

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

Meeting Minutes of
Wednesday, November 24, 2004
11:00 A.M. to 1:00 P.M.
SAB Sanyo Conference Room (A-224)

Members present: S. Klein (SAB), Chair; J. Lipkin (CA); R. Mentore (TAS); F. Shapiro-Skrobe (SSH); I. Spar (AIS); J. Skrzynski (Office of the Provost, ex-officio member).

Excused absence: S. Kurzmann (LIB)

The meeting was called to order at 11:05 A.M. and the minutes of the November 10, 2004 ARC meeting were then accepted as amended.

Announcements

S. Klein announced that members of the Student Leaders Coalition expressed concern that in some courses, little or no grade feedback was provided before the withdrawal deadline. Members of the ARC suggested that S. Klein relay this concern at the next Faculty Assembly meeting and that Faculty Assembly President K. Fowler send an e-mail to all faculty reiterating this concern.

S. Klein suggested that a statement be placed in the Ramapo College Academic and Curricular Guidelines Manual requesting that standard citation formats be used for textbooks and other readings in all course syllabi. Several examples of citations would also be included.

ARC Discussion Items

The ARC discussed at length the “Topics In...” categories of the new General Education Program which are designed for students outside of their schools. ARC members are concerned that these categories will include courses at the 300 level, most of which have prerequisites. This has the potential of creating hidden prerequisites for students. Most existing 300-level courses are designed for students within their majors. Either these courses will need to be redesigned or new courses developed for non-majors. This has tremendous implications for faculty resources.

Therefore, the ARC recommends that this concern be discussed by the Schools and a resolution from each School be reported back to ARC via the Deans.

ARC Decision Items

ARC Request #147 Study Abroad: **BIBS 326 (3 credits), Fundamentals of International Business – Study Abroad (D. Parish, Regents College)**. The syllabus of this Study Abroad course was reviewed for conformance with Ramapo College course syllabus guidelines and approved with minor revisions.

ARC Request #147 Study Abroad: **SENS 317 (4 credits), Tropical Ecosystems (R. Lowell, TAS and M. Greenwald, Montclair State University)**. The syllabus of this Study Abroad course was

reviewed for conformance with Ramapo College course syllabus guidelines and returned to the instructors for revision. R. Mentore will discuss some of the requested revisions with the instructors.

ARC Request #162 **SMTH 1XX (3 credits), Introduction to Math Modeling (S. Kuplinsky, TAS)**. The course was approved with minor revisions.

ARC Request #163 **ALIT 4XX (3 credits), International Modernism (L. Williams, AIS)**. The course was approved with minor revisions.

ARC Request #164 **CARH 204 (3 credits), The Purposes of Art: A Global Perspective (M. Davis, CA)**. A title change from the former title “The Purpose of Art” for this course was approved.

The meeting was adjourned at 1:10 P.M.

Respectfully submitted,

Robert Mentore