

RAMAPO COLLEGE OF NEW JERSEY
ACADEMIC REVIEW COMMITTEE (ARC)

Meeting Minutes of
Wednesday, November 20, 2002
3:45 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)

S. Klein announced that a visit by E. Cody, Provost, has been rescheduled for 12/4/02.
The Provost will discuss the proposals for a *Foreign Language Requirement* and a *New Major in Spanish Language Studies*.

There was a brief discussion about the first time course approval process when a Course Request Form is submitted without a syllabus.

M. Ecker requested that the new CASP policy on academic difficulty be an agenda item of future ARC meeting.

The ARC approved a course request by AIS (P. Elovitz) to change a course's level from a 200-level to 300-level.

S. Klein stated that he would ask E. Cody for clarification of the College's policy and procedure when a faculty member proposes a new course which will be taught in a school other than his/her home school.

The ARC edited draft working copies of an ARC Course Request Form and an ARC Course Syllabus Guidelines document and determined the required and optional items of the latter document.

The next ARC meeting will be on Wednesday, 12/4/02 at 4:00 P.M. in the SAB Sanyo Conference room. The meeting adjourned at 5:30 P.M.

Respectfully submitted,

Shalom Gorewitz