

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