

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

Meeting Minutes of
Wednesday, December 3, 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 was convened at 11:03 a.m. The minutes of the November 19th meeting were approved with minor changes.

ARC Discussion Items

ARC Report #11 to the Faculty Assembly

The ARC discussed its ARC Report #11 to the Faculty Assembly, to be presented on December 10th.

Honors Program Proposal

There was some confusion at the last Faculty Assembly Meeting concerning what was being proposed. M. Ecker will provide clarification at the next Faculty Assembly Meeting.

Student Evaluation Form

Discussion has been deferred in light of more pressing issues. Additionally, M. Ecker has found a form that may be suitable.

Academic & Curricular Guidelines Manual

G. Bear suggested the Manual be discussed in the convening groups before it is discussed in unit councils. ARC agrees and requested that all convening groups and unit councils review the Manual before the vote to approve it is taken at the February/March FA meeting. Note: the Program Proposal Review process is still in draft form. M. Ecker will provide ARC with a copy of the NJ State Program Review form for incorporation into our form.

Honor Code Statement

The discussion of the proposal, by C. Hovanec (AIS), that students sign an honor code statement on examinations and papers was postponed until next week

ARC Decision Items

CLA II Recommendation III – Revised Meeting Schedule

After some discussion, the ARC endorsed the inclusion of a Common Meeting Time Block, but will make no recommendation regarding either Option 1 or Option 2. R. Mentore suggested that a separate schedule should be developed for all classes that meet after 6 PM, with classes meeting on Mondays & Wednesdays or on Tuesdays & Thursdays (rather than on Mondays & Thursdays or on Tuesdays & Fridays).

Student Government Association (SGA) Proposal on Extending the Add/Drop Period

The SGA has proposed “the possible extension of the drop and add course period at the beginning of each

semester.... If this proposal were considered, the exact time that the period would be extended would be open for discussion.”

The ARC polled the faculty and received twenty-six (26) responses. Nine (9) faculty responded they would like the Add/Drop period extended and seventeen (17) responded they did not want it extended. Several faculty, in fact, indicated that they wanted a shorter Add/Drop period.

The ARC also discussed the proposal with Linda Padley, Director of Academic Operations, and Cynthia Finch, Registrar. They indicated that in the past, the Add/Drop period had been longer and many faculty had expressed dissatisfaction with students not settling into classes until the third week of the semester. Also, faculty had been unhappy with the disruption this caused in their classes and with the delay this caused to getting down to serious work in their class. There was also evidence from the Registrar’s Office that many students who added a class on the last day of the Add/Drop period found that they were too far behind their peers to catch up.

The ARC researched the Add/Drop periods for the Spring 2004 semester of the twenty (20) Council of Public Liberal Arts Colleges (COPLAC), of which Ramapo College is a member institution. We found that the average Add/Drop period is seven (7) days. Also, the average Add/Drop period for the five (5) of the nine (9) State Colleges researched is six (6) days. (Note: Montclair State University ends its Add/Drop period before classes even begin.). Ramapo College’s Add/Drop period is six (6) days. Please see attached table for these data.

After reviewing all of the information, the ARC recommends that Ramapo extend the Add/Drop period from six (6) days to seven (7) days in order to allow for at least one full week of classes. However, the ARC believes that extending the Add/Drop period beyond the seven (7) days could have a negative impact upon those students who add a course in the second week because they may have to make up too much work. Also, it could have a negative impact on faculty because they may have to make significant course adjustments to accommodate those students.

The ARC thanks the SGA for sharing our concern for the welfare of Ramapo College students.

S. Klein will draft a memo to M. Kaulius, Secretary of Academic Affairs, Student Government Association (SGA) regarding the ARC’s findings and recommendation.

Course Requests

1. ARC Request #92 (M. Goldberg-Rugalev, TAS). **SMTH 1XX Mathematics for the Modern World (3 credits)**. This new course request was approved.
2. ARC Request #102 (K. Johnson, SSHS). **MMET 2XX Introduction to African Studies (3 credits)**. This new course request was returned with the ARC representative for clarification on why ad hoc committee information appeared on syllabus and for inclusion of a statement on academic integrity.

Planned Meetings

January ARC Meetings

The ARC tentatively agreed to meet on January 14 and 21, 2004.

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

Respectfully submitted,

Elaine Risch

**Survey of Council of Public Liberal Arts Colleges (COPLAC)
& NJ State Colleges & Universities**

Drop/Add Period (Spring 2004)

Name	Classes Start Date	Drop/Add Deadline Date	# Days
COPLAC Member Institutions			
<u>College of Charleston</u>	1/8/03	1/15/03	8
<u>Fort Lewis College</u>	1/12	1/27	16
<u>Henderson State University</u>	1/13	1/19	7
<u>Mary Washington College</u>	1/12	1/16	5
<u>New College of Florida</u>	2/2	?	
<u>Sonoma State University</u>	1/26	2/6	12
<u>St. Mary's College of Maryland</u>	1/20	1/30; Add thru 2/13 with a fee	11
<u>Truman State University</u>	1/12	?	
<u>University of Minnesota, Morris</u>	1/20?	1/26	7
<u>University of North Carolina at Asheville</u>	1/14	1/21	8
<u>The Evergreen State College</u>	?	?	
<u>Georgia College & State University</u>	1/6	1/8	3
<u>Keene State College</u>	1/20	1/26	7
<u>Massachusetts College of Liberal Arts</u>	1/13	1/20 Drop; 1/22 Add	8-10
Ramapo College of New Jersey	2/2 Mon	2/7 Sat	6
<u>Southern Oregon University</u>	1/5	1/9	5
<u>SUNY College at Geneseo</u>	1/12	1/16	5
<u>University of Maine at Farmington</u>	1/20	?	
<u>University of Montevallo</u>	1/12	1/16	5
<u>University of Wisconsin-Superior</u>	1/20	1/26	7
State Colleges and Universities			
<u>The College of New Jersey</u>	1/19	1/23	5
<u>Kean University</u>	1/12	?	
<u>Montclair State University</u>	1/20	before classes begin	0
<u>New Jersey City University</u>	1/20	1/26	7
Ramapo College of New Jersey	2/2 Mon	2/7 Sat	6
<u>The Richard Stockton College of New Jersey</u>	1/20	1/23	4
<u>Rowan University</u>	Error	Error	
<u>Thomas Edison State College</u>	?	?	

<u>William Paterson University of New Jersey</u>	1/20	1/27	8

**Survey of Council of Public Liberal Arts Colleges (COPLAC)
& NJ State Colleges & Universities**

Drop/Add Period (Spring 2004)

COPLAC		NJ State Colleges & Universities	
Frequency Distribution		Frequency Distribution	
# Days	Count	# Days	Count
3	1	3	0
4	0	4	1
5	4	5	1
6	1 β Ramapo College	6	1 β Ramapo College
7	4	7	1
8	3	8	1
9	0	9	0
10	0	10	0
11	1	11	0
12	1	12	0
13	0	13	0
14	0	14	0
15	0	15	0
16	1	16	0
<hr/>		<hr/>	
Total	16	Total	5
Mean = 7.5 days		Mean = 6 days	
Median = 7 days		Median = 6 days	
Mode = 5 days & 7 days		Mode =	
Note: There are 20 member institutions in COPLAC		Note: There are 9 NJ State Colleges and Universities	

Compiled by: ARC - S. Klein 12/2003