

RAMAPO COLLEGE OF NEW JERSEY
ACADEMIC REVIEW COMMITTEE (ARC)

Meeting Minutes of
Wednesday, December 4, 2002
4:05 to 5:20 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); M. Ecker (Office of the Provost, ex-officio member)

Minutes of the November 6 and November 20 meetings were accepted.

S. Klein distributed draft copies of the new Course Request forms to members of the committee for review and comment. S. Klein requested that members inspect the forms and provide feedback as soon as possible. These forms will be distributed at the December 11 Faculty Assembly meeting.

Dr. Edward Cody, Interim Provost, Vassiliki Flenga, Convener of Foreign Languages, and Jennefer Mazza, Dean of American and International Studies visited the meeting to discuss proposals for a college-wide foreign language requirement and for a new Spanish Language Studies major. Committee members asked the guests questions concerning the proposals.

Draft versions of guidelines for course syllabi were distributed and briefly discussed.

A sample course syllabus template was distributed.

The committee expects to receive more input and feedback from convening groups on course level guidelines.

The next ARC meeting will be on Wednesday, 12/11/02 at 4:30 P.M. in the SAB Sanyo Conference room. The meeting adjourned at 5:20 P.M.

Respectfully submitted,

Robert Mentore