

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

Meeting Minutes of  
Wednesday, November 5, 2003  
11:00 A.M. to 1:00 P.M.  
Pavilion Room 3

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

Also present: Members of CLA II: E. Shannon (AIS), Chair; I. Kuchta (LIB); M. Edelstein (SSHS);  
E. Saiff (TAS); B. Varano (IR); M. Ecker (ACAF);  
Members of Faculty Advisory Council (FAC): E. Kaiden (SSHS); A. Stellenwerf (SAB);  
Faculty Assembly President (FAP): K. Fowler (SSHS)  
Provost: S. Pfeiffer (ACAF)

The meeting began with a brief overview of faculty views on Winter Session. S. Klein stated that the Winter Session FY02 revenue of \$298,844, reported by the Office of Budget and Fiscal Affairs, did not include expenses for maintenance, snow removal, housekeeping, security staff, and other miscellaneous expenses etc.

The meeting was officially called to order at 11:10 A.M. S. Klein thanked E. Shannon and the members of CLA II for an excellent report and stated that the intent of this joint meeting was first to clarify any questions about the three initial CLA II recommendations (i.e., the UNIT Plan concept, 2) the definition and procedure for FLEX UNITS, and 3) the revised class meeting schedule), and then to announce whether we could present a strong voice so that College administrators would listen.

E. Shannon stated that while there had been some questions regarding the recommended time schedule, there had been no great objections to the concept of either the UNIT Plan or the FLEX UNIT. I. Spar asked Provost Pfeiffer what alternative plans he had looked at. M. Ecker described the College of New Jersey's Unit Plan, which is also a 3-3 plan but which allows for flexibility in contact hours. Students receive four credits for each course, while faculty receive three. This plan has no FLEX UNITS as such, for the assumption is that College of New Jersey faculty will do service and scholarship.

After a brief discussion of this model, S. Klein reminded us that CLA had already looked at different models and that implicit in the CLA II document is the fact that Ramapo is moving to a 34 unit graduation requirement.

**The FLEX UNIT:** A lengthy discussion of issues surrounding the FLEX UNIT concept and procedures followed, with questions about whether the recommendation was one or for two FLEX UNITS per academic year; what the role of the convening groups and (especially) of the dean was in approving proposed FLEX UNIT projects; what exactly constituted a FLEX UNIT; how much

consistency there was regarding FLEX UNITS across schools; and what the procedures for approving and implementing FLEX UNITS were. There was disagreement as to the role of the dean, with Provost Pfeiffer concerned about the apparent lack of accountability for what the FLEX UNIT would look like. He stated that he would like a dean to sign off on or approve FLEX UNIT proposals.

In regard to outcomes and consequences, S. Gorewitz asked to whom the results of FLEX UNIT work would be reported, how such report mechanisms and outlets would be formalized, and what consequences there would be if no reports were submitted. Provost Pfeiffer reiterated that while he preferred the College of New Jersey model, which was based on trust of the faculty, he still wanted the deans to sign off on the proposals.

FAP K. Fowler indicated that who signs off is ultimately a union issue; however, she wanted to have a formal sign off for the deans. A further discussion followed on the dean's role in approving FLEX UNIT proposals and in holding faculty accountable.

When asked for the AFT Union's position, E. Saiff stated that it had already had its negotiations on the CLA recommendations and reiterated two points: the Union wants this to work and we need to realize that we're not going to be able to solve in advance every issue or difficulty that may arise. Any questions regarding the FLEX UNIT will be negotiated.

**Impact on Adjunct Faculty:** S. Gorewitz stated that adjunct faculty were nervous about making less money, while there were concerns for students who were planning to take a leave or to transfer to or from other institutions. M. Ecker reminded us that the Unit was equivalent to 3.6 credits and that part of the plan was to reduce the number and cost of adjunct faculty. B. Varano said that 12% of all courses are currently taught by adjunct faculty, while several stated that they would like to see the adjuncts paid for 4 credits for each unit that they taught.

**The Proposed Time Schedule:** S. Klein asked how rigid the proposed time schedule was and discussed SAB's view of it. E. Shannon said that this was simply the version (of five different ones) that received the most votes, while M. Ecker stated that the students wanted the open time slot for meetings. A discussion of classroom space, the presentation for the new academic building, and time schedules followed.

Provost Pfeiffer said that the deans had not yet discussed the CLA II report in the Provost's Council.

E. Shannon stated that he will send the CLA II Proposal forward for discussion and for three separate votes at the November 12<sup>th</sup> Faculty Assembly meeting.

The joint meeting was adjourned at 12:45 P.M., at which time the ARC meeting commenced.

### **Considerations and Actions:**

1. **ZCON 1XX (one credit). Pilates Body (R. Zimmerer, Athletics)** was approved as a first time only course for the Fall '04 semester. The course needs to be returned for K. Finnegan's signature on the course request form, while the syllabus needs further editing.

2. **ZCON 2XX (two credits), Health and LifeStyle (K. Finnegan, Athletics)** was sent back for approval signatures and will be considered at our next ARC meeting.

S. Klein asked us to review the minutes of 10/29/03 and to give feedback at our next meeting. Also, he asked ARC members to review and edit our Self-Assessment statement, which will be posted on the Faculty Assembly Website.

He asked for feedback regarding R. Johnson's email concerning the insufficient number of senior seminars. We decided that we will discuss this issue at our next meeting.

He also asked if we were ready to recommend and post a stance on the proposal to eliminate the Winter Session, but several ARC representatives wanted more time to receive input from their respective units.

The meeting was adjourned at 1:00 P.M.

Respectfully submitted,

Frances Shapiro-Skrobe