

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

Meeting Minutes of
Wednesday, September 1, 2004
11:00 a.m. to 1:00 p.m.
SAB Sanyo Conference Room (A-224)

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

The meeting was called to order at 11:05 a.m.

S. Klein, welcomed the new ARC members, S. Kurzmann (LIB), J. Lipkin (CA), and J. Skrzynski (Office of the Provost, ex officio) and its returning members, R. Mentore (TAS), F. Shapiro-Skrobe (SSHS), and I. Spar (AIS).

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ARC members reviewed the packet that S. Klein prepared. In addition to the agenda, the packet included the ARC membership list with contact information, the ARC meeting schedule for Fall 2004, the Academic Meeting schedule for Fall 2004, the ARC Report #16 of June 21, 2004 on Courseload Adjustment, and the Academic & Curricular Guidelines Manual.

A meeting with the Faculty Assembly President (FAP) and Faculty Advisory Council (FAC) will be arranged early in the semester.

After discussion, the ARC reaffirmed the policy that pilot courses must be resubmitted for ARC final approval prior to being offered a second time.

Course syllabi will begin to be changed immediately as part of the transition from credits to units under CLA. Convening groups should be charged with ensuring that classes adhere to the course syllabus guidelines. ARC is ultimately responsible for reviewing and approving General Education courses.

Discussion items:

- Ø Stephen Klein was elected unanimously to continue as chairperson of the ARC.
- Ø The Office of the Provost will announce a moratorium on new and revised courses under the credit system except for courses previously offered as pilot courses and now being offered for the second time. Exceptions should be submitted in writing, stating the rationale, and discussed with the appropriate dean who will bring the matter to the attention of the Provost.
- Ø The School of Administration & Business (SAB) faculty voted to suspend its MBA program effective the start of the Fall 2004 semester. The Provost agreed with the recommendation from the SAB faculty. The ARC has reviewed the materials presented and concurs with the

SAB faculty and Office of the Provost. Once AACSB accreditation is achieved, the decision to remove the suspension and re-starting the MBA degree program should be reviewed.

- Ø The final date for withdrawal from a course had been changed to eight weeks after the beginning of the semester. Inasmuch as the eighth week of the spring semester is always Spring Break, the deadline has been extended to the Friday after classes resume after the Spring Break.

Decision items:

- Ø The ARC members examined the proposal for a Minor in Environmental Science. ARC recommends that the following statement be added to the note listed under “Requirements of the Minor”: A School Core is not required for completion of the minor. Minors are open to students regardless of school affiliation; *however, 300-400 level courses may have prerequisites that are not included in the minor.*

The program degree level is undergraduate and within the mission designation of the college. During its Five-Year Review the convening group in Environmental Science developed the proposal. Several points of information are offered:

1. Strong student interest in adding a minor in Environmental Science to their major.
2. There are increasing multi-disciplinary and interdisciplinary interactions in the sciences.
3. Since the major is a relatively small one, it would bring additional qualified students into its program, especially in the upper-level courses.
4. The Environmental Science major has been offered over the past 30 years.
5. The minor will require no additional resources (faculty, courses, and facilities).

The proposal has the support of the faculty of the School of Theoretical and Applied Sciences (TAS), its Dean, and the Office of the Provost.

Resolution

After review, the ARC recommends the FA approve the Program Proposal for an Environmental Science Minor.

- Ø S. Martin (AIS adjunct faculty member) has proposed a 300-level AIS course, *Hispanic Culture through Images*. As proposed now, it needs modification. I. Spar will discuss with V. Flenga, Convener of the Spanish major.

At the next ARC meeting, members will review the Study Abroad course syllabi.

The meeting was adjourned at 12:43 p.m.

Respectfully submitted,

Susan Kurzmann
September 3, 2004