

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

Meeting Minutes of
Wednesday, December 15, 2004
11:00 A.M. to 1:00 P.M.
SAB Sanyo Conference Room (A-224)

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

The meeting was called to order at 11:05 A.M. and the minutes of the December 8, 2004 ARC meeting were revised and then accepted as amended.

Discussion Items

S. Klein distributed copies of our revised *Academic & Curricular Guidelines Manual*, which now includes a checklist for submitting course requests as well as a description of the newly approved General Education Program (excerpted from the CLA III Committee's Final Report to the Faculty Assembly). He asked that ARC members share this information at their next unit councils.

We agreed that at our first meeting in the Spring '05 semester, ARC members will report on their research on the following areas, as requested by CIRCUIT:

Pass/Fail Policies: F. Shapiro-Skrobe

Latin Honors: I. Spar

Repeat of Course: R. Mentore

General Education Program – Transfer Policies: S. Klein and J. Skrzynski

New Subject Codes/Course Levels: S. Kurzmann

Deadline for Declaring Majors: J. Lipkin

- We will also discuss the College of New Jersey document, *Student and Faculty at Work at TCNJ: A Final Recommendation*, which had been distributed to ARC members at last week's meeting.

Decision Items:

ARC #166 SINT 1XX: *PreCalculus for Educators* -3 credits. (G. Viglino, TAS). This was processed as a pilot course for the Spring 2005 semester, replacing the mathematics portion of the previous 4-credit, 6-hour course, *Integrated Chemistry & Mathematics*. A more detailed syllabus was requested.

ARC #167 SINT 1XX *Chemistry for Educators* – 3 credits (C. Frishberg, TAS) This was processed as a pilot course for the Spring 2005 semester, replacing the chemistry portion of the previous 4-credit, 6-hour course, *Integrated Chemistry & Mathematics*. Minor changes to the syllabus were requested.

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

Respectfully submitted,

Frances Shapiro-Skrobe