

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

Meeting Minutes of
Wednesday, September 28, 2005
11:00 A.M. to 1:00 P.M.
SB Sanyo Conference Room (A-224)

ARC Members present: S. Klein (SB), Chair; S. Kurzmann (LIB); J. Lipkin (CA); R. Mentore (TAS); F. Shapiro-Skrobe (SSHS); I. Spar (AIS); M. Ecker (Office of the Provost, ex-officio member)

The meeting was called to order at 11:05 a.m., at which time the ARC Meeting Schedule for the Fall 2005 semester and the Minutes of the September 21st meeting were revised and approved.

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Announcements (S. Klein)

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S. Klein distributed copies of the new AFT contract and announced that the AFT would be meeting today at 2 pm in Room SC 136.

M. Ecker clarified the Great Expectation Team's concept of extra class activity that would be required of all courses in the new curriculum. Essentially, each syllabus must explicitly identify an experiential component which would account for an additional 20 minutes of unsupervised student activity each week, to take place outside of the class time. This would be in addition to homework. This is needed because students will receive four credits for each course that will meet in a 3.6 credit time slot.

M. Ecker also reported that there we do not yet have a sufficient number of courses for the Intercultural North America category in the new General Education Program.

S. Klein distributed Faculty Assembly President (FAP) K. Fowler's memo to the Faculty Assembly Advisory Committee, detailing the top 30 items that she needs help with. He asked ARC members to review it.

S. Klein reported on his conversation with Director Academic Operations (DAO), L. Padley, regarding the continuation of the Phase 1.5 transition of current courses to the new CEP program. Working from a list of all courses in the College's inventory, S. Klein reported that he is annotating the list of all ARC-approved courses and is sending an e-mail confirmation to Provost S. Pfeiffer, Vice Provost M. Ecker, and L. Padley to create a paper trail. At some point, he will give this information to L. Padley.

M. Ecker reported that as the College will shortly be conducting a mock Fall '06 registration, any changes needed to be made immediately. She also explained that the College will need to run two versions of some courses (e.g., *Statistics for Psychology*) to accommodate both current and incoming students.

In the interests of expediting these changes, which must be made prior to the mock registration, and as an exception to its procedures, ARC members agreed to allow a limited number of courses to move forward prior to their formal approval by ARC. (Of course, these courses must be accompanied by a written rationale and approval by both convener and dean.)

S. Klein then distributed an updated list of courses with General Education category designations that needed confirmation or correction. ARC members reviewed the list and made further changes. They also agreed to speak to faculty and conveners in their schools to confirm category placement. F. Shapiro-Skrobe will confirm the General Education category placement for *Sociology of the Family, Gender, Work and Family*, and *Women in Contemporary Society*, while I. Spar will confirm do the same for *America's Vietnam Experience*, and for three literature courses.

We also agreed that a Legend for all course prefixes needed to be added to this list.

Decision Items:

ARC Request #187 (EDUC 211) MEDU 211 *Student Literacy Corps* (E. Kaiden) was approved for inclusion in the Topics in Social Science General Education category.

ARC Request #188 (???? 3XX) MMET 3XX *Africa in Italian Colonial Culture* (R. D'Angelo) was processed as a one-time pilot course for the African-American Studies Program. ARC members accepted for inclusion in the International Issues General Education category. ARC members also recommended that it be sent to the International Studies Convening Group to be considered as an elective in that program. Recommendations for revisions to the course and syllabus were also requested. The ARC is awaiting clarification from Dean's Council regarding the policy and procedure to be followed by a faculty member who wants to propose a course in another school (e.g., an AIS faculty member who wants to propose a course in SSHS).

ARC Request #189 (SOSC 202) MMET 202 *Introduction to African Studies* (K. Johnson) was approved for inclusion in the International Studies General Education category.

ARC Request #190 (SOSC 215) MMET 215 *African Americans in Film* (K. Johnson). After discussion ARC members felt that this course would be more appropriately placed in the Intercultural North America General Education category rather than in the requested Topics in Arts and Humanities category. J. Lipkir agreed to review the course with pertinent CA conveners, while F. Shapiro-Skrobe agreed to discuss this ARC recommendation with K. Johnson.

ARC Request #191 (HIST 324) MHST 347 *The Age of Segregation* (K. Johnson). As this course had already been approved for inclusion in the Intercultural North America General Education category, no further action was needed.

ARC Request #192 (HIST 325) MHST 353 *The Black Power Years* (K. Johnson). As this course had already been approved for inclusion in the Intercultural North America General Education category, no further action was needed.

ARC Request #193 (AMER 310) AAMR 310 *U.S. Relations Toward Africa and Its Diaspora*. (K. Johnson). This course was approved for inclusion in the International Issues General Education category.

Additional Discussion Items:

S. Klein indicated that the results of the piloted *Student Opinion of Instructor and Course* form will soon be analyzed. M. Ecker recommended that we implement a web-based form.

After briefly discussing the Faculty Advisory Council's proposal, "Enhancing Faculty Governance at Ramapo College," ARC members noted that the duties and responsibilities of Faculty Assembly officers still need to be defined, while the relationship between the Faculty Assembly and the Academic Review Committee needs to be articulated.

We agreed that we need to update ARC's bylaws to reflect recent changes.

In preparation for our next ARC meeting, we will review the thirty items identified by FAP K. Fowler.

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,

Frances Shapiro-Skrobe