

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

Meeting Minutes of  
Wednesday, December 1, 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 (SSHS); I. Spar (AIS); J. Skrzynski (Office of the Provost, ex-officio member).

Excused absence: S. Kurzmann (LIB)

The meeting was called to order at 11:03 A.M. and the minutes of the November 24, 2004 ARC meeting were then accepted as amended.

**Announcements**

S. Klein announced that he would distribute a syllabus checklist to members of his unit to help them prepare courses for ARC review. He also announced that only a handful of courses had been submitted for placement in the new General Education program.

**ARC Discussion Items**

S. Klein distributed the *ARC Report #20 to the Faculty Assembly* of December 1. Members discussed the report and approved it as amended.

ARC members continued to discuss, at length, the “Topics In...” category courses for the new General Education program. S. Klein reported he had discussed the matter with M. Ecker, Acting Provost, and K. Fowler, President of the Faculty Assembly. Members were concerned about the inclusion of 300-level courses in the requirement, particularly because of the prerequisite and resource issues.

The ARC recommended that this issue be raised at unit council meetings by ARC representatives, and that recommendations should be brought forward to ARC as official statements from each unit.

The meeting was adjourned at 12:50 P.M.

Respectfully submitted,

Jonathan Lipkin

Happy Holidays and a Happy Healthy New Year to all.