

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

Meeting Minutes of  
Wednesday, December 14, 2005  
11:00 A.M. – 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); I. Spar (AIS).; M. Ecker (Office of the Provost, ex-officio member)

The meeting was called to order at 11:10 a.m. The minutes of the December 7<sup>th</sup>, 2005 ARC meeting were revised and approved.

**Announcements**

ARC members drafted a statement to be added to the *Academic and Curricular Guidelines Manual* that informs faculty about ARC's role in the course review and approval process and the administration of courses at the College. The statement reads:

ARC approval of a course indicates that the course conforms to the academic and curricular guidelines of Ramapo College. Scheduling and staffing of the course is the purview of the academic administration.

S. Klein will meet with members of Institutional Research and others to review the results of the Spring 2005 piloting of the Student Opinion of Teaching and Learning (SOTL) data. B. Varano, Director of Institutional Research and Planning, is preparing a proposal for student surveys to be administered electronically on the Web.

S. Klein informed ARC members that he attended a meeting with a group of faculty and staff involved with Writing Across the Curriculum to discuss the Writing Intensive (WI) component of the college curriculum. This group recommends that the WI requirement be fulfilled by three courses in addition to *College English: Readings in the Humanities*, a 200- or 300-level course in the major or school, and a capstone course in the major or school.

**Decision Items**

ARC members continued to revise the *Course Syllabus Guidelines Checklist* and agreed to include check boxes to indicate the designation of a course as Writing-Intensive (WI) and/or General Education. F. Shapiro-Skrobe suggested that all forms, including those for applying for a WI designation, be included in the *Academic & Curricular Guidelines Manual*.

We also agreed to add a check-off for an informational literacy statement. S. Kurzmann indicated that the librarians are working on a list of desired information literacy outcomes identified by the American College and Research Librarians. A brief discussion ensued. M. Ecker indicated that

Middle States will be looking to see how information literacy is addressed in General Education courses.

We continued revising the Checklist and agreed to meet next Wednesday, December 21 as a subcommittee to complete our revision of the *Sample Course Syllabus Template* and the *Academic & Curricular Guidelines Manual*.

Following I. Spar's recommendation, we agreed that the syllabi for all new course requests must conform to the CEP guidelines, as reflected in the revised *Academic & Curricular Guidelines Manual*. They must also include a statement about the nature of the unsupervised experiential component for the course.

S. Kurzmann distributed the original CLA statement on the unsupervised experiential component for us to review.

The meeting was adjourned at 1:00 pm.

Respectfully submitted,

Robert Mentore & Frances Shapiro-Skrobe