

**Ramapo College of New Jersey  
Academic Review Committee (ARC)  
Annual Report 2008-2009**

Members: L. D'Antonio (TAS), Chair; M.E. Allison (CA); D. Crawley (SSHS); R. Dilly (LIB); V. Flenga (AIS); G. Gompu (ASB, Fall '08 semester), Gary Kettlitz (ASB, Spring '09 semester)

- I. This past year ARC has approved 123 courses and programs.
- II. ARC has consulted closely with the Faculty Assembly Executive Council and the Faculty Assembly President.
- III. L. D'Antonio has been the ARC representative to the Graduate Council and D. Crawley has been the ARC representative to the Provost's Council.
- IV. The new programs approved by ARC were: new Bioinformatics minor, revised College Honors program, new M.A. in Sustainability, M.A. in Educational Leadership
- V. ARC has worked with the Graduate Council in revising the procedure for approving new graduate courses and programs. The Graduate Council must approve graduate courses and program before they are sent to ARC.
- VI. ARC will be working with Vice-Provost Saccon in initiating an assessment of the General Education program. A committee will be formed to produce this assessment. Any proposals that come out of this assessment must first be approved by ARC and will be brought to Faculty Assembly for further discussion (and votes if needed).
- VII. The issue of lowering the number of credits for graduation from 128 to 120 had been raised by the Provost. ARC believes that any such discussion is premature until the College curriculum under CEP (including the general education program) has been assessed.
- VIII. Another issue raised by the Provost is the use of online student course evaluations. ARC feels that this requires further discussion and suggests that additional pilot studies should be run in order to determine what issues may arise in moving to online evaluations.
- IX. There has been a significant increase in online courses. ARC, along with other College committees, is looking into this issue and will continue discussion in the Fall.
- X. ARC has recommended that when a Ramapo College faculty member teaches a graduate course, that course should be counted in-load. This recommendation is based solely on the issue of the quality of graduate programs. ARC recognizes that other issues such as faculty resources and the impact of graduate courses on the flex unit require further discussion. ARC has also recommended that faculty be allowed to teach at most two graduate courses a year in-load.
- XI. ARC was asked to look into the College plagiarism policy (i.e., the College's policy on Academic Integrity). Further discussion is needed on this very important issue and ARC will bring this to Faculty Assembly in the Fall for further discussion. Currently AC has the following findings:
  - a. There are significant contradictions between the plagiarism policy adopted in 2004 and the policy as shown in the College catalog.
  - b. One of the contradictions is the role of faculty in plagiarism cases. The 2004 policy states quite clearly that faculty may meet with students in order to effect a resolution to the case, with a report then sent to the Provost's office. The Catalog states that faculty are not to handle such cases themselves and must forward all cases to the Provost's office. ARC recommends that the 2004 policy be implemented.
  - c. The Provost had recommended that cases that are currently being reviewed by Vice Provost Saccon instead be handled by the Deans. ARC recommends that a centralized authority handle plagiarism cases. A single office handling such cases results in better coordination of the College's policy and

leads to more consistent adjudication. A survey of the policy at other colleges shows that nearly all use a central office to handle plagiarism cases (although Students Affairs more commonly handles these cases).

- d. The form that exists for reporting plagiarism needs revision. ARC has begun to do that revision and will finish in the early Fall.

Respectfully submitted, May 20, 2009.

Lawrence D'Antonio  
Chair, ARC