

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

Meeting Minutes of
Wednesday, May 7, 2003
11:00 A.M. – 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); M. Ecker (Office of the Provost, ex-officio member). Absent: I. Spar (AIS): at a conference.

The meeting was called to order at 11:10 A.M., at which time the minutes of the April 30, 2003 ARC meeting were reviewed and accepted with minor changes.

After a brief discussion on the ARC memo sent to academic deans about procedures to follow when seniors are closed out of Senior Seminars, S. Klein reiterated that this was a clarification of procedure and not a policy change.

ARC will consider the issue of faculty members who choose not to have their courses included in the General Education Program during one of our June meetings.

Copies of the approved minutes of the April 23, 2003 ARC meeting were then distributed, while the changes suggested by F. Shapiro-Skrobe for the General Education Guidelines were accepted and integrated into the draft document.

S. Klein then distributed copies of the latest drafts of the Academic and Curricular Guidelines, now packaged together as a Manual, and indicated that he would like to distribute them as drafts at the May 22nd Faculty Assembly meeting. He requested feedback for the introductory page that he had added.

S. Klein indicated that he had met with E. Kaiden of the Faculty Assembly Advisory Council and that they had set up a joint meeting of ARC and the Faculty Assembly Advisory Council for 10 AM on Wednesday, May 21, with the room to be announced.

In addition to an exchange of ideas and information, the focus of this meeting will be a review of ARC activities and accomplishments for this past academic year as well as a discussion of topics for discussion for our June meetings. These topics now include (1) *Courseload Adjustment Task Force Committee Final Report*, May 7, 2003; (2) the anticipated report of the academic deans, which is expected to include recommendations for the General Education Program and Senior Seminars; (3) Writing-Intensive courses and guidelines; and (4) the General Education Program.

ARC members agreed to hold meetings on June 4 and June 11 from 10 AM – 2 PM. If more meeting time is needed, we will select additional dates.

ARC meeting times for next year will be discussed at our next meeting.

Study Abroad Program in South India:

We next reviewed Trent Schroyer's proposal for the new semester-long **Study Abroad Program in South India**. After a lengthy discussion regarding academic policy and equivalencies for these courses, we agreed that procedures need to be developed and that all syllabi need to conform to syllabi guidelines. We then **processed** this as a **pilot program** pending guidelines and recommendations from the Study Abroad Ad Hoc Task Force.

Teacher Education Proposal: F. Shapiro-Skrobe reported that as an SSHS unit committee (appointed by Dean Davis) was now studying the Teacher Education Proposal, this proposal might not come to the ARC before the close of the semester. S. Klein suggested that the Teacher Education Convening Group request a letter of support from outgoing Provost Cody.

Course Request Actions: Following is a list of the reviewed courses and a brief description of the actions taken by the ARC:

1. **BFIN 4XX. Advanced Topics in Finance 3 credits** (E. Haye): ARC voted to **approve** the course with suggested changes. ARC requested that dates for assignments and a statement on academic integrity be added, the attendance policy be clarified, and the disability statement be presented more clearly.

2. **SPSY 365 (also MPSY 365). Evolutionary Psychology, 3 credits** (G. Bear): ARC voted to **approve** this course.

General Education Designations for Study Abroad Courses:

As some Study Abroad courses did not carry General Education designation, ARC voted to **approve** the inclusion of the following seven courses into the **Global/Multicultural (Old General Education title) and World Cultures (New General Education title) category:**

1. **For China: APOL 217 Chinese Economy and Business**
2. **For Ireland: BMKT 302 International Marketing**
3. **For London Winter: BIBS 326 Fundamentals of Int'l Business**
4. **The New Africa: MHST 310 The New South Africa**
5. **City, Canada: ALNG 305 French Conversation & Comp.**
6. **City, Canada: ALNG 404 Adv. French Conversation & Comp.**
7. **Italy: CART 320 Drawing in Matera**

S. Klein will refer the inconsistencies that we noticed in the General Education category designations for the Spanish Literature and French Literature courses back to J. Dallon. In addition, S. Klein indicated that he had met with J. Dallon regarding ensuring the quality and comprehensiveness of syllabi for all Study Abroad courses.

Changes in the Course Request Form:

We amended the Course Request Form's Section C, Item 6 to include "school" in addition to

“discipline” in the options for cross-listing a course. Also, the option for designating a course as Writing-Intensive” was added while the request for “class size” was deleted.

After a brief discussion on the standard class size for 100-level Writing-Intensive courses, we agreed to work on our ARC Faculty Assembly Report at next week’s meeting.

S. Klein then distributed copies of T. Heed’s amended syllabi for **AAMR 300 Mutual Images: United States and Russia** and the rationale presented for the stated class size was discussed.

The meeting was adjourned at 12:40 PM.

Minutes Respectfully Submitted,

Frances Shapiro-Skrobe