Minutes

MEETING OF THE SENATE

A meeting of the Senate was held on Thursday, September 25, 2008 in Room 202 Policy Studies at 3:30 p.m.

Present: Principal Williams in the Chair **Senators:** Archibald, Barnett, Benn, Boag, Boyd, Brien, Brinkworth, Brock, Brown, Bruno-Jofré, Bu, Burns, Chan, P. Dacin, T. Dacin, Deane, Diederichs, Dixon, Ghog, Gibson, Hill, Hills, Horton, Husain, Jahanbakhsh, Kisilevsky, Koichopolos, Kramer, Laker, Lombardi, MacLean, McCormack, Minnes, Norman, Oosthuizen, Peterson, Radcliffe, Remenda, Robbie, Rouget, Rowe, Ryan, Saiedi, Salzmann, Saunders, Stairs, Stewart, Szulewski, Tolmie, Wade-Woolley, Walker, J. Welsh, P. Welsh, Whitney, Wiens, Wong, G. Moore (Secretary), P. Watkin (Associate Secretary)

Also Present:
B. Baines, J-A Brady, M. Ceci, R. Crawford, T. Easter Sheen, B. Griffiths, M. Heeler, L. Jackson, M. Knapp-Hermer, J. Lee, G. Lessard, K. O'Brien, J. Pierce, D. Rappaport, S. Rigden, H. Smith, C. Sumbler, B. Surgenor, B. Teatero, and S. Verbeek

Preliminary Proceedings
Principal Williams delivered a "Report to the Community on the Financial Challenges Facing Queen's University", followed by a Q & A, at 3:00 p.m. in Room 202 Policy Studies. The event was moderated by Senator Stairs and webcast to Ellis Auditorium and the Akwe:kon Room, Duncan McArthur Hall . The text of Principal Williams address can be found at:
http://www.queensu.ca/principal/speech/reporttothecommunity.html

I   OPENING SESSION

Principal Williams welcomed new and returning Senators to the first meeting of the 2008-2009 academic year. Senator Stairs, Chair of the Senate Operations Review Committee (SORC) and Vice-Chair of Senate, was invited to explain the name plates provided to all Senators. The purpose of the name plates is to assist Senators in getting to know each other more quickly and to aid the Chair and Vice-Chair of Senate when they address members of Senate. The name plates will also be used as voting cards. Senators were asked to leave the name plates behind after each Senate meeting as they will be collected and reused at the next meeting. In concluding her remarks, Senator Stairs stated that SORC would appreciate feedback on the use of the name plates.

1. **Adoption of Agenda**
    Moved by Senator Gibson, seconded by Senator Oosthuizen, that the Agenda be adopted as circulated with the provision that the report of the Honorary Degrees Committee be received in Closed Session at the end of the meeting.

    Carried 08-48

2. **Adoption of the Minutes of the Meeting of 21 May 2008** (Appendix A, page 1)
    Moved by Senator P. Dacin, seconded by Senator Kramer, that the Minutes of May 21, 2008 be adopted as circulated.

    Carried 08-49

3. **Business Arising from the Minutes**
    a) **Operations Review Committee Response to Senator Welsh's Concerns Regarding Nominating Procedures** (Appendix B, page 10)
        Principal Williams invited Senator Stairs, Chair of the Senate Operations Review Committee (SORC), to speak to the letter to Senator J. Welsh which addressed his concerns about nominating procedures. Senator Stairs reported that no flaw could be found with the nominating procedures used to elect the nine Senators to serve on *the Joint Board/Senate Advisory Committee to Select the Principal.* However, SORC will review the *Senates Rules of Procedures* pertaining to elections and

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voting and in particular how additional names will be added to a nomination slate if circumstances warrant an electronic vote. SORC's recommendations will be brought to Senate in the near future. Senator Welsh thanked SORC for its response. There were no further questions or comments.

b) **Letter from Chancellor David Dodge regarding "Statement of Responsibilities and Expectations Confidentiality/Collegiality/Conflicts" for the *Joint Board/Senate Advisory Committee to Select the Principal* (Appendix C, page 11)**

