

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

Meeting Minutes of
Wednesday, September 15, 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 11:00 A.M.

The minutes of the September 8, 2004 meetings were revised and approved.

Announcements

The ARC meeting schedule was revised. J. Skrzynski will serve as secretary for the meeting of September 29, 2004.

S. Klein distributed a revised e-mail and phone list of ARC members and key college contacts.

S. Klein announced that the Coordinating Implementation of Restructuring and Curriculum into Units Interim Task Force (CIRCUIT) will meet on September 15, 2004. J. Skrzynski will serve as the temporary replacement for S. Klein, the ARC representative, at this meeting.

ARC Discussion Items

Members of the ARC discussed how foreign language courses could be included in the current Unit Plan. After extensive discussion and review of the General Education category descriptions, ARC members determined that 100-level foreign language courses do not appear to fulfill any categories in the Unit Plan. However, upper-level foreign language courses appear fulfill some of the proposed General Education categories.

S. Klein suggested that convening groups should be asked to identify courses that fulfill the proposed General Education categories of the Unit Plan. Members of the ARC agreed that this would be an expedient manner for populating the new General Education curriculum.

Members of the ARC expressed concern that some of the upper-level courses in the new General Education curriculum have hidden prerequisites.

ARC Decision Items

Eight syllabi for Study Abroad courses were reviewed. Members of the ARC determined that two course syllabi did not conform to Faculty Assembly syllabus guidelines. The remaining six syllabi were deemed to be acceptable with minor revision.

Members of the ARC agreed that a new policy be implemented that requires that all revised syllabi be submitted to the ARC representative before they are presented to the ARC for approval.

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Robert Mentore