

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

Meeting Minutes of
Wednesday, October 16, 2002
4:30 to 5:30PM
SAB Sanyo Conference Room A-224

All members present: S. Klein (SAB), Chair; S. Gorewitz (SCA); R. Mentore (TAS); E. Risch (library); I. Spar (AIS); F. Shapiro-Skrobe (SSHS); Martha Ecker (Office of the Provost, ex-officio member)

Steve Rice and Jason Hecht, the two most recent chairs of the Academic Committee, provided the members of the ARC with an update on the issues that were being considered by the Academic Committee before its demise. These issues included: a report from the Ad-Hoc Committee on Student Evaluations; a new never-attended grade for students who do not officially drop a course; a request to re-consider the current policy on the Repeat grade; policies to handle students in academic difficulty (Committee on Academic Standards and Procedures)

The ARC has a web site: <http://phobos.ramapo.edu/arc>

Minutes of the October 9, 2002 meeting were read and modified. If other changes were warranted, members were urged to send these via e-mail.

The ARC was penciled into the spring meeting schedule at times that were previously reserved for the four former standing committees of the Faculty Assembly. Since the ARC will meet weekly, other times will be selected by Committee members.

ARC members determined that they would not review Faculty Development proposals this semester because members felt that this was not within the purview of the functions of the Committee. Members from the four former standing committees should be asked to volunteer for this task.

A memo was sent to Kay Fowler, President of the Faculty Assembly, thanking her for speaking to the Committee and for providing ARC members with a list of issues that this Committee can address in the near future.

Three course proposals were submitted to the ARC. These courses were to be considered for designation as General Education courses. One proposal was withdrawn by the applicant. The other two were briefly discussed by the Committee members and will be sent back to the applicants for revision/clarification via Committee representatives in the same Schools as the applicants.

The *Student Evaluations – Suggestions for Reform* Report written by the Ad-Hoc Committee on Student Evaluations was distributed to ARC members. Members will read these reports.

Stephen will send a memo to the Academic Deans requesting their Schools assistance re: 1) criteria and standards for course levels, and 2) *Student Evaluations – Suggestions for Reform* Report. The memo will request that discussion on the report be placed on the agendas of the November Unit Councils.

The Committee was asked to consider the articulation agreement between Ramapo and NJIT allowing students in the Reserve Officer Training Corps (ROTC) the option to take some courses at Ramapo. The Committee will consider this issue at the next meeting.

Several courses that have been taught for the first time with minimal approval from the Curriculum Committee are once again on the schedule in spring 2003. These courses have been flagged and the ARC will be asked to review them before they can be offered.

Guidelines for General Education designation will be considered at a future meeting.

Meeting adjourned at 5:30PM.

Respectfully submitted,

Robert Mentore

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