Principal Williams drew attention to the letter from Chancellor Dodge regarding the "Statement of Responsibilities and Expectations/Confidentiality/Collegiality/Conflicts" for the *Joint/Board Senate Advisory Committee to Select the Principal (JAC)*. He invited Senator Oosthuizen, a member of the *Joint Advisory Committee* to provide an update on the progress of the search. The following highlights were recorded:

- The *JAC* was established in May and is composed of nine members of the Board of Trustees, nine members of the Senate and two ex officio members (the Chancellor and the Director of Human Rights and Equity). The Chancellor serves as Chair ;
- At its first meeting on June 20, 2008, the *JAC* reviewed its mandate and the May 21, 2008 Senate motion and agreed to the undertaking regarding confidentiality/collegiality/conflict. A timeline and communication plan was agreed upon. The Chancellor will serve as the spokesperson for the *JAC*;
- The Queen's community has been invited to comment on the most desirable qualities for the next Principal;
- The search firm of *Russell Reynolds Associates* has been appointed to assist in the process. The lead agent is S. Cooper a Queen's School of Business graduate. He is based in Toronto and works with colleagues in New York, the United Kingdom and Australia.;
- At its second meeting on August 15, 2008, the *JAC* heard from Principal Williams, started equity training, reviewed the input from the community received in advance of the meeting, received a report from S. Cooper on interviews conducted with a number of stakeholders and finalized a position specification. The position has been advertised in the *Globe & Mail, University Affairs, La Presse, Chronicle of Higher Education* and *The Economist*;
- A third meeting of the *JAC* is scheduled for October 4, 2008.

There were no questions or comments.

c) **Update on Potential Re-location of the Human Rights Office**

Principal Williams reported that the issue of relocating the Human Rights Office has not been resolved but work continues on finding a suitable solution. Principal Williams stated that A. Simpson, Vice-Principal (Operations), would provide Senate with an update at the November 27, 2008, Senate meeting.

4. **Chair's Report**

COU Executive Heads Meeting – September 12, 2008

Principal Williams reported that the Minister of Training, Colleges and Universities spoke to the Executive Heads of COU on September 12, 2008. With the down-turn in the economy, the Honorable J. Milloy stated that he was there to manage expectations and predicted that there would be no increase in government grants for higher education in the near future. Principal Williams reminded Senate that there is one more year in the "Reaching Higher" program.

A second guest at the September 12, 2008, COU meeting was J. Ronson who has been hired by the Deputy Minister of Training, Colleges and Universities to help adjudicate capital submissions from Ontario universities for building and infrastructure funds. Queen's submission included the following major projects:

- Extension to the School of Business
- New School of Medicine Building
- Performing Arts Centre

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- School of Kinesiology

And the following minor projects:

- Increased capacity for the Cogeneration Plant ;
- Refurbishing of a room in the Faculty of Education to allow for cooperative training of technology teachers

Mr. Ronson is expected to visit Queen's before the end of November to tour the campus. Principal Williams stated that some of these projects would require additional monies from fundraising but none would require the University to assume any debt.

<u>Orientation Week</u>
Principal Williams thanked all those involved in the planning and execution of a successful and safe Orientation week. He stated that he had the pleasure of welcoming the Class of 2012 at the Welcoming Ceremony held on September 2, 2008 on the lawn of Summerhill and noted that the gender ratio of the incoming class was 58% female to 42% male.

During Orientation Week, a number of incidents did occur in the surrounding student village resulting in an increase in the number of charges laid by the police. It is not clear if this increase from past years is a result of a rise in inappropriate behavior or an increase in police presence.

