

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

Meeting Minutes of
Wednesday, November 29, 2006
11:30 A.M. – 1:30 P.M.
G-Wing Conference Room (G-327)

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

The minutes of the November 15, 2006 and of the November 8, 2006 meetings were approved with revisions.

I. Announcements

J. Lipkin met with the provost, M. Ecker, D. Echols-Tobe and B. Varrano to develop standard and consistent terminology for Goals, Objectives and Student Learning Outcomes.

II. Discussion items:

- a. The cross-listing of courses was discussed.
- b. Student evaluations forms were discussed. The committee will review on-line evaluation forms.

III. Decision items:

- a. Courses will be dropped from the catalog if they have not been offered for five (5) years after consulting with the convener.
- b. The course request form was revised and items on the course template and checklist were re-organized. The following items were grouped together and moved to the end of the form: Experiential Component; Statement on Electronic Communication; Academic Integrity Statement; and Students with Disabilities Statement.

The meeting adjourned at 1:00 P.M.

Respectfully submitted,
Vassiliki Flenga