

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

Meeting Minutes of
Wednesday, June 11, 2003
10:00 A.M. to 2:00 P.M.
Library Conference Room (L-320)

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 10:10 A.M. The minutes of the June 4, 2003 meeting were approved with minor changes.

Proposed Neuroscience Major – The Chair will send an email to the members of the neuroscience group requesting more documentation and written approval from the deans of SSHS and TAS, along with consideration and approval by all appropriate convening groups, including psychology, before we can proceed with the discussion.

Course Level Guidelines – L. Padley (ACAF) confirmed that the maximum class size for a 400-level course is 30.

Provost – The Chair will prepare a memo to Ed Cody thanking him for his support and guidance throughout this year, and wishing him well in his retirement and future endeavors.

Ad Hoc Committee on Student Evaluations – We discussed the concerns and questions that Cherie Sherman outlined in her e-memo of May 15 to the ARC, i.e., including what the role of the ARC in the approval process was and why the ARC suggested that the Ad Hoc Committee formulate quantitative questions when it had characterized them as problematic. The Ad Hoc Committee also asked for a “clear” endorsement from the ARC.

At 11 A.M., we were joined by the members of the Ad Hoc Committee on Student Evaluations for a repeat presentation and discussion, which continued for about an hour and a quarter. Although there were some points of agreement, neither group changed its stance. ARC reiterated its request for quantitative as well as qualitative questions on the student evaluation of course and instructor form.

E. Risch made several suggestions in the ARC discussion following the dual portion of the meeting: that response rates be added to the statistical information; that the role the evaluation plays in the reappointment/tenure/promotion process be limited by mathematical percentage; and that students be given credit for filling out the student evaluation form.

The ARC decided to seek further input from the schools, and the Chair will email the deans to ask that the topic be placed on the unit councils’ agendas early in the semester.

The ARC considered the following course request:

- **SBIF 430, Bioinformatics, 4 credits** (P. Bagga): the members of the ARC **approved** this course request revision. The course will be expanded into a lecture/lab format and the number of credit hours will be increased to 4 credit hours.

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

Respectfully submitted,

Elaine Risch