5. **Other Reports**
   a) **Research Report** (Appendix D, page 13)
      Principal Williams drew Senate's attention to the Research Report circulated with the Agenda. There were no questions or comments.

   b) **Senate Committee Agenda Topics** (Appendix E, page 19)
      Principal Williams drew Senate's attention to the list of Senate Committee Agenda Topics for 2008-2009 circulated for information. A meeting with the Vice-Principals, Special Advisors to the Principal and the Chairs of Senate Committees was held earlier today to share information about key initiatives and challenges that Senate Committees and the Administration will be addressing over the current academic year.

   c) **Preliminary Report on Admissions and Enrolment – Oral Report by University Registrar**
      J.-A. Brady, University Registrar, provided the following preliminary report on admissions and enrolment:
      - Enrolment across all programs is on target with the Senate approved plan;
      - The number of returning students is slightly higher than projected;
      - Currently there are approximately 1100 full-time students over the November 1, 2007 enrolment count. This is approximately 500 students over the projected growth target. The expectation is that this number will be reduced by attrition prior to the official November 1, 2008 headcount;
      - Total enrolment including part-time, post-graduate medical and Theological College students is over 21,000 students.

      J.-A. Brady noted that a final report would be provided at the November 27, 2008 Senate meeting.

   d) **Honorary Degrees Fall 2008** (Appendix F, page 23)
      Principal Williams drew attention to the list of honorary degree recipients for Fall 2008 convocations and encouraged all Senators to participate in the graduation ceremonies scheduled for October 30 and 31, 2008. He noted that Dr. David Dodge would be installed as Queens 13th Chancellor at the morning ceremony on October 30, 2008 and that Senators Cordy, Radcliffe and Ryan had been randomly selected to participate in investing the new Chancellor with his robes.

SPECIAL PRESENTATION

1. **Academic Integrity** (Attachment)

Professor J. Lee, Academic Integrity Advisor to the Vice-Principal (Academic) and Mr. C. Sumbler, Assistant, Academic Integrity and Special Projects, presented a PowerPoint presentation (attached) on Academic Integrity. The following highlights were recorded:

- Although it may not always be obvious, the concept of Academic Integrity (AI) has always existed at Queen's;
- The Senate adopted an academic dishonesty policy in 1989 and all faculties and schools have their own policies and procedures;
- In 2006, the Senate Committee on Academic Development (SCAD) presented to Senate a report on Academic Integrity and a policy statement was approved. The fundamental philosophy in the policy statement is that the University is not here to punish students but rather to promote Academic Integrity. This is a subtle but important shift;
- The role of the Office of the Vice-Principal (Academic) is to raise awareness, educate and develop policies and procedures;
- A number of recent initiatives including the establishment of an Academic Integrity working group, participating in a province-wide listserve and the development of an Academic Integrity website have been useful tools in promoting Academic Integrity;
- A number of next steps are planned including the possible introduction of *Turnitin* text-matching software. A demo of this product is currently available to faculty members until October 30, 2008;
- Consideration is also being given to introducing an Academic Integrity modular tutorial that would educate all students about university standards and expectations in scholarly work with the intent that it would help students before they run into difficulties. Consideration is being given to making the tutorial mandatory for all entering students, both undergraduate and graduate.

Principal Williams thanked Professor Lee and Mr. Sumbler for their excellent presentation.

II   QUESTION PERIOD

None Received

III   REPORTS OF COMMITTEES

1. **Academic Development** (Appendix G, page 24)
   a) **2007-2008 Omnibus Report**
   Principal Williams drew attention to the Senate Committee on Academic Development 2007-2008 Omnibus Report provided for information. There were no questions or concerns.

2. **Academic Procedures** (Appendix H, page 26)
   a) **Policy on Academic Integrity Procedures – Requirements of Faculties & Schools** [Notice of Motion]
   Professor R. Crawford, past chair of the Senate Committee on Academic Procedures (SCAP), reported that the proposed policy on *Academic Integrity Procedures* was intended to be an overarching policy that will guide individual faculties and schools as they develop their own policies and procedures. Nine Senators responded to a request for input at the May 2008 Senate and these comments have been considered by SCAP. A motion to adopt the proposed policy will be presented to Senate at its October 23, 2008 meeting.

