

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

Meeting Minutes of
Wednesday, November 09, 2005
11:00 A.M. to 1:00 P.M.
SB Sanyo Conference Room (A-224)

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

After the meeting was called to order at 11:05 a.m., the minutes of the November 2, 2005 meeting were revised and approved.

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Announcements (S. Klein)

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S. Klein reported that he had discussed stated the issue of the experiential component of all courses under the new Curriculum Enhancement Program (CEP) with W. Hayes, President of the AFT.

Discussion Items

ARC Report #26 to the Faculty Assembly (FA):

ARC members made minor revisions to their ARC Report #26 to the Faculty Assembly, which will be posted on the FA website.

ARC Activity Log:

S. Klein distributed a spreadsheet detailing ARC activity since the start of the Fall 2005 semester.

Neuroscience Program:

ARC members briefly discussed Provost S. Pfeiffer's decision not to support the Neuroscience Program because of resource implications. We saw this as an example of the need for a "front-end" review of both resource costs and state requirements whenever new programs are proposed.

Meeting with the Directors of Graduate Programs:

We briefly discussed our upcoming November 16th meeting with the directors of the College's graduate programs. S. Klein distributed copies of A. Cristini's and A. Padovano's emails.

Conversion of Senior Seminars:

We discussed H. Davis' request to have his senior seminar, *Telling Lives*, placed into the Topics in Social Sciences category. M. Ecker reiterated the College policy that a senior seminar must either be converted to a capstone course within a major or a school (with the recommendation of the convening group) or processed as a course through a convening group. S. Klein will relay this information to H. Davis.

Foreign Language Courses:

S. Klein reported a request from P. Straile-Costa for clarification regarding the placement of 200-level and

above foreign language courses into the International Issues General Education category of the new CEP. I. Spar reiterated the need to review the syllabi of individual foreign language courses to determine whether each met the criteria for inclusion within this category.

L. Padley's Request:

L. Padley clarified her 11/1 email to the deans. All corrections of errors in the placement of courses within General Education categories should be sent to her immediately. All requests for substantive changes, however, should go through the proper channels and be sent to ARC for review and approval.

M. Ecker stressed the need for minimal changes, as we first need to see if the new Banner system is working. As she noted, we can't assess it if we keep changing it.

Faculty Governance Proposal:

We briefly discussed the proposed changes in Faculty Governance, which were recommended by the Faculty Advisory Council and which will be brought before today's Faculty Assembly meeting.

ARC Manual and Guidelines:

S. Kurzmann, J. Lipkin, and F. Shapiro-Skrobe agreed to take responsibility for updating the ARC Manual and Guidelines for Courses and Programs to meet the new CEP requirements.

Decision Item:

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ARC Membership:

Noting that four ARC members were due to step down at the end of this academic year, I. Spar motioned to have one ARC member extend his/her membership for one additional year to provide continuity to ARC especially in light of the major curriculum changes that will take place in Fall 2006. The motion was seconded by S. Kurzmann and unanimously supported.

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

Respectfully submitted,

Frances Shapiro-Skrobe