

RAMAPO COLLEGE OF NEW JERSEY
ACADEMIC REVIEW COMMITTEE (ARC)

Meeting Minutes of
Wednesday, November 13, 2002
4:35 to 5:50 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); L. Padley for M. Ecker (Office of the Provost, ex-officio member)

The ARC meeting minutes of the 10/30/02 meeting were approved as amended.

S. Klein distributed an Academic Review Committee (ARC) Curriculum Activity Log Sheet which he created to track course requests. Currently, there were seven course requests in the pipeline that needed immediate attention for the Winter and Spring 2003 semesters.

After some discussion, the ARC agreed that it was difficult to assess the course requests without course syllabi and course level guidelines. Also, there was discussion regarding the criteria for three- and four-credit courses. The ARC agreed to make course syllabi and course levels guidelines etc. the subject of its next meeting.

The ARC processed five new course requests as "First-Time" courses. The current policy is that new three credit courses can be offered once, for the First-Time, without (former) All-College Curriculum Committee approval. Presently, the ARC will follow this policy. These courses will be designated as "First-Time" courses and must be approved by the ARC before they can be offered a second time.

The ARC approved two four-credit courses. The ARC returned to the respective ARC representatives Summer/Fall course requests for later submission.

The remaining courses requests will be processed at future ARC meetings.

The next ARC meeting will be on Wednesday 11/20/02 from 3:45-5:30 p.m. in the SAB Sanyo Conference room.

The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Stephen Klein