3. **Creative Arts and Public Lectures** (Appendix I, page 41)
   a) **Annual Report 2007-2008**
   Principal Williams drew attention to the annual report of the Senate Committee on Creative Arts and Public Lectures. There were no questions or comments.

4. **Nominating** (Appendix J, page 46)
   a) **Elections**
      Moved by Senator Oosthuizen
      seconded by Senator Deane
      that those named in Appendix J, page 46 , be elected to the Committees indicated.

      Carried 08-50

5. **Operations Review** (Appendix K, page 47)
   a) **Ratification of Revisions to the Composition and Terms of Reference of the Senate Advisory Research Committee**
      Moved by Senator Stairs
      seconded by Senator Rowe
      that the Senate ratify the revisions to the terms of reference and composition of the Senate Advisory Research Committee as presented in the attached document, to take effect retroactively on June 1, 2008.

      Carried 08-51

   Senator Stairs reported that the revisions to the composition of the Senate Advisory Research Committee (SARC) ensure broad representation from across all disciplines and includes, for the first time, a representative from the Post-Doctoral Association. The proposed changes to the terms of reference places membership responsibility for the five Research Subcommittees with the SARC correcting an anomaly where the School of Graduate Studies and Research is responsible for filling membership on subcommittees that no longer falls under its auspices. There were no questions or comments.

IV   REPORTS OF FACULTIES AND AFFILIATED COLLEGES
None Received

V   MOTIONS (Appendix L, page 51)

1. **Academic Consideration ~~Amnesty~~ for Students Participating in the November 5, 2008 Day of Action**
   Moved by Senator J. Welsh
   seconded by Senator P. Dacin

   WHEREAS the Society of Graduate and Professional Students has planned activities for the week of November 5th, 2008 to raise public awareness about the role of post-secondary education and to pressure governments to reinvest in affordable, high-quality public education;

   BE IT RESOLVED THAT Senate encourage academic units and professors to be flexible in making alternate arrangements, including re-scheduling examinations and the deadlines for submission of assignments, and provide reasonable access to materials covered during lectures for students who are absent from classes on November 5th, 2008 so that they may freely participate in the Day of Action with no fear of academic repercussions;

   BE IT FURTHER RESOLVED THAT Senate acknowledges the usefulness of a strong student effort to increase financial support for post-secondary education;

   BE IT FURTHER RESOLVED THAT the Senate endorses lawful activities to increase awareness of the need for Canada and Ontario to reinvest in affordable, high-quality public education at the post-secondary level.

   Carried 08-52

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Senator J. Welsh reported that Senate supported an identical motion in 2006 and a similar motion in 2001.

Principal Williams noted that students requesting accommodation are required to approach their instructors well in advance of the event. He also stated that faculty members should not feel pressured into granting exemptions but rather they are being asked to be flexible in making alternate arrangements.

In response to a question from Senator MacLean, it was clarified that instructors were not being asked to alter course requirements. Students requesting accommodation would be expected to meet the same course criteria as other students in the class.

Senator Walker questioned the use of the word amnesty in the title of the Motion which was asking instructors to be flexible. The mover and seconder agreed with a suggestion from Senator Laker that a more appropriate title for the Motion would be "Academic **Consideration**" as opposed to "Academic ~~Amnesty~~".

VI   COMMUNICATIONS (Appendix M, page 52)

1.   Notification of the Closure of the Centre for Manufacturing of Advance Ceramics and Nanomaterials in the Faculty of Applied Science
Principal Williams drew attention to the correspondence received from the Faculty of Applied Science regarding the closure of the Centre for Manufacturing of Advance Ceramics and Nanomaterials (CMACN). There were no questions or comments.

