

RAMAPO COLLEGE OF NEW JERSEY
ACADEMIC REVIEW COMMITTEE (ARC)

Meeting Minutes of
Wednesday, March 17, 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 11:06 a.m. and the minutes of the March 10th meeting were approved as presented.

I. ARC Discussion Items

ARC Report #13 to the Faculty Assembly:

The ARC discussed and revised its ARC Report #13 to the Faculty Assembly, to be presented at the Faculty Assembly meeting later that day.

Approval of ARC:

S. Klein congratulated ARC members for their excellent work. As a result of the Faculty Assembly's March 8th mail ballot (98 in favor, 15 against, and 4 abstentions), the Academic Review Committee (ARC) was voted in as the standing committee of the Faculty Assembly, permanently replacing the four former Faculty Assembly standing committees: Academic, Curriculum, General Education, and Senior Seminar.

ARC members discussed the orderly rotation of membership and agreed to ask their respective deans to place nominations and elections for the ARC Representatives on the agenda for the next unit council meeting.

New and Revised Course Requests:

S. Klein indicated that he had updated the number of approved courses through the last meeting. Since our last report to the Faculty Assembly, the ARC has approved eight new course requests, three new first-time pilot course requests, and five course revision requests. S. Klein stated that we may soon need to declare a moratorium on new course requests, as the schools will begin the conversion of their courses from credits to units, following the Courseload Adjustment (CLA) Unit model.

Student Evaluations:

We then reviewed our stance on the resolutions being brought forward by the Ad-Hoc Committee on Student Evaluation Forms and, after extensive discussion, decided that it would be useful to include our recommendations in our Report to the Faculty Assembly.

After editing our statement to include pertinent excerpts from *the Ramapo College Faculty Handbook*, we inserted the following statements:

The ARC disagrees with the Committee's Resolution #1 that the current form be renamed "Student Satisfaction with Instruction" and recommends, in accordance with the *Ramapo College Faculty Handbook*, that the form be entitled *Student Opinion of Effective Teaching*.

The ARC disagrees with the Committee's Resolution #2 that this new form be qualitative in nature, and recommends instead that it include a limited number of both qualitative and quantitative questions.

Therefore, the ARC does **not** support the resolution as put forth by the Ad-hoc Committee on Student Evaluations.

Senior Seminars:

S. Klein stated that we are still receiving information from L. Padley re: 400-level disciplinary capstone courses that have been approved by the deans as substitutes for Senior Seminars through August 2005. L. Padley indicated that while we have enough disciplinary seminars for students in AIS and SSHS, we still do not have a sufficient number for students in SAB or TAS. We are still evaluating the situation and are awaiting a report from CA. The preliminary list of approved courses is included in our current report to the Faculty Assembly.

Courseload Adjustment Report:

We discussed Provost Pfeiffer's email statement of 3/15/04 re: the next step in CLA Curriculum Revision and the April 28th deadline for the courseload adjustment reports from the deans on the needed revisions to majors, school cores, and General Education course requirements.

We briefly discussed the impact of a proposed 10-course General Education requirement, which we support, but indicated the need to meet with the CLA committee and to review their specific recommendations.

Policy and Procedures for Modifications to the Degree Requirements for Students with Documented Disabilities:

We reiterated our statement of support for this revised policy.

Revised Academic Integrity Policy:

After making some minor changes, ARC reiterated our support for the adoption of this revised policy. After M. Ecker raised the question, we also briefly discussed the need to clarify the criteria for determining when a policy should originate from the Board rather than from the faculty or Academic Affairs.

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The Provost's Task Force on Grading:

After some discussion on the Task Force's recommendation to shorten the withdrawal period from 10 to 8 weeks, ARC reiterated its support for the Task Force's two recommendations.

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II. ARC Decision Items:

Course Requests

1. ARC Request # 130 (J. Cataliotti, TAS) **MPSY 4XX Cognitive Neuroscience (3 credits)**. This revised course request was returned for clarification of the course level (300 vs. 400)
2. ARC Request # XXX (F. Shapiro-Skrobe, SSHA) **XESL 1XX Reading in American Language and Culture (3 credits: one degree, two non-degree)** Citing the confusion that mixed degree/nondegree credits will cause with the proposed conversion of courses from credits to units, ARC returned this new pilot course request for revision. .
3. ARC Request # XXX (A. Forest, CAS) **XESL 1XX Writing in American Language and Culture (3 credits: one degree, two non-degree)**. Citing the confusion that mixed degree/nondegree credits will cause with the proposed conversion of courses from credits to units, ARC returned this new pilot course request for revision.
4. ARC Request # 133 (M. Bautis, CA), **CINT 3XX Cuban Cinema and Culture (3 credits)** This Study Abroad in Cuba course was processed for First-Time Status, with the request that a list of possible prerequisites be added to the Permission of Instructor statement.

III. Scheduled Joint Meeting:

ARC will meet with the CLA Committee on Wednesday, March 31st at 11:00 a.m.

The meeting was adjourned at 1:00 p.m.

Respectfully Submitted,

Frances Shapiro-Skrobe