

# BYLAWS OF THE FACULTY ASSEMBLY OF RAMAPO COLLEGE OF NEW JERSEY

## Article VI

### Faculty Assembly Standing Committees

The Standing Committees of the Faculty Assembly include the Academic Review Committee, the Writing across the Curriculum Committee, and the General Education Curriculum Committee. These committees work in concert to fulfill the Faculty Assembly's obligations regarding curricular oversight and new program evaluation, and work collaboratively with the Administration to generate new initiatives for enhancing the delivery of our academic programs.

Section 1. When there is a strong, irreconcilable disagreement among the committee members or between committees or between the committees and the faculty, FAEC will hear, make detailed inquiries, and present the matter to FA with suggested resolutions. In the case that a contention cannot be resolved satisfactorily to all parties, the FAEC shall arbitrate and, with a 2/3 vote, determine the most appropriate course of action. An FAEC member may be recused from voting when, in the judgment of the relevant parties, there is a conflict of interest.

Section 2. Non-voting ex-officio members on each of these standing committees provide an all-college perspective and consult based on the multiple implications and administrative support services that the new proposed programs and Gen Ed Categories would have on curriculum.

#### VI(a). Academic Review Committee

Section 1. The Academic Review Committee (ARC) is a standing committee of the Faculty Assembly. The Academic Review Committee considers and reviews issues of curriculum and makes recommendations to the Faculty Assembly. ARC represents the voice of faculty in the curriculum review process, which otherwise include many stakeholders, such as FAEC, Provost's Office, Board of Trustees, etc.

Section 2. The Academic Review Committee is composed of six voting members, one from each of the five Schools of the College and one from the Library. Members are elected by their respective units. Membership is limited to full-time tenured faculty. The Vice-Provost or a representative with comparable experience appointed by the Provost; the Registrar; and a representative from the Center for Student Success shall serve as the three ex-officio non-voting members of the Committee. Members serve for a term of two years, which is renewable.

Section 3. Each year the potential vacancies on ARC will be announced in the Faculty Assembly, and new members will be voted onto the committee in the spring and will begin serving in the following September. If a School is unable to find an ARC representative, the unit will work with the FAEC and ARC to find a suitable temporary alternative arrangement to review course proposals and carry out other essential functions related to that specific unit.

Section 4. The Chair of the Academic Review Committee:

- A. Eligibility for Office: The majority of the ARC's voting members will elect a chair from amongst its membership, serving for a term of two years, which is renewable.
- B. Duties and Responsibilities: The Chair shall perform the following duties and responsibilities:
  - Schedule and preside at meetings;
  - Propose agenda items for Committee discussion and/or decision;
  - Serve in other capacities when designated by the Committee;
  - Represent ARC on various committees, including Academic Policy Council, Graduate Council, and Mission Fulfillment Committee (BOT).
  - Meet regularly with the Provost to discuss issues related to ARC and curriculum development.
  - Ensure that minutes and attendance at every meeting are posted on the Faculty Assembly Website in a timely manner;
  - Specify the decisions of the Academic Review Committee in writing to the appropriate parties.

Section 5. The Academic Review Committee shall perform the following functions:

- A. Establish and publish academic and curricular guidelines, subject to approval by the Faculty Assembly and appropriate Administrative Officers;
- B. Follow the principle of academic freedom and the rights of faculty members to design their own courses;
- C. Review new courses based on procedures and guidelines set out in the ARC Manual and forward to the Provost's Office upon approval.
- D. Review academic and curricular initiatives and make recommendations to the Faculty Assembly;
- E. Review new and revised academic program proposals and make recommendations to the Faculty Assembly;
- F. Collaborate with GECCo to ensure the integrity of the General Education Program;
- G. Request assistance from ad-hoc advisers;
- H. Raise new initiatives and proposals;
- I. Meet and/or communicate with Faculty, Conveners, Convening Groups, GECCo, WAC, the President, the FAEC, Deans, the Provost, other members of the Administration, and/or Student Leaders on an as-needed basis;
- J. Report the findings of the Academic Review Committee to the Faculty Assembly. In the temporary absence of the Chair, the Academic Review Committee shall appoint a Chair pro tem. If the Chair is unable to serve, the Committee shall elect a new Chair.

