Minutes

Meeting:	Academic Integrity Subcommittee	Date & Time:	Tuesday, September 24, 2019 1:00 – 2:30 p.m.
Room:	Richardson Hall Room 315		
Chair:	John Pierce, Vice-Provost (Teaching and Learning)		
Members:	• Ryan Adlem (SGPS - VP Professional) • Bronwyn Bjorkman (Languages, Literatures and Cultures)	• Cheryl Pulling (School of Nursing) • Vacancy (AMS student-at-large)	
Observers	• Jeremy Ambraska (SGPS – President) • David Bath (AMS – Commissioner External Advocacy)	• Lavonne Hood (University Ombudsman) • Lon Knox (University Secretary)	
Administrative Support	• Peggy Watkin (Office of the Provost and Vice-Principal Academic)		
Regrets	• Kate Rowbotham (Smith School of Business) • Jeremy Ambraska (SGPS President)		
Delegates	• Kathryn Morrissey (on behalf of Lavonne Hood)		

Before the meeting was called to order, the chair acknowledged Queen's University's presence on the traditional lands of the Haudenosaunee and Anishnaabe.

Everyone was welcomed to the first Academic Integrity Subcommittee meeting for the 2019-20 academic year. A round of introductions were made.

Opening
1. Agenda   It was agreed to adopt the agenda as circulated. There were no additions or amendments.
2. Minutes of March 7, 2019   It was agreed to accept the Minutes of March 7, 2009 as circulated. There were no errors or omissions.
3. Business Arising from the Minutes
Integrity Matters Mobile App   The chair updated the subcommittee on efforts to implement the *Integrity Matters Mobile App.* The purpose of the *App* is twofold. One, to improve student knowledge and understanding about academic integrity and two, as a remediation tool in cases where there is a finding of departure from academic integrity. Depending on the extent and severity of the departure, a student may be assigned specific module(s) to complete as a sanction. Development of the *App* was made possible by an eCampus Ontario Research and Innovation grant to the University of Waterloo, which introduced the application last year.

The chair reported that after several conversations with the software developer, it has been determined that the best approach to customize the content of the *App* for Queen's will be to create an onQ course. Before making the onQ course available university-wide, pilot projects will be conducted to gauge the feasibility of the tool. Consideration was given to administrative/deployment challenges such as mandatory completion. In response to a question regarding making completion of the course a prerequisite for graduation, the chair noted that Queen's general principle is <u>not</u> to implement any condition, outside the requirements of the degree, that would stop a student's progression towards graduation.

Academic Integrity Annual Case Summary

The chair drew attention to the correspondence from the Office of the University Registrar regarding the annual reporting requirements for faculties/schools, to the Senate Committee on Academic Procedures (SCAP), on the number and types of academic integrity issues or cases they have dealt with over the past year. The results of the annual survey are presented to Senate for information. Last year, the Academic Integrity Subcommittee indicated that it would like to take a more active role in analyzing the annual survey data including highlighting trends and breaking down types of departures so the university can address the lack of education on a particular offence. To ensure the right data is being collected, a project is currently underway to review the template. Information is being gathered from each individual faculty/school and the results of these consultations will be presented to the Subcommittee at a future meeting.

The chair noted that for the 2018-2019 template was modified to exclude any questions regarding the number of cases involving international students. These questions were discontinued because they could be considered prejudicial towards international students.

Amendment to the *Senate Policy on Academic Integrity* Re: Intellectual Properties

The meeting continued with a discussion about the substantial growth of the number of instances of students uploading course materials to note sharing websites and/or providing course materials to commercial study prep services. To address this issue, SCAD and SCAP are recommending to Senate, at its October 29th meeting, that an additional offense of unauthorized use of Intellectual Property be added to the *Senate Policy on Academic Integrity Procedures – Requirements of Faculties & Schools*.

Action: John to speak to the University Counsel about creating a standard letter from instructors to outside enterprises demanding that their unauthorized course materials be removed from the company's website.

