

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

Meeting Minutes of
Wednesday, November 1, 2006
11:30 A.M. – 1:30 P.M.
Library Conference Room (L-320)

Members present: J. Lipkin (CA), Chair; D. Crawley (SSHS); L. D'Antonio (TAS); V. Flenga (AIS); G. Gonpu (ASB); S. Kurzmann (LIB); M. Ecker (Office of the Provost, ex-officio member)

- I. E. Karlin met with ARC to discuss the following issues:
 1. A program for high school students will run as a pilot program this summer. Provost Barnett will ask the faculty for proposals for courses for this pilot program. These proposals will be reviewed by an oversight committee chaired by A. Cristini and selected proposals will then be coming to ARC as course requests.
 2. Deans will be gathering information on how the five-hour experiential component of courses under CEP has been implemented this semester. ARC may be asked to again consider this component and how the requirement is fulfilled.
 3. Outstanding issues with the Writing Intensive requirement at the College need to be addressed.

- II. The minutes of the October 25, 2006 meeting were approved with revisions.

- III. **Announcements (J. Lipkin)**
 1. The Provost will charge the Executive Council of the Faculty Assembly to review the General Education Program. The Executive Council will then charge ARC to create a review process and/or task force for General Education.
 2. ARC will meet with the Greater Expectations team on November 15, 2006 at 11:30 A.M. in G327.
 3. Peter Goetz has requested to meet with ARC regarding the policy on General Education requirements and transfer credits.
 4. J. Lipkin met with B. Barnett last Thursday and will meet with her again next week. The topics of last week's meeting included: the number of years a course may lapse before it is dropped from the catalog; Writing Intensive courses; the need for consistent terms and definitions related to institutional assessment; conditioning and leadership courses; course enrollment guidelines.
 5. J. Lipkin distributed the student opinion of teaching and learning forms to ARC for discussion at the next meeting.

IV. ARC Decision Items

1. Reference to maximum class sizes is not included currently in the course level guidelines in the ARC Manual. We will leave it out of the revised course level guidelines as well.
2. A statement about the College's policy regarding religious observance will be included in the section on attendance policy in the ARC Manual. College policy states that students must notify faculty within the first three weeks of the semester of any classes they anticipate missing due to religious observance. Faculty must make a reasonable effort to accommodate these students. A statement about this policy should be included on syllabi and this will be discussed again at the next meeting.
3. One- and two-credit courses were discussed. One-credit courses include fitness courses, which are taught on a Pass/Fail basis. Two-credit courses include theories of coaching classes and leadership courses. ARC will continue to discuss the appropriate review mechanisms for these types of classes at the next meeting.

The meeting adjourned at 1:30 P.M.

Respectfully submitted,

Donna Crawley