

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

Meeting Minutes of
Wednesday, September 3, 2003
11:00 A.M. to 1:00 P.M.
SAB Sanyo Conference Room (A-224)

All 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 11:05 A.M. The approved minutes of the June 11, 2003 meeting were distributed.

After welcoming the ARC members back to Ramapo College, S. Klein provided: 1) copies of the ARC meeting schedule for fall 2003, 2) an academic meeting schedule, 3) an updated membership and contact list, and web page print-outs of meeting minutes' links and 4) a draft copy of the ARC Report #8 to the Faculty Assembly. He also distributed copies of an e-mail summarizing his first meeting with Provost Pfeiffer.

ARC discussed the current status of the Student Evaluations Task Force. M. Ecker pointed out that Employee Relations should be involved in discussions because of the growing numbers of new faculty who will be most effected by changes in the process. I. Spar recommended that Unit Councils consider how they will work with proposed evaluation format, which eliminates survey questions and relies on students writing several paragraphs about learning experiences with their teachers. The ARC recommends that when the Unit Councils discuss this issue that they separate concerns into two primary areas, namely: 1) Based on our union contract, there should be a decision on usage of the evaluation forms, separate from content, and 2) What type of information is needed by Units to make personnel decisions? Who will write about the information for the All College Committee?

There was a discussion of the draft of the upcoming ARC Report #8 to the Faculty Assembly – Beginning of the Year 2003/2004

The ARC considered the following course request and proposal:

- **ALIT 2XX, Survey of African Literatures, 3 credits** (M. Giacoppe): the members of the ARC **processed this course as a first time pilot course**. If the course is to be cross-listed, it will require signatures from the cross-listed school dean and convening group. The course syllabus needs to be expanded and a more detailed schedule included. It was also recommended that M. Giacoppe consider making it a writing intensive course.
- **Neuroscience Major Proposal** - The ARC received additional information from the neuroscience group and written approvals from the deans of SSHS and TAS. The ARC voted to support the proposal for a Neuroscience Major. The ARC did not see problems with the

viability of the academic plan, but expressed its concern about the level of faculty resources, particularly in the psychology area, required to support the program.

S. Klein presented a memo and statistical data concerning the winter session and led a brief discussion. Members will read material and continue discussion at the next meeting.

The September 10th meeting will be held in the Library Conference Room (L-320). From 9:30-10:30, the ARC will meet with the Faculty Advisory Council followed by an hour long ARC meeting.

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

Respectfully submitted,

Shalom Gorewitz