussed an e-mail from S. Pfeiffer to S. Klein regarding class size policy.

ARC representatives discussed an e-mail from D. Echols Tobe to S. Klein regarding student assessment. Discussion ensued regarding placement of a statement regarding expected outcomes in class syllabi.

ARC representatives discussed cross listing of undergraduate and graduate courses and the different types of requirements that would be necessary to distinguish between a graduate and undergraduate course.

ARC representatives discussed criteria for evaluation of General Education Program categories and courses.

ARC representatives reviewed and edited “ARC Report #28 to the Faculty Assembly.”

ARC Decision Items

ARC suggested that conveners make sample syllabi available to full-time and part-time faculty.

ARC Request #211: PHIL 2xx *World Wisdom Traditions* (L. Cassidy) was approved to replace APHL 101 as a first-time pilot course.

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

Respectfully submitted,
Ira Spar