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

Meeting Minutes of
Wednesday, September 19, 2007
11:30 A.M – 12:30 P.M.
SC 217

ARC Present: J. Lipkin (CA), Chair; D. Crawley (SSHS); L. D'Antonio (TAS); G. Gonpu (ASB); S. Kurzmann (LIB); J. Skrzynski (for the Office of the Provost – ex-officio member).

I. The Minutes of September 12, 2007 were reviewed and approved with minor changes.

II. Announcements (J. Lipkin)

1. R. Mentore sent a revised description of the First-Year Seminar program.

2. The Student Opinion of Teaching and Learning is under consideration by E. Karlin and the Executive Council. J. Lipkin will schedule a joint meeting of ARC and the Executive Council for an upcoming Wednesday.

3. J. Lipkin has consulted with the chair of the International Education Committee, I. Lopez, about the order of review for new study abroad programs. She will bring a recommendation to the International Education Committee that they review international proposals before ARC.

III. Decision Items

1. ARC reviewed and approved the following course:

ARC request # 330 _____ History of Costume and Fashion (B. Shamash, CA)
Level change from 300 to 200.

General Education category: Topics in Arts and Humanities

IV. Documents Reviewed:

1. First-Year Seminar program description – reviewed and approved.

2. Course Level Guidelines – a minor change in the 400-level description approved.

3. Course Enrollment Guidelines – minor change to First-Year Seminar enrollments made.

4. Revised pages of the Academic and Curricular Guidelines Manual - reviewed.

5. FAQ document – reviewed and revised.

V. Discussion Item:

The deadlines for catalog rollover and update should be consistent and public. J. Lipkin will speak to B. Barnett about which program changes should be sent to ARC and which should go directly to the Registrar.

The meeting was adjourned at 12:30 pm.

Respectfully submitted,

Donna Crawley