

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

Meeting Minutes
Wednesday, October 13, 2004
11:00 a.m. to 1:00 p.m.
SAB Sanyo Conference Room (A-224)

All 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)

The meeting was called to order at 11:07 a.m.

The minutes of October 6, 2004 ARC meeting were approved with minor revisions.

Announcements (S. Klein):

- Spar, F. Shapiro-Skrobe and J. Skrzynski will be off campus for the October 27, 2004 ARC meeting.
- Discussion of the proposed *Student Opinion of Teaching and Learning* form and process was postponed for another meeting.

ARC Discussion Items:

F. Shapiro-Skrobe reported on a meeting with K. Fowler and E. Kaiden of the Faculty Advisory Council (FAC) who suggested that courses proposed for the new General Education categories go directly from the convening groups to the ARC. After some discussion, ARC confirmed the existing practice of having proposed courses go from the convening group to the dean for his/her signature before coming to the ARC.

J. Skrzynski distributed the list of 400-level disciplinary and interdisciplinary courses that currently double-count for Senior Seminar. Enrollment in these courses may remain at 25 or fewer, and all these courses must be Writing Intensive.

ARC Decision Items: Course Requests

The ARC reiterated its policy that any pilot course considered for permanent approval should be submitted to the ARC following its approval by the convening group and dean.

- ARC Request #153 **MMET 200 *Introduction to African Studies*** - 3 credits (K. E. Johnson, SSHS). This new course was approved pending minor revision and editing. The ARC recommended it should be considered for cross listing with History.

The focus of the meeting was a discussion of Study Abroad issues and a review of several Study

Abroad syllabi.

- The ARC members reviewed four courses comprising the Study Abroad in India Fireflies Semester Course: Culture, Peace and Development Program.
 - MSOC 305: *India Life and Culture - S. India Study Abroad*** – 4 credits
 - MSOC 208: *Development Issues in India - S. India Study Abroad*** – 4 credits
 - MSOC 333: *Peace and Justice - S. India Study Abroad*** – 4 credits
 - MSOC 409: *Field Study Seminar & Independent Field Work - S. India Study Abroad*** – 4 creditsThese four courses, previously processed as pilot courses, were all reviewed and returned for clarification and minor revision.
- ARC Request #154 **BMKT 490 *Topics in International Marketing - Italy*** - 3 credits (P. Hellowell / R. Rigoli, SAB). This course was processed as a first-time pilot course pending revision.

The meeting was adjourned at 1:10 p.m.

Respectfully submitted,

Susan Kurzmann