

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

Meeting Minutes of
Wednesday, September 8, 2004
11:00 a.m. to 1:00 p.m.
SAB Sanyo Conference Room (A-224)

All members present: S. Klein (SAB), Chair; S. Kurzman (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.

The minutes were approved as amended.

ARC Report #17 to be presented to the Faculty Assembly on September 8th, 2004 was approved as amended.

Announcements

S. Klein announced that the acting Provost, M. Ecker, has declared a moratorium on new courses until the unit plan is implemented. Exceptions to this moratorium may be brought to the dean for approval (in accordance with ARC procedures), who will then forward them to the Provost's office for consideration.

Discussion/Decision Items

The Provost asked the ARC to develop guidelines under which exceptions might be granted. ARC members developed the following guidelines:

Exceptions may be granted primarily for:

1. New faculty (hired at the latest September 1st, 2004) who need or are required to develop courses in new program areas.
2. Courses that fill gaps identified in five-year reviews of programs and majors.
3. Courses to be developed under Career Development and Faculty Development grants which have already been approved.
4. Other exceptions will be considered on a case-by-case basis.

The CLA III committee General Education report of June 14th, 2004 (General Education Guidelines) was discussed. Questions arose as to the ways in which faculty and student credit for first year seminar would be granted. Additional discussion ensued about courses which might count for less than a full credit.

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

The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Jonathan Lipkin

September 13, 2004