

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

Meeting Minutes of
Wednesday, April 2, 2003
11:00 A.M. – 1:00 P.M.
SAB Sanyo Conference Room (A-224)

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

The meeting was called to order at 11:05 A.M. and the minutes of the March 19, 2003 ARC meeting were reviewed and accepted with minor changes.

Copies of the instruction sheets and guidelines for syllabi, course levels, course requests, General Education, and Senior Seminar courses were distributed for further review and editing.

President Smith's 3/29/03 Email Message: ARC members raised the issue of President Smith's email message of March 29, 2003 to the Ramapo community. After extensive discussion, the ARC members present decided to draft an ARC response. They also felt that it would be beneficial to meet with the Faculty Assembly Advisory Council to discuss the President's memo and his move toward creating permanent deans.

ARC members also discussed the President's appointment of Directors for Study Abroad and International Education and want to be assured that these positions will be open to all qualified and interested faculty.

General Education Guidelines: ARC members agreed that these guidelines are too minimal and need to be expanded. M.Ecker agreed to locate the more extensive guidelines and email them to all ARC members.

Senior Seminar Guidelines: These, too, were too minimal and need to be presented in greater detail.

The ARC members agreed to review, edit, and proofread all draft documents for next week's meeting.

Course Revision Request: A request to expand *Integrated Math/Physical Science/Chemistry* from 4 to 6 credits was presented. As there were no forms and no signatures accompanying this request, it was returned without action.

The meeting was adjourned at 1:00 PM.

Respectfully Submitted,

Frances Shapiro-Skrobe

