

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

Meeting Minutes of
Wednesday, December 8, 2004
11:00 A.M. to 1:00 P.M.
SAB Sanyo Conference Room (A-224)

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

The meeting was called to order at 11:10 a.m. The minutes of the December 1st meeting were approved with minor revisions.

Announcements (S. Klein)

S. Klein reported that he distributed the General Education guidelines to CIRCUIT members. Together with J. Skrzyński, he will speak to L. Padley about beginning to slot current courses into the new General Education categories. ARC might meet during Winter session to expedite the process. Copies of The College of New Jersey's *Student and Faculty Work at TCNJ: A Final Recommendation* were distributed to ARC members.

ARC Decision Items

ARC Request #165 *CTHE 3xx Craft of Costume II* – 4 credits (H. B. Shamash, CA)
The course was approved pending minor revision.

ARC Discussion Items

S. Klein distributed the draft of the revised Course Request Form. Several changes were suggested and will be incorporated.

CIRCUIT (Coordinating Implementation of Restructuring and Curriculum into Units Interim Taskforce) has referred the following items to the ARC for further study. ARC members will report on their findings at the first ARC meeting of the Spring semester.

1. Pass/Fail – F. Shapiro-Skrobe
2. Latin Honors – I. Spar
3. Repeat of Course – R. Mentore
4. General Education Program – Transfer Policies – S. Klein and J. Skrzyński
5. New Subject Codes / Course Levels – S. Kurzmann
6. Deadline for Declaring a Major – J. Lipkin

The meeting was adjourned at 1:05 p.m. There will be a meeting next Wednesday, December 15, 2004.

Respectfully submitted,

Susan Kurzmann