

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

Meeting Minutes of
Wednesday, February 4, 2009
9:00 A.M. – 11:00 A.M.
Library Conference Room

ARC Members present: L. D'Antonio (TAS), Chair; D. Crawley (SSHS); V. Flenga (AIS); G. Kettlitz (ASB); R. Dilly (LIB); C. Brennan (Registrar); J. Skrzynski (Advisement)

The minutes of the January 21st, 2009 meeting were approved with revisions.

I. Announcements

- a. The Summer 2009 and Fall 2009 class schedules will be posted on the Web February 16, 2009. Faculty should check the pre-requisites listed before registration starts (March 30th). Changes in pre-requisites are to be sent directly to B. Foster from the deans.
- b. D. Crawley is the ARC representative to the Provost's Council.
- c. L. D'Antonio will meet with S. Schur to discuss the on-line course submission process.

II. Discussion items

The committee started reviewing the Course Proposal Request Form. Discussion ensued concerning possible revisions of the current form.

The meeting adjourned at 11:00 A.M.

Respectfully submitted,
Vassiliki Flenga