

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

Meeting Minutes of  
Wednesday, December 7, 2005  
11:00 A.M. to 1:00 P.M.  
SB Sanyo Conference Room (A-224)

ARC members present: S. Klein (SB), Chair; S. Kurzmann (LIB); J. Lipkin (CA); R. Mentore (TAS); F. Shapiro-Skrobe (SSHS); M. Ecker (Office of the Provost, ex-officio member)  
Excused absence: I. Spar (AIS)

After the meeting was called to order at 11:00 a.m., the minutes of the November 30, 2005 meeting were revised and approved.

**Announcements**

J Skrzynski, Director of the Advisement Center, discussed the Writing Intensive Program. She stated that the program would continue under CEP and discussed the Advisement Center's suggestions for its implementation.

M. Ecker announced that the Add/Drop period might have to be extended an additional week because of the transition to the CEP curriculum.

S. Klein reported on an email from S. Pfeiffer, Provost. The Provost and Deans recommended that a policy statement be inserted into the *Academic & Curricular Guidelines Manual* regarding scheduling and teaching of approved courses. After some discussion the ARC agreed to insert into the Manual on page 13 item #10 the following: "Please note: Scheduling and Resource issues are the purview of the Office of Academic Affairs and the Deans."

**Discussion Items**

S. Kurzmann, J. Lipkin, and F. Shapiro-Skrobe discussed several revisions to the *ARC Course Review and Approval Process Package*. They will present a draft copy at the next meeting.

**Decision Items**

**ARC Request #206:** SOCI 3xx *Africa in Italian Culture* (R. D'Angelo, AIS) was approved with minor revisions. The original request ARC Request #188 was approved as a pilot first-time course.

**ARC Request #207:** BIOL/GEOL 2xx *Dinosaurs* (E. C. Rainforth, TAS) was approved with minor revisions.

**ARC Request #208:** BIOL/GEOL 328 *Paleontology* (E. C. Rainforth, TAS) was approved with minor revisions. The course had been previously approved and offered as a first-time pilot course.

**ARC Request #209:** THEA 2xx *Theater Arts* (B. Shamash, CA) was approved with minor revisions.

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

Respectfully submitted,

Jonathan Lipkin