

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

Meeting Minutes of  
Wednesday, September 22, 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. and the minutes of the September 15, 2004 ARC meeting were then accepted with minor changes.

**Discussion Items**

**Joint Meeting with FA and FAC:**

S. Klein reminded ARC members that next Wednesday, September 29 from 9:30 – 11:00A.M., we will hold a joint meeting with the Faculty Assembly (FA) President K. Fowler and the members of the Faculty Advisory Council (FAC) in the Library Conference Room. We will hold our regularly scheduled ARC meeting from 11:00 A.M. until 1:00 P.M.

**Study Abroad Course Syllabi Review:**

ARC members edited the memo to be sent to J. Dallon, Director of Study Abroad, requesting that he forward to ARC all Study Abroad course syllabi, revised in accordance with FA guidelines, by October 15.

**Guidelines for Offering New Courses:**

S. Klein reported Acting Provost M. Ecker's praise for the guidelines that we had developed concerning exceptions to the moratorium on new courses. She had also requested that wherever possible, such new courses be postponed.

**Request from Student Trustee A. Manderano:**

Student Trustee, A. Manderano requested that we consider including a student member on ARC. After careful consideration, ARC members voted unanimously that including a student member on ARC would not be appropriate. However, ARC will continue to work closely with representatives of the Ramapo College Student Government Association (SGA) and seek student input for all pertinent issues.

**Coordinating Implementation of Restructuring and Curriculum into Units Interim Task Force (CIRCUIT):**

J. Skrzynski, who represented ARC at CIRCUIT's first meeting last week, gave us a brief overview. She indicated that M. Ecker has charged the committee to implement the Unit Plan. S. Klein will

represent ARC at today's CIRCUIT meeting.

**Student Opinion of Teaching and Learning:**

We agreed to make this new proposed form an agenda item for next week's meeting.

**Decision Items:**

ARC #148 XESL 170: *Reading in American Language and Culture* -3 credits.  
(F. Shapiro-Skrobe, SSHS): This previously processed pilot course was approved.

ARC #149 XESL 175: *Writing in American Language and Culture* -3 credits. (A. Forest, CAS):  
This previously processed pilot course was approved.

ARC #150 CCOM 3XX: *Writing/Producing Narrative Fiction for the Screen* - 4 credits. (F. Strype,  
CA): This course was approved.

ARC #151 CCOM 3XX: *Race, Ethnicity, and Cross-Cultural Journalism* -3 credits. (E. Negron,  
CA): This course was approved with minor revisions.

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

Respectfully submitted,

Frances Shapiro-Skrobe