

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

Meeting Minutes of
Wednesday, November 19, 2003
11:00 A.M. to 1:00 P.M.
SAB Sanyo Conference Room (A-224)

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

The meeting convened at 11:00 a.m. The minutes of the November 12th meeting were revised and accepted.

ARC Discussion Items

Drop/Add Period: The Student Government Association (SGA) formally requested that the duration of the course drop/add period be extended. S. Klein asked for input from ARC members and their School and Library colleagues. Input from L. Padley, Director of Academic Services, and C. Brennan, Registrar, will also be sought.

Self-Assessment: The members of the ARC revised the self-assessment report. The report will be made available to the faculty assembly in final form on November 21, 2003.

Academic and Curricular Guidelines Manual: The members of the ARC reviewed and revised the written procedures on approving new academic programs, as written in the latest iteration of the Academic Curricular Guidelines Manual.

Common Final Exam Period: The members of the ARC unanimously supported the request by E. Karlin, Dean of the School of Theoretical & Applied Science, to designate a day during the final exam period as a common final day.

ARC Decisions: Course Considerations

1. ARC Request #97 (M. V. Guevara, CA). **CTHE 115, Basic Acting for Nonmajors (3 credits)**. This course request was submitted to the ARC for final approval after having run as a pilot course. The ARC approved the course request.
2. ARC Request #89 (E. Sheygal, AIS) **ALIT 234, Russian Short Story (3 credits)**. This course request was approved after having run as a pilot course and after the instructor had made the necessary revisions to the syllabus.

S. Klein remarked that faculty submitting courses for approval should seek input from their ARC representative, convener, and dean(s) before the course request is submitted for approval. This

procedure would minimize the number of requests being sent back for revision.

Additional course requests were submitted to the members of the ARC for consideration at the next meeting on December 3, 2003.

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

Respectfully submitted,

Robert Mentore