VII   MATTERS REFERRED TO STANDING COMMITTEE (Appendix N, page 54)

Principal Williams drew attention to the following Matters Referred:

1. AMS Prosecutor's Report 2007/08 [Referred to the Senate Committee on Non-Academic Discipline (SONAD)]

2. Proposed Changes to the Terms of Reference of the Senate Orientation Activities Review Board (SOARB) [Referred to the Senate Operations Review Committee (SORC)]

3. Proposal to Introduce a Graduate Program in Gender Studies in the School of Graduate Studies and Research [Referred to the Senate Committee on Academic Development (SCAD) and the Senate Budget Review Committee (SBRC)]

4. Proposed Changes to the University Council on Athletics' (UCA) Governance Structure [Referred to the Senate Operations Review (SORC)]

VIII   OTHER BUSINESS

None Received

Senate moved into Closed Session. Principal Williams instructed all non-Senators to leave the room.

Academic Integrity
@
Queen's

Presentation to Senate

Thursday, September 25, 2008

1

Who Are We?

Academic Integrity Advisor to the Vice-Principal (Academic)
Jim Lee
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Assistant, Academic Integrity & Special Projects
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2

What is Academic Integrity (AI)?

The Center for Academic Integrity (CAI) (www.academicintegrity.org) defines academic integrity as

"a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals to action."

3

History of AI at Queen's

- Senate
  - Academic Dishonesty (1989)
  - Senate Committee on Academic Development (SCAD) Subcommittee on Academic Integrity Report (2006)
  - Academic Integrity Policy Statement (2006)
- Faculty and School policies and procedures

4

Role of Office of the VP (Academic)

- *"awareness, education, policies & procedures"*
- create a discussion group to discuss, disseminate, and promote ideas about academic integrity (AI) within the Queen's community
- provide tools and information that will help student and faculty members in their work
- look at methods of introducing AI into the classroom and beyond

5

Recent Initiatives

- establishment of roles within VPA Office
- development of AI @ Queen's website (www.queensu.ca/academicintegrity)
- establishment of an AI Working Group
  - associate deans from all faculties & schools
  - AMS, SGPS
  - Centre for Teaching and Learning
  - Dispute Resolution Mechanisms

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Recent Initiatives

- development of AI Ontario listserv and the organization of a provincial meeting of AI representatives
- working with the Senate Committee on Academic Procedures on development of university-wide AI policy (coming to Senate)
- presentations to AMS, SCAD, SCAP, and graduate-student TA's

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Next Steps: Awareness

- promote and add further resources to AI @ Queen's website
- presentations to various groups about what we do, what we have learned, and how we can help
- increased presence on campus
    - promoting AI
    - AI in faculty/school orientations?

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Next Steps: Education

- investigate development of university resources on topics such as plagiarism and collaboration
- partnership with Learning Commons to develop AI workshops for educational and remediation purposes
- would a general online AI tutorial benefit Queen's students?
- would an AI syllabus statement help faculty members and students?

9

Next Steps: Policies and Procedures

- SCAP – guidelines for faculties/schools when developing their own AI policies and procedures
- AI policies and procedures should be clear and
- AI process should not place undue workload on faculty
- annual reporting of AI cases and issues to help track progress
- there are educational opportunities for students in the sanctioning process

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Next Steps: Turnitin

- text-matching software which identifies the specific passages in written work which match, word-for-word, other passages that it has in its database
- searches a current (or archived copy) of the publicly accessible Internet (more than 5 billion pages indexed) + other databases
- allows students and instructors to submit assignments directly through the Internet

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Next Steps: Turnitin

- a large number of institutions (universities, colleges and high-schools) around the world have purchased Turnitin
- can be used as an educational tool
- currently a demo is open to faculty members to allow them to view product and determine if it would be useful in their class (demo ends Oct. 30th)

12

Next Steps: AI Tutorial Proposal

- main focus - awareness and education
- objectives:
  - to improve educational practice
  - to enhance student learning
  - to educate all students about university standards and expectations in scholarly work BEFORE they run into difficulties
  - to support a university-wide AI framework

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Next Steps: AI Tutorial Proposal

- undergraduate and graduate-student versions
- mandatory for entering students
- to be completed by the end of 1st term
- administered through WebCT (online)
- modular approach (policies, plagiarism, collaboration, etc.)
- takes ~1-1.5h to complete

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Contact Us!

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