

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

Meeting Minutes of
Wednesday, October 23, 2002
3:30 to 5:35 PM
Library Conference Room (L-320)

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

The meeting was called to order at 3:30 P.M. and the minutes of the 10/9/02 meeting were reviewed and approved. Stephen requested that we standardize the format of the minutes and we agreed to publish all minutes on the ARC website.

Mack Brandon, Chair of the former All-College Curriculum Committee, updated ARC members on the issues that were being considered by the former Curriculum Committee. These included: an interim agreement for an Air Force Reserve Officer Training Corps (ROTC) Program in conjunction with NJIT, and requests for the approval of two proposed courses (Craft of Costume and a combined Math/Science course.)

At the request of ARC members, Mack also reviewed the process that the Curriculum Committee had used in determining the appropriateness of designating four credits for a proposed course. Martha noted that Provost Cody was currently negotiating with the AFT for a reduced course load.

In response to Elaine's question as to whether the Curriculum Committee had guidelines concerning whether adjunct faculty can propose new courses, Mack indicated that it was acceptable as long as the Convener had signed off on it and the adjunct was still there to teach the course.

In response to Fran's question as to guidelines for establishing the level of a course, Mack indicated that they had worked from the published 1991 General Education Guidelines, although the Curriculum Committee felt that these guidelines should be revisited. A discussion ensued as to the role of the convening groups and the deans in designating levels and credit allocation for proposed courses as well as in ensuring that the course descriptions, prerequisites, syllabi, and course information sheets are accurate and complete.

As the ARC does not yet have storage space, Mack agreed to hold Curriculum Committee files and left at 4:20 with our thanks for a comprehensive report.

The minutes of 10/16/02 were discussed and approved as amended.

Stephen updated our contact list and reviewed the ARC meeting schedule for the rest of this semester and for Spring 2003. We agreed to meet every Wednesday next semester from 11-1 and, if needed, during additional afternoon slots.

After discussing Stephen's memo to the academic deans, Ira suggested that we add a request for convening groups' and schools' standards and guidelines for courses and syllabi. Stephen agreed to draft this new memo to the deans.

The Committee discussed and approved to renew the New Jersey Institute of Technology (NJIT) and Ramapo College of New Jersey cross-town agreement for the Air Force Reserve Officer Training Corps (AFROTC) program.

The Committee voted that syllabi should accompany all course proposals and that both pages of the current All College Curriculum Committee (ACCC) form should be submitted with the original proposal request.

The Committee agreed to review and revise, if necessary, all forms currently used for new course proposals. Stephen will request such forms from L. Padley, M. Ecker, and J. Skrzynski.

Mack dropped off a syllabus for the proposed Craft of Costume course, which we will duplicate and discuss at next week's meeting. He indicated that the convening group wants very much to offer this course in the Spring semester, and it would be willing to reduce the number of credit hours from 4 to 3 if that would ensure its approval.

At L. Padley's request, the Committee reviewed a list of nine (9) courses slated for Spring 2003 which lack final approval before they can be offered again. To prevent these courses from being canceled from the Spring schedule, ARC voted to allow them to be offered again this one semester only with the proviso that they be resubmitted with attached syllabi and all needed paperwork for full ARC approval before they can be offered again. The ARC representatives will contact the respective requestors of these courses. These nine (9) courses are:

- BINF401 Programming in Java,
- CCOM 312 Proposed Development and Research,
- CTHE165 Jazz Dance I,
- CTHE145 Tango,
- CTHE430 Career Preparation,
- ZCON138 Ball Room Dancing I,
- CMUS 267 Modern Dance II
- APHL 360 Advanced Critical Thinking
- CMUS 325 Writing about Music (01S C – 02S; 03S)

The Committee then discussed the need for the coordination of deans and convening groups for courses that a faculty member offers outside of his/her school. The Committee agreed that this was a serious issue that will be discussed at a future meeting. Stephen will send a memo to the academic deans asking how they wish to handle this.

Robert Mentore will take back G. Viglino's proposal for a 5-credit mathematics/science to obtain necessary signatures.

The Committee then reviewed the lists forwarded to us by L. Padley of courses in the computer

inventory that had not yet received final all-college approval. After much discussion, the Committee agreed that Linda Padley should send a note to all convening groups requesting that they send the appropriate paperwork with attached syllabi for final course approval by a certain date or have the course dropped from the college catalog.

The Committee agreed that any courses currently up on the web will be provisionally approved for the Spring '03 semester only.

The Committee next considered and voted to approve a request from SAB to change the discipline designation of BBAD 327 Organizational Theory and Behavior to BMGT, effective Fall '03.

After discussion, the Committee decided that the discipline designation change was an issue that should have been dealt with at the convening group and dean's levels and that the Committee should have just been informed. At issue here are policy changes. Martha suggested that the convening groups and deans provide documentation for such changes, especially as programs will be periodically reviewed by outside evaluators. We decided that next week, we will draft our statement to the deans regarding a new policy on minor changes.

After discussing the kinds of issues that should come before ARC, the Committee decided it would handle matters that were in the pipeline and not split into subcommittees for the near future. Stephen agreed to collect any current guidelines for General Education, Curriculum, and Senior Seminar proposals.

Andre Perry, Chair of the former Senior Seminar Committee, will meet with the Committee at its next meeting, to be held on Wednesday, October 30, from 2-3:30 P.M. in the Sanyo Room, A-224.

The meeting was adjourned at 5:35 P.M.

Respectfully submitted,

Frances Shapiro-Skrobe