4. Chair's Report

Academic Integrity Subcommittee Annual Report 2018-2019

The chair drew attention to the *Academic Integrity Subcommittee Annual Report* for 2018-2019. The annual report has been presented to both the Senate Committee on Academic Development (SCAD) and the Senate Committee on Academic Procedures (SCAP). There were no questions or concerns.

5. New Business

i. Inconsistencies in Academic Integrity Policies

The chair drew attention to the memo from the Interim Ombudsman regarding inconsistencies between faculties/schools' academic integrity policies. As noted in the Academic Integrity Subcommittee's Annual Report, creating more consistency across the university will be a key focus for the 2019-2020 academic year. To illustrate the current situation, the chair handed out a chart that compared the definitions of academic integrity departures published in the *Senate Policy on Academic Integrity Procedures – Requirements of Faculties & Schools* and the definitions used in the individual faculties/schools' documents. The discrepancies were numerous.

The chair explained that the *Senate Policy on Academic Integrity Procedures – Requirements of Faculties & Schools* is meant to be the framework on which individual faculties/schools create their own policies/procedures. Having common standards across the university will ensure that all students involved in an academic integrity concern receive equitable treatment. In response to a question, the chair noted that if a particular faculty/school wanted to add a substantial clause, such as a new offense or sanction, the statement should be vetted first by the Academic Integrity Subcommittee.

During subsequent discussion, the following comments/concerns were recorded:
- One inconsistency between faculties/schools is how students are advised that a formal investigation will take place. It was suggested that a standardized notice of investigation template be created;
- Currently, if after an investigation of the evidence and consideration of the response by the student the Associate Dean determines that there are no grounds for a finding, all documents relating to the case are destroyed. The question was raised if a formal letter should be sent to the student outlining that there was no finding and that all documents would be shredded;
- Previously dropped cases against a particular student cannot be used in subsequent cases involving the same student. All cases must be treated in isolation;
- Many instructors are reluctant to start a formal investigation because of the time it takes to complete the required paperwork. Often in non-reported cases, the instructor will assign an arbitrary sanction such as the loss of marks or a grade of zero. In order to protect students' rights to fair treatment, all investigations should follow the formal process;
- To reduce student stress, instructors should explain that there are a wide range of sanctions depending on the severity of the case. Sanctions can range from warnings for minor infractions to requirements to withdraw for serious cases.

ii. Student Access to Student Information in onQ

The chair reported that currently students registered in an onQ course have access to the complete class list and accompanying email addresses. Administrators have raised concerns that a student could potentially sell the class list (with emails) to a course cram company for profit. Another consideration is by publishing the class list is the university broaching privacy laws. It was noted that students' email addresses can be retrieved from other university platforms. Therefore, there may be no benefit/requirement to have an accessible class list in onQ. From the opposite point of view, having the class list ready available makes organizing group work easier.

Action: John to raise the issue with Ed Tech Advisory Group and onQ User Group.

6. Other Business

The chair spoke about a research project, supported by a $5K SSHRC institutional grant, which will explore Queen's students' experience and academic integrity. Co-Investigators are Professors Kelley Packalen and Kate Rowbotham from Smith School of Business. Their plan is to survey approximately 833 undergraduate students registered outside of Commerce in March 2020. The research project has four overall objectives.

To understand :

  i. the frequency with which students violate different types of academic integrity

  ii. how students' priorities, area(s) of study and/or feelings about academic integrity correlate with the frequency and types of violations

  iii. how students well-being and levels of social support correlate with the frequency and types of violations

  iv. how students navigate the grey areas of academic integrity

The co-investigators plan to use the knowledge gained from the analyses of the survey to enable them to design programming and interventions meant to reduce students' propensities to violate academic integrity.

Action: John will contact the co-investigators and ask if the Academic Integrity Subcommittee could review the survey prior to its distribution in March by the Office of Institutional Research and Planning (OIRP).

7. Adjournment

There being no further business, the meeting adjourned at 2:02 p.m.

Queen's University is situated on the territory of the Haudenosaunee & Anishinaabek