ARB Committee Meeting
September 20, 2013
12:30 pm – 1:30 pm
Austin Conference Room, Tisch Library

I. Introduction of Committee members

George Scarlett, Child Development and Committee Chair
Laura-Baffoni Licata, Romance Languages and Culture Option Subcommittee Chair
Sam Kounaves, World Civilizations Requirement Subcommittee Co-chair
Nancy Levy-Konesky, World Civilizations Requirement Subcommittee Co-chair.
Joe DeBold, Psychology and Distribution Requirement Subcommittee Chair
Richard Weiss, Mathematics

Action Item: Courtney Spieler will assign subcommittee members

II. Subcommittee Chair Responsibilities

Per last year’s restructure, the committee has been divided into 3 subcommittees, for Culture Option, Distribution Requirement and World Civilizations Requirement

Each subcommittee is led by a subcommittee chair (this year’s assignments indicated above).

This change of process has significantly streamlined the ARB petition process.

III. Petition Forms

Sam Kounaves will redesign student forms to include additional checkpoints for students and exclude information that is not relevant.

Joe DeBold will rephrase the example provided on the current ARB Distribution credit form for faculty members. Current example is not representative of intent of procedure.

ACTION ITEM: Courtney Spieler will edit current student form and submit to respective subcommittee chairs for approval.

ACTION ITEM: Once forms are finalized, these forms will be made available to the ARB Trunk site, the faculty information page and the student services webpage.
IV. Ex College new process

For a course to be approved, course needs instructor generated approval, signed off by the dept. closest to the area (Film course, drama needs to sign off) before it is submitted to the subcommittee chair.

Responsibility is not on the instructor, but the requestor’s responsibility.

Howard Wolff is the Ex College course representative….he has to shepherd the process to the department for approval.

V. Extra meeting mid-winter for reflection:

George Scarlett will use this meeting as an opportunity to reflect on ambiguities related to current credit approval process

Potential topics for discussion include (but are not limited to):

- World Civilization requirement: Historical role vs. current role.
- Culture Option vs. World Civilizations Credit: Problems with Overlap
- Addition of Portuguese Culture Option: EPC issue
- Graduating seniors: setting a deadline for graduating senior to submit final requests for course approval (Nancy Levy-Konesky suggests this will provide a safety net for graduating seniors who are denied petition requests.)

ACTION ITEM: Courtney Spieler will work with committee chair to redefine deadlines for graduating seniors.
Courtney Spieler will identify a mechanism to inform graduating seniors and academic advisors regarding deadline process change.

- Defining ambiguities: How is a social science defined? How is a natural science defined?

VI. How the committee will contribute to the Strategic Plan

Committee chair suggests that ARB should construct a document which outlines the aforementioned ambiguities, struggles, and points of consideration in reviewing petitions for academic credit.