DRAFT
Ramapo College of New Jersey
Academic Review Committee (ARC)

Meeting Minutes of
Wednesday, September 16, 2009
9:30 A.M. – 11:30 A.M.
Registrar’s Conference Room

Members present: L. D’Antonio (TAS), Chair; M. E. Allison (CA); D. Crawley (SSHS); R. Dilly (LIB); V. Flenga (AIS); T. Burns (SAB), C. Brennan (Registrar, ex-officio); E. Rainsford (Office of the Provost, ex-officio member); J. Van Dyke (Adv. Rep., ex-officio).

Minutes of Dec. 10, 2008 approved.
Minutes of May 6, 2009 approved with revisions.
Minutes of September 9, 2009 approved with revisions.

I. Announcements.
   a. Next meeting (first half of meeting) with Faculty Executive Committee in ASB 230.
   b. Invite            to discuss Plagiarism issue with ARC.
   c. Oct. 4th, the Ad Hoc Working Group Members will meet with ARC to discuss Gen. Ed.

II. Discussions.
   A. Faculty Assembly Academic Integrity—policy definitions.
      1. Characterizations of offenses.
         a. Self Plagiarism—Add language to clear up? Or leave flexible?
         Further discussion needed.
   B. Faculty Assembly Academic Integrity Policy—reporting violations.
      1. Faculty members need to put specific penalties in the syllabus.
      2. Faculty members dealing with the student themselves.
         a. Faculty members given the opportunity to adjudicate themselves.
         b. Encouraged to keep record of their actions.
         c. If a student fails to show for a conference to discuss the matter—report.
      3. Faculty members report the violation to the Provost’s office.
         a. Faculty members are strongly encouraged…
      4. Why reporting is important.
      5. Some flexibility needed.
   C. Student should be allowed to request to be sent to Provost’s Office.
      1. Is there someone on campus who acts as advocate for student?
   D. Adjudication process
      1. Hearing officer/s (1, 2, or 3).
      2. First time offender v. Egregious offender.
      3. Should C.A.S.P. be involved?
      4. Notification to the student?

Meeting adjourned at 11:30.

Respectfully submitted,
Mary Ellen Allison