

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

Meeting Minutes of
Wednesday, April 30, 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 11:07 a.m. The minutes of the April 23 meeting were accepted with minor changes.

Senior Seminars – Closed Sections

The ARC has already approved an extension of the policy (to June 2004) that allows seniors to take a multidisciplinary 400 level course as a substitute for senior seminar classes that are closed out. At the request of several faculty, ARC drafted procedures for the Deans to follow when students are closed out of senior seminars. See attachment.

The Task Force on Course Load Adjustment will be sending their proposals to the Provost shortly, and we will receive a copy as well.

F. Shapiro-Skrobe and S. Klein are working on a **General Education Guidelines** draft.

The Advisement Office indicated that the courses, ALNG 281 and 282 Intermediate Japanese I and II language, were originally incorrectly placed in the Western Culture and Civilization General Education old category and recommended that they should be moved to the Global/Multicultural old category. The ARC concurred with this recommendation and informed the Advisement Office to make the change.

The ARC reviewed the following course requests:

Course Title Changes – approved for the following courses:

CTHE 104 Introduction to Fine Arts: Theater To Introduction to Theater

CMUS 101 Introduction to Fine Arts: Music To Introduction to Music

CART 112 Introduction to Fine Arts: Visual Arts To Introduction to Visual Arts

New Courses

CMUS 325 Writing About Music, 3 credits (R.O. Johnson) - **approved** with a request to follow the course syllabus template and add a grading policy.

AAMR 3XX Mutual Images: United States and Russia, 3 credits (T. Heed and O. Leontovich) (video conferencing course) – **processed as a first time course** with questions. Is this a one-time only class made possible by a State Department grant? Requested to add a grading policy; Special Needs statement and for correction of multiple spelling errors.

AANT 3XX Nationalism and Ethnicity, 3 credits (S. Hangen) - **approved** with a request to add prerequisites and expand student capacity to 30.

Power Politics (M. Fluhr) - returned to ARC representative to request further clarification.

AHST 3XX Arabic History, 3 credits (S. Mustafa) - **approved** with a request to expand student capacity to 30.

The meeting was adjourned at 1:11 p.m.

Respectfully submitted,

Elaine Risch

To: School Deans

From: Academic Review Committee (ARC)

Date: May 1, 2003

Re: Recommended Procedures for Seniors Closed out of Senior Seminars

As you may know, all the Senior Seminar courses for the Fall 2003 semester are closed. However, there maybe several graduating seniors that need to register for a Senior Seminar course in order to graduate. The ARC has discussed this issue and voted that the Schools, and in particular the Dean's office, should be the office that handles this situation. We have drafted the following recommended procedure for your review and action:

The Academic Review Committee (ARC) recommends to the School Deans that they adopt the following procedures for graduating seniors who have been closed out of Senior Seminars:

The Dean or designee (e.g., the convener of the student's major) will check the student's degree audit and determine that the student is in his/her final semester. (See note regarding Teacher Certification students.)

The Dean then has two options:

1. Select a 400-level interdisciplinary course in his/her school (which may double count for a school core or major requirement). Complete a course substitution form for the individual student to substitute the respective course for the Senior Seminar requirement and forward it to the Office of the Provost/Academic Affairs.

-or-

2. Identify a closed section of a Senior Seminar course being offered in Fall 2003 (or Spring 2004) appropriate for the individual student. Ask the faculty member teaching the course to sign the student into the course.

If neither of these options is feasible, then the Dean should consult with the Office of the Provost/Academic Affairs.

The ARC appreciates your support. If you have any questions, please contact Stephen Klein, Chair at 7375. Thank you.

Note: Teacher Certification students in their first semester of their senior year will be given this consideration if they are closed out of Senior Seminars, as they are permitted to register for only the Student Teaching Experience and Seminar in their final semester.

