

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

Meeting Minutes of
Wednesday, October 19, 2005
11:00 A.M. to 1:00 P.M.
SB Sanyo Conference Room (A-224)

ARC Members present: S. Klein (SB), Chair; J. Lipkin (CA); R. Mentore (TAS); F. Shapiro-Skrobe (SSHS); I. Spar (AIS); M. Ecker (Office of the Provost, ex-officio member)

ARC Members absent: S. Kurzmann (LIB) (Excused)

The meeting was called to order at 11:05 a.m., at which time the Minutes of the October 12th meeting were revised and approved.

- **Announcements (S. Klein)**

S. Klein responded to an email from R. D'Angelo regarding the course MMET 3XX *Africa in Italian Colonial Culture*.

- **Discussion Items:**

The ARC reviewed and discussed the process for approving graduate programs. It was agreed that part of the process would include a pre-screening of the program to be certain that it met state requirements, and that the Dean's Council be made part of the decision-making process to ensure resource issues were considered. To facilitate this process, the group responsible for proposing the program should prepare a 1-page narrative outline which should be submitted to the Provost's office and the Dean's Council or other designate.

- ARC will be receiving information regarding the inclusion of 1 and 2 credit conditioning courses for CEP. These courses will have a new prefix. They will carry academic credit but no grade (i.e. they will be pass/fail). Conditioning courses with an academic component will be 2-4 credit and will be graded A-F. They will have a different prefix than the 1 and 2 credit non-academic conditioning courses.

R. Mentore announced that there were minor revisions to the description of the First Year Seminar (FYS). He also announced that some courses can be designated to double-counted as FYS courses by adding a component.

Decision Item:

The ARC discussed and voted on the procedure for submitting graduate courses for approval. The courses should be approved by the curriculum committee (assuming there is one) of the appropriate Unit Council. They should generally follow guidelines for the approval of undergraduate courses.

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,

Jonathan Lipkin