Section 6. ARC shall adhere to the curricular policies, procedures, and guidelines stipulated in the ARC Academic and Curricular Guidelines Manual (hereafter, the ARC Manual) in reviewing and approving new courses or program proposals. When making recommendations or requests for a revision, ARC shall list the sections or language, in writing, from the ARC Manual in support of that decision.

Section 7. For changes to the ARC Manual, ARC shall report and communicate them to the FA for approval.

Section 8. The Chair of the Academic Review Committee or a suitable delegate shall report annually to the Faculty Assembly, in writing, and be available to respond to questions. This report shall have been approved by a majority vote of the Academic Review Committee members. The ARC Report shall review the work of the academic year in question, explain and provide a rationale for its decisions, and identify new initiatives and ongoing concerns.

#### **VI(b). General Education Curriculum Committee**

Section 1. The General Education Curriculum Committee (GECCo) is a standing committee of the Faculty Assembly. The General Education Curriculum Committee provides faculty-driven, holistic oversight of the General Education curriculum.

Section 2. The General Education Curriculum Committee consists of the following members: Director of Critical Reading and Writing; Director of Studies in Arts and Humanities; Director of First-Year Seminar; Director of Social Science Inquiry; Coordinator for Historical Perspectives Category; Coordinator for Quantitative Reasoning Category; Coordinator for Scientific Reasoning Category; Coordinator for Global Awareness Category; Coordinator for Culture and Creativity Category; Coordinator for Values and Ethics Category; Coordinator for Social Systems and Society Category; Chair, College-Wide Academic Assessment Committee who will be an ex-officio non-voting member; and Vice Provost or Provost's Office Representative with comparable experience determined by the Provost who will be an ex-officio non-voting member.

- A. Each academic school shall have no fewer than two members; the Library shall have no fewer than one. If the coordinators/directors listed above do not reflect this diversity, at-large representatives shall be elected by the units in order to meet the school/Library minimums;
- B. All members are voting members except the Chair, College-Wide Academic Assessment Committee and Vice Provost (or representative), who are ex-officio non-voting members;
- C. Each academic school shall have no more than three members amongst the coordinators;
- D. Directors are appointed annually through an application process operating from the Provost's Office. Coordinators will serve renewable two-year terms (for the first term, half of the members will stay on for a third year to stagger elections).

Section 3. Each year the potential vacancies will be announced in the Faculty Assembly, and new members will be voted onto the committee in the spring and will begin serving in the following

September. If a School is unable to find a GECCo representative, the unit will work with the FAEC and GECCo to find a suitable temporary alternative arrangement to review General Education courses and General Education Category courses and carry out other essential functions related to that specific unit.

#### Section 4. The Chair of the General Education Curriculum Committee:

- A. Eligibility for Office: The majority of GECCo's voting members will elect a chair from amongst its membership, serving a term of two years, which is renewable. Tenure is required.
- B. Duties and Responsibilities: The Chair shall perform the following duties and responsibilities:
  - Convene regular meetings of GECCo
  - Sign the ARC form to indicate that the course syllabus meets the objectives and outcomes for the course or category and is recommended for inclusion
  - Ensure that proposed General Education courses and their revisions are reviewed and approved, and submitted to ARC by established timelines;
  - Ensure that the General Education curriculum is periodically reviewed;
  - Ensure that assessment is completed in a timely manner;
  - Ensure that loop-closing activities and meetings reflecting assessment results occur;
  - Ensure that assessment and other materials on GECCo's website are posted and up-to-date;
  - Ensure that the committee's activities and assessment results are discussed with the faculty at large;
  - Keep the FAEC and FA informed of issues reported to Academic Administration, and of issues related to any curricular or operational aspects passed by Faculty Assembly.

#### Section 5. The General Education Curriculum Committee shall perform the following functions:

- A. Provide faculty-driven, holistic oversight of the General Education curriculum;
- B. Develop and implement an ongoing General Education assessment plan on a multi-year cycle;
- C. Advocate for the General Education program;
- D. Regularly review and assess General Education courses and Gen Ed category courses to ensure that they are adhering to the General Education Learning Objectives;
- E. Make recommendations about changes to the General Education curriculum to FAEC, FA, Faculty, Conveners, Convening Groups, WAC, ARC, College President, Provost, Deans, and other members of the Administration;
- F. Request assistance from ad-hoc advisers;

- G. Meet and/or communicate with Faculty, Conveners, Convening Groups, WAC, ARC, the President, the FAEC, Deans, the Provost, other members of the Administration, and/or Student Leaders on an as-needed basis;
- H. In the temporary absence of the Chair, the General Education Curriculum Committee shall appoint a Chair pro tem. If the Chair is unable to serve, the Committee shall elect a new Chair.

