

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

Meeting Minutes of
Wednesday, March 30, 2005
11:00 A.M. to 1:00 P.M.
SAB Sanyo Room (A-224)

ARC Members present: S. Klein (SAB), Chair; S. Kurzman (LIB); R. Mentore (TAS); F. Shapiro-Skrobe (SSHS); J. Skrzynski (Office of the Provost, ex-officio member).
Excused Absence: J. Lipkin (CA); I. Spar (AIS).

The meeting was called to order at 11:05 a.m. and the minutes of the March 9, 2005 and March 16, 2005 ARC meetings were approved with minor revisions.

Announcements

S. Klein distributed copies of the "Procedure for Transitioning the Current General Education Courses to the New CLA General Education Program" to ARC members. S. Klein stated that he would contact L. Padley, Director of Academic Operations to inquire about the status of the process outlined in the Procedure.

ARC Discussion/Decision Items

Proposal for Course Level and Class Size Guidelines

S. Klein distributed the final version of the "Proposal for Course Level and Class Size Guidelines" to ARC members. This document will be presented to the Faculty Assembly on April 13, 2005.

Proposal for Graduation with Distinction (Latin Honors)

S. Klein distributed the Proposal for Graduation with Distinction (Latin Honors). The proposal specifies the minimum number Ramapo course credits required of graduating students to qualify for Latin Honors under the CLA initiative. The proposal was separated into the following three resolutions:

RESOLUTION I:

Change the current policy

From: "Latin honors will be awarded to graduates who have completed a minimum of 65 graded credits..."

To: "Latin honors will be awarded to graduates who have completed a minimum of **64** graded credits..." for compliance with CLA (i.e., one unit equals 4 credits; therefore $64/4 = 16$ units).

RESOLUTION II:

1. **Ramapo graduates returning for a second undergraduate degree:**

Change the current policy

From: "is awarded to graduates who have completed 30-64 graded Ramapo credits..."

To: "is awarded to graduates who have completed **32**-64 graded Ramapo credits..." for compliance with CLA (i.e., one unit equals 4 credits; therefore $64/4 = 16$ units).

RESOLUTION III:

2. **Non-Ramapo graduates returning for a second undergraduate degree:**

Change the current policy

From: "is awarded to graduates who have completed 65 graded Ramapo credits..."

To: “is awarded to graduates who have completed **64** graded Ramapo credits...”
for compliance with CLA (i.e., one unit equals 4 credits; therefore $64/4 = 16$ units).
These three resolutions will be presented to the Faculty Assembly on April 13, 2005. Members of the ARC will await data from Institutional Research to determine if a change in the GPA ranges is warranted.

Student Opinion of Teaching and Learning Form

S. Klein distributed copies of the “Student Evaluation of Instructor and Course”, the “Student Opinion of Teaching and Learning”, and a draft copy of the revised “Student Opinion of Teaching and Learning, Pilot Survey”. ARC members discussed the questions on the Pilot Survey and suggested some modifications.

Repeat of Course Policy

R. Mentore distributed a table detailing the policies on repeated courses at colleges with membership in the Council of Public Liberal Arts Colleges (COPLAC) and at four institutions in the New Jersey State Colleges and Universities public system. ARC members had a brief discussion on the repeat grade policy at Ramapo in relation to the policies at the aforementioned institutions. This discussion will resume at the next ARC meeting.

The meeting was adjourned at 1:00 PM.

Respectfully submitted,

Robert Mentore