

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

Meeting Minutes of  
Wednesday, April 5, 2006  
11:00 a.m. – 1:00 p.m.  
SB Sanyo Conference Room (A-224)

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

The meeting was called to order at 11:05 a.m., at which time the minutes of the March 29, 2006 ARC meeting were accepted with minor revisions.

**I. Announcements**

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1. J. Lipkin, acting Chair, announced that some courses have been placed into the wrong General Education categories under the Banner system. He asked that we ask our unit members and conveners to carefully check their courses in Banner to pick up any errors. He also asked that all needed corrections to Banner be sent to the deans, who will then forward them to L. Padley, Director of Academic Operations.

S. Klein agreed to send an email to the deans explaining this and requesting their cooperation and support.

2. A. Padovano, Director of the MALS Program, sent an email requesting approval of the new MALS "Certificate of Concentration," which will soon be awarded to graduates who complete 40% of their coursework in one particular area. A discussion ensued because of the possible confusion of this certificate with Certificate Programs. ARC members suggested that the certificate be reworded to read either "...certifies that..." or "...has completed a concentration in ...." They also requested that the date of the award be added and that the acronyms AIS and MALS be written out in full on the certificate.

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**II. ARC Decision Items**

ARC conveyed on S. Klein, Chair of ARC, the temporary authority to review and tentatively approve course requests for Fall 2006. This tentative approval will be subject to final approval by ARC. This was done so that courses could be added to the Fall schedule in time for Fall registration.

The major portion of this meeting was devoted to reviewing the following course requests:

**1. ARC Request #222. ARTS 2XX *Introduction to Stop Motion Animation Techniques* (W. Wada).** This course was approved as a first-time pilot course. Major revisions of the syllabus were requested.

2. **ARC Request #223. ARTS 3XX *Installation Art*** (W. Wada). This course was approved with requested revisions.
3. **ARC Request #224. ARTS 4XX *Advanced Digital Print Portfolios*** (W. Wada). This course was approved with requested revisions.
4. **ARC Request #225. ARTS 4XX *Documentary Media Arts Project*** (W. Wada). This course was approved with requested revisions.
5. **ARC Request #226. ARHT 3XX *North American Art & Visual Culture: 1700-1900*** (M. Davis). This course was approved with requested revisions.
6. **ARC Request #215. COMM 204 *Media Literacy*** (K. Dolak, R. Gangemi, & R. Sen). This course was approved with requested revisions.
7. **ARC Request #216. COMM 2XX *Idea Development*** (M. Bautis, B. Blake, & E. Negron). This course was approved with requested revisions.
8. **ARC Request #217. COMM 2XX *Media/Cinema Studies*** (P. Keeton). This course was approved with requested revisions.
9. **ARC Request #218. COMM 3XX *Campaign in Media and Film*** (R. Sen). This course was approved with requested revisions.
10. **ARC Request #219. COMM 3XX *The New TV Criticism*** (K. Dolak). This course was approved with requested revisions.
11. **ARC Request #220. COMM 202 *Fundamentals of Interactive Media*** (J. Lipkin). This course title change was approved.
12. **ARC Request #221. CNTP 325 *Media Sports and Society*** (A. Perry). This course level change from 400 to 300 was approved.

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

Respectfully submitted,

Frances Shapiro-Skrobe