

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

Meeting Minutes of Wednesday, October 17, 2007 10:00 A.M. – 12:00 P.M.  
Berrie Center Conference Room (BC-239)

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

**I. Minutes**

The October 10, 2007 minutes were approved with minor revisions.

**II. Announcements (J. Lipkin)**

- Σ J. Lipkin met with representatives of the Graduate Council: AIS Dean J. Mazza, and Associate Vice President for Enrollment Management R. Ortegon
  - Graduate courses will continue to come to ARC
  - The Graduate Council will develop course level guidelines for graduate courses

**III. Discussion Items**

- Σ ARC discussed academic request submission dates
  - Σ The deadlines are essential for student recruitment, so that students will know the requirements for the majors
  - Σ Deadline information will be added to the ARC FAQs

**IV. ARC Decision Items**

- Σ The ARC members completed revising the *Academic and Curricular Guidelines Manual*
  - J. Lipkin will discuss the Writing Intensive Program with Provost B. Barnett
  - A place to enter the requested/recommended class size will be added to the Course Request Form
  - First-Year Seminar: language regarding the instructors being advisors the entire first year at Ramapo must be revised to take adjuncts into consideration
  - The ARC Bylaws will be added to the ARC website
- Σ **Course Requests**
  - **ARC Request #345** (L. D'Antonio)  
Course ID: MATH 123: Calculus III  
Course level change from 100 level to 200 level approved
  - **ARC Request #346** (L. D'Antonio)  
Course ID: MATH 224: Calculus IV  
Course level change from 100 level to 200 level approved

**V. Information Items**

L. D'Antonio informed ARC that the Preparation for College Math Program online program will be made into a 2-credit course that will replace the transition math course.

The meeting adjourned at 11:35 a.m.

Respectfully submitted,

Susan Kurzmann