Section 6. GECCo shall adhere to the curricular policies, procedures, and guidelines stipulated in the GECCo Manual in reviewing and approving new General Education courses or program proposals. When making recommendations or requests for a revision, GECCo shall list the sections or language, in writing, from the GECCo Manual in support of that decision.

Section 7. For changes to the GECCo manual in regards to GE objectives or major structural changes to the GE program, GECCo shall report and communicate to the FA for approval.

Section 8. The Chair of GECCo or a suitable delegate shall report annually to the Faculty Assembly and be available to respond to questions.

#### **VI(c). Writing Across the Curriculum Committee**

Section 1. The Writing Across the Curriculum Committee (WAC) is a standing committee of the Faculty Assembly. WAC considers and reviews issues of academic policy and curriculum relating to writing and writing intensive courses. WAC works collaboratively with the Center for Reading and Writing to promote and support writing across the College and throughout the curriculum.

Section 2. The WAC is composed of nine members, one from each of the five Schools and the Library of the College, Director of Critical Reading and Writing (CRWT), Director of Studies in the Arts and Humanities (SIAH), and a representative from the College's Center for Reading and Writing (CRW). Members are elected by their respective units. Membership is limited to full-time faculty and staff. The Vice-Provost or a representative with comparable experience appointed by the Provost; the Registrar, and a representative from the Center for Student Success serve as the three ex-officio non-voting members of the Committee. Members serve for a term of two years, which is renewable.

Section 3. Each year the potential vacancies will be announced in the Faculty Assembly, and new members will be voted onto the committee in the spring and will begin serving in the following September. If a School is unable to find a WAC representative, the unit will work with the FAEC and WAC to find a suitable temporary alternative arrangement to review writing and writing intensive courses and carry out other essential functions related to that specific unit.

Section 4.. The Chair of the Writing Across the Curriculum Committee:

- A. Eligibility for Office: The majority of WAC's voting members will elect a chair from amongst its membership, serving a term of two years, which is renewable. Tenure is required.
- B. Duties and Responsibilities: The Chair shall perform the following duties and responsibilities:

- Schedule and preside at meetings;
- Propose agenda items for Committee discussion and/or decision;
- Serve in other capacities when designated by the Committee;
- Ensure that minutes and attendance at every meeting are posted on the Faculty Assembly Website in a timely manner;
- Specify the decisions of the Writing Across the Curriculum Committee in writing to the appropriate parties;
- In the temporary absence of the Chair, the Writing Across the Curriculum Committee shall appoint a Chair pro tem. If the Chair is unable to serve, the Committee shall elect a new Chair.

Section 5. The Writing Across the Curriculum Committee shall perform the following functions:

- A. Establish and publish academic and curricular guidelines on writing and writing intensive courses, subject to approval by the Faculty Assembly and appropriate Administrative Officers;
- B. Review and approve writing intensive courses;
- C. Review academic and curricular policies and initiatives relating to writing intensive courses and make recommendations to the Academic Review Committee;
- D. Collaborate with the College's Center for Reading and Writing (CRW) and liaise between the CRW and faculty, in order to maximize the integration of writing across the curriculum and optimally utilize the support services of CRW to strengthen students' writing proficiency in all disciplines;
- E. Meet and/or communicate with Faculty, Conveners, Convening Groups, CRW, GECCo, ARC, the President, the FAEC, Deans, the Provost, other members of the Administration, and/or Student Leaders on an as-needed basis;
- F. Request assistance from ad-hoc advisers.

Section 6. WAC shall adhere to the curricular policies, procedures, and guidelines stipulated in the WAC Manual in reviewing and approving new writing or writing intensive courses/programs. When making recommendations or requests for a revision, WAC shall list the sections or language, in writing, from the WAC Manual in support of that decision.

Section 7. For changes to the WAC Manual, WAC shall report and communicate them to the FA for approval.

Section 8. The Chair of WAC or a suitable delegate shall report annually to the Faculty Assembly and be available to respond to questions. Report the findings of the Writing Across the Curriculum Committee to the Faculty Assembly.