

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

Meeting Minutes of
Wednesday, March 19, 2003
11:00 A.M. – 1:00 P.M.
SAB Sanyo Conference Room (A-224)

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

The meeting was called to order at 11:09 A.M. and the minutes of the March 12, 2003 ARC meeting were reviewed and accepted with minor changes.

After S. Gorewitz raised the issue of ambiguity in course titles and the impact on students, ARC briefly discussed it and decided that we need to investigate courses in different schools with similar titles and content.

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

1. **CTHE 331 Theater and Society, 3 credits** (M. Allison): ARC voted to **approve** the change of title to **Theater and Society I**, and requested that an academic integrity statement and the number of credits be added to the syllabus.

2. **CTHE 3XX Theater and Society II, 3 credits** (M. Allison): ARC voted to **approve** this new course and its inclusion in the General Education Program's *Values* category. ARC requested that the grading policy be clarified and that an academic integrity statement and the number of credits be added to the syllabus. ARC then recommended that this course be considered for cross-listing by the American Studies convening group.

After discussion ensued over the instructor's designation of this course as Writing-Intensive, ARC decided to request the guidelines and clarification for Writing-Intensive courses from WAC Director Albert Romano.

3. **AAMR200 Asian Pacific Americans, 3 credits**, (R. Hayashida). ARC voted to **approve** this new course and its inclusion in the General Education Program's category of *World Cultures*. ARC requested that the instructor add student objectives and an academic integrity statement to the syllabus.

Forms on the Web: S. Klein announced that the following items are now available on the Employee Resources | Acad. Review (ARC) | Intranet Home website: 1) Course Review and Approval Process,

2) Course Request Form Instructions, and 3) Course Request Form. The All College Course Level Guidelines, Course Syllabus Guidelines, Sample Course Syllabus Template, General Education Guidelines, and Senior Seminar Guidelines etc. will be available soon. All are still in draft form and will continue to be reviewed and edited.

The ARC Report #5, to be presented at today's Faculty Assembly meeting, was reviewed and approved with minor changes. ARC agreed to bring a motion recommending the new Spanish Language Studies major to the floor.

M. Ecker suggested that we periodically meet with the Faculty Assembly Advisory Council to discuss important issues. We agreed to do that.

The meeting was adjourned at 1:00 PM.

Minutes Respectfully Submitted,

Frances Shapiro-Skrobe