

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

Meeting Minutes of  
Wednesday, September 29, 2004  
Joint meeting with  
Faculty Assembly (FA) President &  
Faculty Advisory Council (FAC)  
9:30 A.M. to 11:00 A.M.  
ARC Meeting  
11:00 A.M. to 1:00 P.M.  
Library Conference Room (L-320)

All ARC 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)

All FAC Members Present: K. Fowler, FA President (SSHS); P. Ard (AIS); S. Eisner (SAB); M. Howenstein (AIS); E. Kaiden (SSHS); A. Kumar (TAS)

The meeting was called to order at 9:35 AM. The ARC and FAC members introduced themselves and clarified respective committee functions. It was an informative and productive joint meeting. The ARC shared a draft of its Report #18 to the Faculty Assembly (FA) for October 6, 2004. The following points were discussed:

- Moratorium on New Courses – Exceptions; see ARC minutes below
- Study Abroad Programs (SAP) Course Syllabi Review
- General Education Program – 100-Level Foreign Language Courses
- General Education Program – Need to identify courses for each category
- General Education Program – “Topics in...” Categories
- Senior Seminars – Course Substitution Policy; see ARC minutes below
- New Proposal for a Student Evaluation Form; see ARC minutes below

The group discussed Student Trustee A. Manderano’s request that ARC consider including a student member on ARC. S. Klein responded that after careful consideration, ARC members had 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.

The joint meeting was adjourned at 11:00 AM.

After a ten-minute break, the ARC reconvened for its meeting. The minutes of the September 22, 2004 ARC meeting were accepted with minor revisions.

## **Discussion Items**

### **ARC Report #18 to the Faculty Assembly, October 6, 2004**

The ARC discussed and revised ARC Report #18 to the Faculty Assembly for October 6, 2004.

### **Moratorium on New Courses – Exceptions**

Based on discussions at the joint ARC, FA President & FAC meeting, ARC changed one of the guidelines to read: “New faculty (hired since September 1, 2003) who need or are required to develop courses in the new program areas.”

### **Senior Seminar – Course Substitutions Policy**

S. Klein announced that the Acting Provost and the Deans unanimously support the continuation of the current course substitution policy for Senior Seminars. Based on discussions at the joint ARC, FA President & FAC meeting, ARC added the following statement to the proposed Senior Seminar – Course Substitution Policy: “The course substitutions must be writing intensive courses. For more information, please contact A. Romano, Director of Writing Across the Curriculum (WAC) Program.”

### **General Education Program – Categorization of Courses**

S. Klein will request that convening groups, via the Deans, identify courses that they believe fit into each category of the newly passed General Education Program and submit them to their ARC representatives by December 1, 2004. This will expedite the process of populating the new General Education categories and identifying those categories where additional courses may be required.

### **Proposed New Student Evaluation Form**

The ARC is charged with making recommendations on academic policy to the Faculty Assembly. ARC members expressed their concern that this item of academic policy is being brought to the Faculty Assembly without ARC review.

## **Decision Items:**

### **Course Requests**

ARC #146 ALNG 3XX: *Hispanic Culture through Artists* -3 credits.

(S. Martin/V. Flenga, AIS): This course was processed as a first-time pilot course with the recommendation that the course title be changed to *Spanish Culture through Artists*.

The meeting was adjourned at 1:10 PM.

Respectfully submitted,

Jacquelyn Skrzynski