

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

Meeting Minutes of
Wednesday, October 8, 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); M. Ecker (Office of the Provost, ex-officio member).

The meeting was called to order at 11:05 A.M. The minutes of the October 1, 2003 were approved with minor changes.

Announcements (S. Klein)

S. Klein distributed an updated schedule of ARC meetings and reported that meetings scheduled with Faculty Assembly President K. Fowler and Provost S. Pfeifer were postponed.

ARC reviewed and recommended minor changes to the *ARC Report #9 to the Faculty Assembly*. S. Klein will be making at the October 8 Faculty Assembly meeting.

After hearing about S. Klein's recent meeting with L. Padley, it was agreed that course request deadlines will remain the same until the new Banner system is implemented.

L. Padley believes that it will be possible to add an extra day to Finals week for common finals, addressing the needs of SAB and TAS without affecting other schools or faculty schedules. This could begin during the Spring 2004 semester.

ARC Discussion Items

ARC briefly discussed the proposal to discontinue winter session, especially its impact on study abroad programs. The ARC is still waiting for input from several units and the Director of Study Abroad, Joe Dallan.

The ARC is also waiting for additional unit feedback on the Ad-hoc Committee on Student Evaluations proposal to change Student Evaluation forms. I. Spar reported that AIS likes the idea of two questions, but believe that they should focus on student learning and experience rather than on student satisfaction with course and instructor. ARC continues to support revision and simplification of the current form, but believes that there should be more than just two qualitative questions.

M. Ecker provided a historical background concerning the evolution of the Honors Program at Ramapo College. Several changes are being made to the process for admission to this prestigious group and there is ongoing discussion about creating or adapting courses dedicated to students in this

program. The new Director of the Honors Program will shape the direction of the Program with input from Provost's Office, Faculty Assembly, and Admissions.

ARC began a discussion of the CLA II report and raised questions about models for unit based courses, especially in respect to the College of New Jersey's recent change to a similar credit system. M. Ecker expressed concerns about the compatibility of the proposed changes and Banner software.

ARC will devote the October 15, 2003 meeting to a detailed discussion of its Self Assessment in preparation for a presentation to the Faculty Assembly concerning its activities, procedures, and continuation.

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

Respectfully submitted,

Shalom Gorewitz