RAMAPO COLLEGE OF NEW JERSEY ACADEMIC REVIEW COMMITTEE (ARC)

Meeting Minutes of Wednesday, October 22, 2003 10:30 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 convened at 10:35 a.m. The minutes of the October 15 meeting were approved with minor changes.

Announcements

S. Klein reported on his meeting with K. Fowler, Faculty Assembly President (FAP). They agreed that CLA II Report is a priority item and set up a tentative joint meeting with the FAP, Faculty Advisory Council (FAC), Course Load Adjustment (CLA) Committee, and ARC on November 5 from 11-1 P.M. The issues to be discussed will be the recommendations of the CLA Committee, namely: 1) the UNIT Plan concept, 2) the definition and procedure for FLEX UNITS, and 3) revised class meeting schedule.

K. Fowler and S. Klein also agreed to discuss the Task Force Reports in a staggered manner, and the ARC plans to begin discussion on these reports at its next meeting.

S.Klein distributed a rough draft of a Program Approval Form and asked ARC members to review and return with suggestions for our next meeting, and to think about the process as well. It is important to note that the "Manual" is a dynamic document whose parts are constantly undergoing revision. We plan to incorporate a section requesting information on resource needs so that those questions can be resolved early in the process. The members agreed that was a good idea.

Considerations and Actions

1. ARC Request #85 (I. Lopez, AIS). ALNG 3XX Latin American Culture and Society (3 credits). Course request approved as a first-time pilot course with recommended syllabus changes: needs prerequisites, major, and statement on academic integrity; suggestion to designate as a General Education World Cultures course; Writing Intensive course.

2. ARC Request #86 (P. Keeton, CA). **CCOM 3XX Photojournalism (4 credits)**. Course request approved as a first-time pilot course with recommended syllabus changes: needs credit hours, number of students, academic integrity policy.

3. ARC Request #88 (M. Poran, AIS). MPSY 3XX The Development of Sexual Identities: LGBT

(3 credits). Course does not appear to meet 300 level requirements. More information is needed on readings and assignments. F. Shapiro-Skrobe will discuss with convener.

4. ARC Request # (K. Johnson, SSHS). ZSRS 400 U.S. Relations Toward Africa and Its Diaspora (4 credits). Category: pending. Due to be discussed in History convening group. Possible senior seminar. Does it belong in African-American convening group?
F. Shapiro-Skrobe will discuss these questions with K. Johnson.

5. ARC Request #87 **Revised Ramapo College Honors Program.** The ARC completed its review of the revised Ramapo College Honors Program. It will endorse the program with the changes at the November Faculty Assembly meeting.

There was a short discussion concerning adjuncts and temporary hires teaching, and sometimes creating, new courses. Although ARC approves courses and not people, we would hope that "key" courses in a discipline be taught by full time faculty.

Winter Session

The ARC representatives polled their respective schools as follows:

SAB - favors **discontinuing** the winter session but, hopefully, to allow the winter study abroad programs to continue.

AIS - favors **continuing** the winter session, in lieu of that, favors a program in an equivalent time-slot at another time of year

CA – to be discussed

LIB - favors **discontinuing** it in order to allow the librarians to keep pace with necessary functions and projects. In addition, transferring the program to summer would have little impact on the library as the summer session already exists.

SSHS - no consensus

TAS - no consensus

The ARC members feel that the question of academic viability of winter session programs has already been resolved at the state level.

S. Klein received a memo from J. Dallon, Director of Study Abroad Programs, dated October 20, 2003 in response to our request for input on the issue. J. Dallon believes that programs can continue to be run with a slight adjustment in the calendar, even if the Winter Session is eliminated. He is also expecting "a significant number of new programs in the coming year."

Common Final Time Block

ARC supports adding a day at the end of the semester, beginning Spring 2004, for those convening groups who wish to have common finals for their courses.

Student Evaluation Form polling by ARC members

SAB, LIB, and TAS believe the form should be revised. AIS suggested two alternative questions to those recommended by the Ad Hoc Committee on Student Evaluations. The issue will be discussed in CA at its October 29th meeting and in SSHS at the November 7th SSHS retreat.

ARC Self-Assessment Report to the Faculty Assembly

We spent some time editing the report and plan to complete it by next week's meeting.

The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Elaine Risch