

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

Meeting Minutes of
Wednesday, April 23, 2003
11:00 A.M. to 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); F. Shapiro-Skrobe (SSHS); I. Spar (AIS); M. Ecker (Office of the Provost, ex-officio member).

The meeting was called to order at 11:10 A.M. The minutes of the April 2nd and April 9th meetings were approved with minor changes.

S. Klein and F. Shapiro-Skrobe made minor changes to the guidelines packet.

Committee members were asked to prepare for substantial discussions on the Senior Seminar program by asking for opinions at Unit Council meetings about the current status and the future direction of this program.

S. Klein will send to President Smith a copy of the ARC Report #6 to Faculty Assembly. The Report includes the ARC statement regarding President Smith's March 29th e-mail memo to the Ramapo College Community.

A faculty member (M.J. Rugalev-Goldberg) asked the committee if the May 1 deadline for spring 2004 course approval could be extended for a pilot course that will be offered in fall 2003. The committee felt that the faculty member could develop a full syllabus for the course now and submit it by May 1 to have the course approved.

P. Keeton asked the ARC if it would be possible for a 400-level capstone course to substitute for a Senior Seminar course. This question arose because all Senior Seminars offered in fall 2003 have been filled. The committee suggested the following draft policy to apply in this case:

When all Senior Seminar courses are fully enrolled or if Senior Seminar courses conflict with students' other required courses, then a 400-level capstone course can substitute for the Senior Seminar requirement. In the event that the 400-level capstone course is a 3-credit course, then the student would enroll in a 1-credit Independent Studies course to make up the credit shortfall. The Dean would identify the appropriate 400-level capstone course(s).

F. Shapiro-Skrobe announced that discussions are underway in the Teacher Education program to elevate the program designation to School, Division, or some other status that reflects the size and needs of the program.

S. Klein will contact M. Edelstein to inquire if any course load proposals will be developed that will require consideration by the ARC.

Three courses were reviewed:

- **BINF 350 Advanced Programming in Visual Basic, 3 credits** (S. Klein). This course was offered in Fall 2002 as a pilot course. The members of the ARC **approved** it.
- **BINF 315 Computer Law and Ethics, 3 credits** (C.A. Sherman). This course was offered in Spring 2003 as a pilot course. The members of the ARC **approved** it.
- **BFIN 3XX Financial Markets and Institutions, 3 credits** (E. Haye). This course will be offered for

the first time in Spring 2004. This course was **processed as a pilot course**. S. Klein will provide E. Haye with recommendations for revisions to the syllabus.

A question arose concerning the course entitled “National Parks and National Forests”, (SGEO 307). The old and new General Education categories that it fulfills are unclear.

S. Klein announced that the members of the ARC will be considering Study Abroad courses in a future meeting.

The meeting was adjourned at 1:00 P.M.

Respectfully submitted,

Robert Mentore