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

Meeting Minutes of
Wednesday, September 24, 2003
11:00 A.M. to 12:00 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).

After the meeting was called to order at 11:05 A.M, the minutes of September 17, 2003 were approved with minor changes.

S. Klein indicated that he had emailed a draft proposal regarding the role of ARC in the College's planning process to K. Fowler, Faculty Assembly President, and to all members of the Faculty Assembly Advisory Committee (FAC) and ARC. He distributed copies of his email and K. Fowler's emailed response.

S. Klein included a copy of the ARC minutes of 9/10/03, with a correction of K. Fowler's title to read "President of the Faculty Assembly" (and not "Chair of the FAC"). S. Klein will correct all ARC documents on the Web.

M. Ecker, who is also a member of CLA II, which meets at the same time as ARC, stated that she felt that she should step down from ARC, but assured us that she and L. Padley would be available whenever we needed them. However, ARC members felt that her presence and input were very important to ARC deliberations, as she provided a valuable overview of the College's courses, policies, and curricula, and urged her to reconsider her decision to leave ARC. She agreed to discuss this with Provost Pfeiffer and to get back to us.

**Course Considerations and Actions:**

1. **APHL 2xx  Existentialism (3 credits).**  ARC voted to **process** this course request from Lisa Cassidy as a **first time pilot course** to be offered in the Spring 2004.  We recommended that she expand the course objectives, change to wording from the "Policy on Plagiarism" to that of "Academic Integrity", and to reword the section on "Policy on Academic Success", as there is not yet such a College policy.  We also noted that A. Romano, Director of the Writing Across the Curriculum (WAC) Program, had attached a letter of support for this to be a Writing-Intensive course, and we decided to edit the course request form to include a line for the WAC Director's signature to eliminate the need for such a letter.

2. S. Klein, Convener of Information Systems (IS), reported that the IS Convening Group had found that some of its courses had incorrect course levels or prerequisites and thus decided to make their course levels consistent with the ARC guidelines manual. Having completed its review of its major

program of study with regard to IS course levels and prerequisites, the IS Convening Group voted to change the course levels and prerequisites of six courses and had received SAB Dean F. Champlin's approval for its decisions.  ARC voted to approve the following **(boldfaced**) changes:

BINF 333  Programming in Visual Basic (3 credits)
   **Change Course Level to 200 – Prerequisite: None**.

BINF 435  Networks and Distributed Processing (3 credits)
   **Change Course Level to 300**

BINF 340  Web Site Development
   **Change Course Level to 200 – Prerequisite:  None**

BINF 355  Multimedia Web Design
   **Change Course Level to 200 – Prerequisite:  None**

BINF 401  Programming in Java
   **Change Course Level to 300 – Prerequisite:  any programming language**

BINF 419  Computer Graphics in Business
   **Change Course Level to 200 – Prerequisite:  None**


3.  A discussion about the balance of 200- and 300-level courses ensued, with I. Spar providing an historic context for the greater number of 200-level courses.  He said that we should recommend that all convening groups reconsider the levels of their courses so that there is more balance to the curriculum.  S. Klein indicated that we are waiting for such a policy to be developed by CLA II, which is currently considering this issue.

4.  **MPSY 311  The Psychology of Gender**.  D. Greene requested that this course be removed from the General Education category of Values, Ethics & Aesthetics, effective Spring 2004, but the request was returned for signatures of support from the Psychology Convener and SSHS Dean.   F. Skrobe will bring this request back next week, after speaking with D. Greene.

ARC discussed the role of convening groups in designating courses for the various General Education categories and considered what the impact of CLA II may be on the General Education Program, especially if there is no longer such a category as Values, Ethics, & Aesthetics.  F. Shapiro-Skrobe reiterated the need for a clear policy.


5.  I. Spar distributed copies of two AIS course requests that we will consider at next week's meeting.

6.  S. Klein will meet with K. Fowler on Thursday morning to discuss ARC's role in the planning process.  S. Klein distributed copies of his email exchange with K. Fowler, while F. Shapiro-Skrobe related her conversation with K. Fowler re:  the role and by-laws of both ARC and FAC, and their

relationship to one another.

7.  I. Spar suggested that we request that Provost Pfeiffer send us to a planning conference.

8.  S. Klein indicated that we are still waiting for feedback from some of the units on the decision to discontinue the Winter Session.  S. Klein stated that he would send the *ARC Ramapo College - Winter Session 2003 Analysis* report to K. Fowler for posting on the Faculty Assembly website.

As two of our members were attending the luncheon for Oliver Sacks, the meeting was adjourned at 12:00 P.M.

Respectfully submitted,

Frances Shapiro-Skrobe