

**RAMAPO COLLEGE OF NEW JERSEY
ACADEMIC REVIEW COMMITTEE (ARC)**

Meeting Minutes of
Wednesday, April 29, 2009
9:00 A.M. – 11:00 A.M.
Registrar's Conference Room

ARC Members present: L. D'Antonio (TAS), Chair; D. Crawley (SSHS); V. Flenga (AIS); R. Dilly (LIB); C. Brennan (Registrar); J. Skrzynski (Advisement); G. Saccon (Office of the Provost, ex-officio member).

C. Brennan and L. D'Antonio informed the committee of the sudden death of our colleague and fellow committee member, Professor Gary Kettlitz.

The minutes of the April 22, 2009 meeting were approved with revisions.

I. Announcements

- a. Graziella Saccon, Vice Provost of Curriculum and Assessment, joined the committee as the ex-officio member of the Office of the Provost.
- b. G. Saccon informed the committee that the two new graduate programs, Master of Arts in Sustainability Studies and Master of Arts on Educational Leadership are awaiting State approval. The two new programs are to start Fall 2010.
- c. L. D'Antonio will meet with the Provost, B. Barnett, May 1st, 2009.
- d. J. Skrzynski announced the completion of the 4-year plan (?)

II. Discussion item

The committee continued its discussion of College policies and procedures regarding cases of academic misconduct by students. The role of faculty in adjudicating cases of academic misconduct and the process of notification of the Provost's Office were discussed. The committee restated the importance of consistent policies and procedures in all College documents.

G. Saccon proposed the following procedure to be adopted by faculty regarding the form of Notification of Academic Misconduct:

- Clear evidence of plagiarism is to be provided by the instructor
- The instructor identifies applicable charge(s) on the form
- The instructor discusses the charge(s) and sanction(s) with the student.
- The student responds to instructor's charge(s) and sanction(s) by signing the form, either accepting the charge(s) and sanction(s) or requesting review of the case by the Dean.
- The form is forwarded to the provost's office.

ARC committee members are to report to their units on the committee's discussion of academic misconduct.

The meeting adjourned at 11:00 A.M.

Respectfully submitted,
Vassiliki Flenga