

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

Meeting Minutes of
Wednesday, April 20, 2005
11:00 A.M. – 1:00 P.M.
SAB Sanyo Conference Room (A-224)

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

The meeting was called to order at 11:10 a.m. and the minutes of the April 13, 2005 ARC meeting were approved with minor revisions.

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ARC Discussion/Decision Items

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Proposal for Course Level Guidelines and Class Size Guidelines

The ARC members revised the Course Level Guidelines and Class Size Guidelines as requested at the April 13th Faculty Assembly

Transitioning Current General Education Courses to the New CLA General Education Program

S. Klein reported that several problems have been noted, and the directions on the forms will be revised to prevent further errors/omissions for the semester. ARC members agreed to contact their Deans and alert them to the fact that courses can meet only one General Education category in the new CLA General Education program.

Student Opinion of Teaching and Learning Pilot Survey Form

In preparation for piloting of the *Student Opinion of Teaching and Learning Pilot Survey* form, the ARC further revised the survey questions. The ARC drafted a suggested set of procedures for administering the pilot survey. S. Klein will discuss the form and procedures with M. Ecker, Acting Provost and will seek the support of her office for administering the survey this semester.

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

Respectfully submitted,

Susan Kurzmann