

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

Meeting Minutes of
Wednesday, October 12, 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. The Minutes of the September 28th meeting were revised and approved.

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Announcements (S. Klein):

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S. Klein announced that the transitioning of the General Education Courses to the new CEP General Education program is proceeding on schedule thanks to the good efforts and hard work of all and especially the Office of Academic Affairs.

S. Klein reported student concerns about the new Curriculum Enhancement Plan (CEP).

S. Klein noted that faculty are encouraged to sign up for the Advisement Center workshops.

S. Klein reviewed an email from Provost S. Pfeiffer regarding the Graduate Program Review and Approval Process. Also, he reviewed an email from Provost S. Pfeiffer where ARC had raised the issue of deans endorsing courses in which faculty from one school propose to teach a course in another school of the College.

Discussion/Decision Items:

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First Year Seminar (FYS)

R. Mentore distributed a draft copy of "The First-Year Seminar Description in the New Curriculum." After some discussion, R. Mentore updated the draft copy. It was agreed to distribute the draft copy in the schools and request feedback.

Procedures for Reviewing Graduate Programs and Courses

ARC discussed Provost S. Pfeiffer's proposed process for the review of graduate programs. The ARC recommends that more detailed procedures need to be drafted at each level in the process. Also, there should be an initial "screening" of a program proposal to ensure that it is consistent and appropriate with the mission of the College and school, that the College has the requisite resources to support and commit to the program, and that it is consistent with mission as defined by the State of New Jersey Commission on Higher Education. S. Klein will discuss the matter with Provost S. Pfeiffer and Faculty Assembly President (FAP) Kay Fowler.

Faculty Governance

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

ARC agreed that the ARC's bylaws need to be updated to reflect changes. S. Klein will distribute copies of the ARC's bylaws and a copy of the FAP, Faculty Advisory Council's (FAC) updated proposal, "Enhancing Faculty Governance at Ramapo College."

ARC Academic and Curricular Guidelines Manual

S. Kurzman, J. Lipkin, and F. Shapiro-Skrobe agreed to review and propose changes to the *ARC Academic and Curricular Guidelines Manual* and to provide guidance for an additional twenty-minute experiential component to be added to all four credit courses under CEP.

ARC Course Requests

ARC Request #194 (ECON 3XX) BECO 3XX *Economics in the Sports Industry* (A. Olbrecht) was processed as a one-time pilot course for the School of Business Economics Program. ARC members recommended that it not be restricted to Economics majors and minors. Recommendations for revisions to the course and syllabus were also requested.

ARC Request #195 (PSYC 3XX) *Data Analysis in Psychology* (D. Crawley) was processed as a one-time pilot course. Recommendations for revisions to the course and syllabus were requested.

ARC Request #196a (MATH 110) SMTH 105 *Precalculus II* (R. Mentore) was approved for a course title change to: "Precalculus."

ARC Request #196b (MATH 106) SMTH 106 *Introduction to Math Modeling* (R. Mentore) was approved for inclusion in the Math with Reasoning General Education category.

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Ira Spar