

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

Meeting Minutes of
Wednesday, October 30, 2002

2:15 to 3:35 P.M.

SAB Sanyo Conference Room (A-224)

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)

Ron Hayashida and Bernie Langer addressed the Committee on the former Senior Seminar Committee's work, issues, and activities, and provided a chronology of events. Ron also discussed his May 20, 2002 memo and related documents, which he had supplied to the former Committee on Committees. (Stephen provided ARC members with copies of these documents.)

Ron related that despite the original plan for Senior Seminar to be multidisciplinary, most are now more topical and serve as advanced courses in several of the majors/schools. He indicated that for the past several years, there not having been enough Senior Seminars offered, double-counting was allowed.

Ron also noted that the former Senior Seminar Committee's role had been a subject of controversy, since it was not a recognized convening group. Classes were approved for a five-year period. One difficulty related to the lack of uniformity in Senior Seminar requirements. ARC members raised the issue that perhaps a different model, more relevant to the current curriculum, could be developed.

In response to Fran's question as to how an interdisciplinary course could be changed into a Senior Seminar, Ron indicated that the process is decided within the faculty member's convening group and there are really no other guidelines.

Bernie then gave ARC members an historic perspective. He related that when he arrived at Ramapo in 1972, two Senior Seminars were required for graduation, along with a senior thesis. That requirement disappeared when the change from four to three credits was established. He did the drafting for the Senior Seminar policies and bylaws in 1995-96. He said that all the problems recently experienced by the former Senior Seminar Committee existed for the original committee as well. His sense is that there was no real curricular General Education support for Senior Seminar, and the VPAA/Provost has the administrative responsibility for making curriculum decisions. Bernie also reminded us that in 1994, the Faculty Assembly voted to continue the Senior Seminar program.

(In a follow-up memo to the committee, Bernie recommended a "preparatory all-college curriculum – maybe of two courses...to prepare students to write or prepare substantial senior projects.")

The chair thanked Ron Hayashida and Bernie Langer for their comprehensive reports and candor.

The Committee moved to the next agenda item, and approved the amended minutes of the 10/23/02 meeting.

After holding an informal discussion of the Senior Seminar program, the Committee agreed to make this an agenda item in the future.

Stephen reported that the Committee had received one syllabus and related documents from the nursing program in response to the Committee's memo requesting information from the deans and convening groups. He distributed it to the members. Also, Dean Champlin / SAB had e-mailed Stephen and stated that SAB was working on course syllabus guidelines in accordance with AACSB accreditation.

Stephen provided the Committee with updated information from Linda Padley re courses in the inventory that have never been offered and/or had been canceled. Linda will contact the respective faculty members and ask them what they would like to do about the courses.

Stephen related to the Committee that he had met with Linda Padley/ACAF, Cindy Finch/Registrar, Jackie Skrzynski/Director Advisement, and Martha Ecker/Provost's Office re combining the various course approval/review forms (Curriculum, General Education, and Senior Seminar) into one form which can be accessed on-line. Stephen will bring to the Committee a draft working copy of a proposed ARC Course Review form.

The next ARC meeting will be on Wednesday 11/6/02 from 4:30-5:30 in the SAB Sanyo Conference room.

The meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Elaine Risch