RAMAPO COLLEGE OF NEW JERSEY

ACADEMIC REVIEW COMMITTEE (ARC)

Meeting Minutes of
Wednesday, October 2, 2002
1:00 to 2:00PM
CAS Conference Room E-230

The Academic Review Committee (ARC) held its first meeting, an organization meeting, on October 2, 2002. All of the ARC members* were present.

Agenda Items

1. Distribute materials – Stephen Klein distributed to the committee members, for reference, the following materials: 1) the Committee on Committees Report, 2) a tentative ARC meeting schedule, and 3) the College Academic Meeting Schedule – Fall 2002.
2. Elect a Chairperson – Stephen Klein was nominated, accepted, and unanimously elected Chairperson of the ARC. He thanked the committee members for their support.
3. Set up a committee meeting calendar – In order to accommodate committee members who have class time conflicts this Fall semester, the committee agreed to meet every Wednesday but later in the afternoon. The meeting times will vary so as not to conflict with the College Academic Meeting Schedule Calendar. Stephen will draft a tentative ARC Meeting Schedule Fall 2002. NOTE: See attachment.
4. The Committee agreed that there should be a representative, appointed by the Provost, who serves as an ex-officio member of the Committee. The representative, who does not vote, serves as consultant to the Committee and as liaison with the office of the Provost. NOTE: After the meeting, Stephen informally met with Ed Cody, Interim Provost. Ed stated that Martha Ecker is his choice to represent his office. Welcome Martha. Your experience and expertise are welcomed. Stephen will contact Martha and bring her up to date.
5. The Committee discussed remuneration issues. Stephen requested the committee members e-mail him their preferences for remuneration (e.g., monetary compensation and/or released time). NOTE: After the meeting Stephen informally discussed with Ed Cody remuneration for the Committee members. Ed stated he would meet with Stephen soon to work out the details.
6. Several issues were raised, namely, the length of a committee member's service and the need for staggering the terms of service in order to ensure continuity and stability in the committee. These issues will be discussed at a later meeting.
7. The Committee requested a copy of the College's Mission Statement and Sustainability Statement. Stephen will provide this information at the next meeting.
8. The Committee agreed that a priority agenda item is to meet with the Chairs of the former four (4) Faculty Assembly standing committees (Academic, Curriculum, Gen Ed, and Sr. Seminar). The purpose of these meetings will be to get a first hand update from the respective Chairs and receive from them their pending activities and tasks. Stephen will arrange to have the Chairs meet with the Committee over the next several weeks.
9. Stephen announced that the Faculty Assembly President, Kay Fowler, plans to visit the committee at its second meeting, October 9th, and share with it the agenda items that are currently pending. Stephen will contact Kay with a specific meeting date and time.

10. Once the Committee has reviewed and approved these minutes, Stephen will ensure that these and future meeting minutes and attendance will be posted on the Faculty Web Site in a timely manner.
11. The Committee agreed that the recording secretary function will rotate each week among the committee members.
12. The Committee also discussed the role the ARC plays in approval of new courses, etc. and eliminated the word "passive" from its role of overseeing this work.
13. The Committee discussed the need for uniform standards for syllabi and course levels across the disciplines and agreed that approval of content remained with the convening groups. Stephen said that he would look for those standards already approved by the General Education and Curriculum Committees.
14. The Committee discussed the impact of a tie vote. Stephen referenced the Committee on Committees (COC) Report, page 9, which reads, "Decisions are made by a plurality vote of the Committee [ARC]. A tie will be considered a negative vote."

Meeting adjourned at 2:00PM.

Respectfully submitted,

Stephen Klein

*ARC Committee Members:
1. Stephen Klein / SAB, Chair   sklein@ramapo.edu SIKlein07@aol.com
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