

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

Meeting Minutes of
Wednesday, October 1, 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); L. Padley representing M. Ecker (Office of the Provost, ex-officio member).

After the meeting was called to order at 11:00 A.M, the minutes of September 24, 2003 were approved with minor changes.

Announcements (S. Klein)

The next joint ARC, Faculty Assembly President (FAP), and Faculty Advisory Council (FAC) meeting will take place on October 22, 2003 at 4:00PM in the Library Conference Room (L-320).

The deadline for submission of courses for Spring 2004 semester approval has passed.

S. Klein gave ARC members an updated *ARC Course Review and Approval Process* package to be placed in the Unit files.

S. Klein reported on meetings and communications with FAP K. Fowler and with Provost S. Pfeiffer.

S. Klein indicated that the ARC is still waiting for feedback from some Units regarding: 1) Proposed discontinuance of the Winter Session, and 2) Proposed changes and use of Student Evaluation forms.

S. Klein reported that he sent the *ARC Ramapo College – Winter Session 2003 Analysis* report to K. Fowler for posting on the Faculty Assembly (FA) website.

S. Klein discussed K. Fowler's e-mail regarding the ARC Evaluation Process. This e-mail will be discussed at the next meeting.

S. Klein presented a request from Eric Karlin, Dean TAS, to investigate the possibility of including times blocks for common finals during the final exam period. S. Klein asked the ARC representatives to poll their units.

ARC Discussion Item

L. Padley will report back to the ARC on a proposed longer final exam schedule to accommodate a common final exam time block(s).

Course Considerations and Actions

1. ARC Request #79 (M. Riff, AIS). **AHST 3XX Modernism and Its Discontent (3 credits)**.
Course request approved with recommended syllabus changes.
2. ARC Request #80 (B. Roy, AIS). **APHL 2XX Love and Friendship in Philosophy (3 credits)**.
Course request approved as a first-time pilot course with recommended changes.
3. ARC Request #81 (D. Greene, SSHS) **MPSY 311 The Psychology of Gender (3 credits)**.
Course request approved to remove this course from the General Education category, Values, Ethics and Aesthetics. L Padley will discuss with D. Greene when and how this change will take place.
4. ARC Request #82 (J. Lipkin, CA) **ZSRS 4XX Digital Culture (4 credits)**. Course request approved as a first-time pilot course with recommended changes.
5. ARC Request #83 (K. Sunshine, CA) **CCOM 3XX The Narrative Art (4 credits)**. Course request approved as a first-time pilot course with recommended changes.
6. ARC Request #84 (B. Blake, CA) **CCOM 3XX Title Design for Screen Media (4 credits)**.
Course request approved.

ARC: Other Decision Items

The ARC voted not to recommend changes to the Provost's Proposed Planned Report with regard to the role of the ARC in the planning process. S. Klein will e-mail the FAP, FAC, and the Provost to that effect.

On the basis of past precedent, the ARC voted to support the continued dialogue and meetings of the ARC Chair with any officers of the college on an as-needed basis.

On the basis of past precedent, the ARC voted to reserve the right to setup up sub-committees on an as-needed basis.

The ARC will add to the *ARC Course Request Form* a signature approval line for the Director, Writing Across the Curriculum (WAC) for Writing Intensive (WI) courses.

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

Respectfully submitted,

Ira Spar