

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

Meeting Minutes of
Wednesday, September 17, 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 11:00 A.M. The minutes were approved with minor changes.

Stephen Klein distributed an updated meeting schedule, and a folder containing drafts for ARC bylaws, and course and program reviews for future deliberation. We decided to publicize the ARC website so that all faculty may review these and other ARC documents.

-
Provost Sandy Pfeiffer joined the meeting at 11:25. A number of topics were discussed in this “getting to know you” session. S. Klein gave a brief overview of ARC history, and our mission, as designated by the Faculty Assembly. He also commented on our role in “empowering” the convening groups, and how we sometimes return course proposals for more discussion in the unit when there are questions or missing information. The ARC members believe we work more effectively and efficiently than had the four former all-college committees we replaced.

After S. Pfeiffer asked how we fit in to the planning process, ARC members indicated that they did not feel that that had been clearly defined. A conversation ensued regarding his concerns about the planning process in general, and how it seems to be somewhat disjointed, slow, and perhaps more detailed than necessary. S. Pfeiffer plans to pursue the issues of connecting academic planning to resources, and defining more clearly his role in the financial aspects. He asked the ARC to meet with the Faculty Advisory Council to establish a campus-wide process for academic planning and make recommendations to him as soon as possible.

The question of the Deans’ relationships to the Provost was raised. S. Pfeiffer believes that the Deans have major responsibilities for their units and that the units are the first level for problem-solving, not he or his office. He explained his goals vis-à-vis the faculty are CLARITY, CONSISTENCY, and COMMUNICATION in order to create trust in the process he wants to establish.

A number of other issues were mentioned, among them, the possibility of initiating some oversight of the graduate courses, either by ARC or some other body, in order to better coordinate content and resources with the undergraduate programs.

After Provost Pfeiffer’s departure, the meeting continued with a brief discussion of winter session, and the student evaluation form. We also agreed to meet with the Faculty Advisory Council

tentatively on October 22 at 4p.m. for a discussion of the task force reports, of which Stephen will supply copies at next week's meeting.

We received a request from Dean E.Karlin to help establish a common meeting time for final exams, but felt that was not within our purview. We believe that this request should go to either L. Padley's or the Registrar's Office. Copies of a course request and syllabus were distributed for review at next week's meeting.

We will meet for just one hour next week because two of our members were invited to the luncheon with Oliver Sacks.

The meeting adjourned at 1:00 P.M.

Respectfully submitted,

Elaine Risch