

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

Meeting Minutes of
Wednesday, November 8, 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. The minutes of the November 1, 2006 meeting were approved with revisions.
- II. P. Goetz and J. Skrzynski met with ARC and discussed the issue of General Education waivers for transfer students. The current policy is that students transferring at least 30 credits will automatically have the following Gen-Ed requirements waived: First Year Seminar, Social Issues, History, Readings in Humanities, and a Topics course. Other General Education requirements are waived only if an appropriate course is transferred. A new waiver policy was proposed which requires that students transfer at least 48 credits to receive the above waivers.
- III. **Announcements (J. Lipkin)**
 - a. ARC will meet next week (November 8) with the Faculty Assembly Executive Council and the General Expectations team.
 - b. The deadline is December 1 for submitting courses for approval in the Fall 2007 schedule.
 - c. The four criteria for a course to be Writing Intensive should be distributed to ARC and then to the Units.
- IV. **ARC Decision Items**
 - a. The committee voted to accept the recommendation of P. Goetz and J. Skrzynski for transfer students
 - b. The class attendance policy was discussed and the language was revised.
 - c. Class size references were removed from course level guidelines. Class size is a managerial prerogative. There is much variability in class size.
 - d. The procedure for dropping courses from the catalog was discussed. It was brought out that a distinction must be made between the College catalog and the course inventory. The catalog consists of current courses, together with active courses. The inventory lists all courses that have been taught at Ramapo (with discontinued courses being given an end date).
 - e. The following courses were approved with minor revisions
 - ARC Course Request #291**
Course ID: MSET 6xx Understanding Sustainability (J. Porrovecchio, MSET).
Elective for MSET program
 - ARC Course Request #292**
Course ID: LANG 1xx Foundations of Arabic II (C. Chakir, AIS).

The meeting adjourned at 1:30 P.M.

Respectfully submitted, Lawrence D'Antonio