Academic Integrity Subcommittee

Annual Report 2017/18

For Senate Committee on Academic Development (SCAD) and Senate Committee on Academic Procedures (SCAP)

#### Mandate

Reporting to SCAD on matters of policy and to SCAP on matters of practice and procedure related to academic integrity, the Subcommittee has the following terms of reference:

* To advise on initiatives, programs, and activities designed to make academic integrity an integral part of Queen's University;
* To review and make recommendations to SCAD on matters of policy relating to academic integrity;
* To review and make recommendations to SCAP on matters of practice and process relating to academic integrity;
* To collect, retain, review, and prepare an annual report for the review of SCAP on central, university-wide academic integrity statistics/data;
* To review and advise on the development of educational and awareness programs and resources for Faculties, instructors, and students;
* To review matters of policy and procedure related to academic integrity arising from cases and activities in Faculties, Schools, and academic units;
* To deal with other matters related to academic integrity as referred to it (by Senate, SCAD or SCAP);
* To act as a point of reference relating to matters arising from the interpretation of policies and practices;
* To share information with and direct the Academic Integrity Roundtable on matters relating to Academic Integrity policy and practice, education and training.

The Academic Integrity Subcommittee is not empowered to render decisions on ongoing cases of Academic Integrity.

#### Membership

***Voting Members***

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| --- | --- | --- |
| Johanne Benard | Associate Dean (Studies) | Arts and Science  |
| Jasmine Lagundzija | ASUS President | AMS Representative |
| Scott Lamoureux | Professor, Geography and Planning  | Arts and Science  |
| Lauren Peacock | VP (Finance) | SGPS Representative  |
| John Pierce | Professor, English Language and Literatures | Arts and Science  |
| Kate Rowbotham | Adjunct Assistant Professor & Distinguished Faculty Fellow of Organizational Behaviour | Smith School of Business  |
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***Official Observers***

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| --- | --- |
| Harry Smith | University Ombudsman |
| Lon Knox | Secretary of the University and Corporate Counsel |
| Victoria Lewarne | AMS Academic Affairs Commissioner |
| Adam Grotsky | SGPS President  |

#### Activities

The Academic Integrity Subcommittee met five times during the 2017-18 academic year. The Subcommittee discussed and advised on the following items:

1. ***Turnitin* Syllabus:** With the recent launch of the text-matching platform *Turnitin,* which is integrated with onQ, the university requires proper policies, procedures and supports to be in place. The top priority for the Academic Integrity subcommittee in its inaugural year was to create a transparent and solid framework around the use of *Turnitin.* Its first activity was to draft a syllabus statement for all courses using *Turnitin*. The syllabus statement was reviewed by the University Counsel and the Chief Privacy Officer. The syllabus statement not only informs students that the instructor will be using *Turnitin*, it also validates the university’s contract with *Turnitin*. The new official statement has been loaded onto onQ and is available to all centrally managed courses. [Please see Appendix A]
2. ***Turnitin –* “Instructor Conditions of Use”:** The subcommittee provided advice on the wording of the *Turnitin* “Instructor Conditions of Use” document. The document stresses two important stipulations. One, that students must be informed at the onset of a course that the instructor intends on using *Turnitin*. Two, students have a right to object to the use of *Turnitin*. In these cases, a reasonable offline alternative must be offered such as submitting rough work, submitting an annotated bibliography or having the instructor or TA do a separate internet search. The intent is to have the “Instructor Conditions of Use” available on OnQ this fall. In the future, in order for instructors to access *Turnitin*, they must agree to the terms and conditions outlined in the document. [Please see Appendix A]
3. **Outside Tutoring Companies**: The subcommittee discussed the prevalence of tutoring companies that prey on students/parents’ anxiety regarding academic success. Many of these companies position themselves as surrogates of the institution and it is challenging for the university to disassociate and protect venerable students from these types of services.
4. **Academic Integrity Website:** With the support of the Office of the Provost and Vice-Principal (Academic) and the Centre for Teaching and Learning, the central academic integrity website is being updated. Information on the academic integrity website will align with the information provided by each faculty/school’s academic integrity landing page, the Library and the Centre for Teaching and Learning.

#### Future Actions

The Academic Integrity Subcommittee’s future work will focus on:

* Informing students about the implications of uploading course materials to note sharing web sites or providing course materials to private tutoring agencies. In some cases, sharing course materials may be an infringement of the intellectual property rights of the academic staff who owns their creative work.
* Consideration of the need to outline Queen’s expectations with regards to social media. Students should understand that the university assumes that the same respect, courtesy and professionalism expected in real life interactions should be displayed online. Online conduct that breaches university rules will have consequences.
* Creation of *Turnitin* user guides for both instructors and studentsthat include important information on how to: use the tool; reach key contacts; and, evaluate resources. The proposed guides will also include an informative Q & A section.
* Consideration of a Queen’s specific landing page that provides instructors and students with information on the purpose of the *Turnitin* platform and associated guidelines for the tool.
* Reviewing the *Annual Academic Case Summary* report that is produced by SCAP in the fall and provided to Senate for information
* Reviewing the Senate Policy on Academic Integrity – Requirements of Faculties and Schools for any updates needed and to see that the requirements match individual Faculty and School policies.

#### Academic Integrity Roundtable

The Academic Integrity Roundtable was created as an information-sharing and advisory forum for those who are intimately involved in the implementation and operation of the university’s academic integrity systems. The Academic Integrity Roundtable reports directly to the joint SCAD/SCAP Academic Integrity subcommittee. The subcommittee is required to share information with the Roundtable on matters relating to academic integrity policy and practice, education and training. The Roundtable met twice during the 2017-18 academic year and provided input on: the challenges associated with outside tutoring companies; improvements to the central Academic Integrity website; and, the wording of the *Turnitin* “Instructor Condition of Use” document.

Respectfully submitted,



J. Pierce, Chair, Academic Integrity Subcommittee

**Appendix A**

**INSTRUCTOR CONDITIONS OF TURNITIN USE AT QUEEN’S UNIVERSITY**

The use of *Turnitin* by our instructors is completely voluntary.

Those wishing to use *Turnitin* in their courses must comply with the following conditions of use:

1. *Turnitin* is a tool that will assist in detecting textual similarities between compared works. *Turnitin* does not determine if an act of plagiarism has occurred. Therefore, instructors must exercise their independent professional judgment in, and assume responsibility for, determining whether a text has been plagiarized or not.
2. All Students must be informed at the start of the course that the instructor will be using *Turnitin*. In addition, it is recommended that instructors also take a few moments in class at the outset of the course to discuss the use of *Turnitin* and the issue of academic integrity with students.
3. *Turnitin* cannot be used for spot-checking individual student work. Spot-checking is defined as the use of *Turnitin* to investigate an individual student’s work where plagiarism is suspected and where *Turnitin* is not being used for all students at the outset of a course on assignments/exams/papers.
4. Students must also be informed at the outset of the course that they can object to the use of *Turnitin*. However, if they object to the use of *Turnitin*, they must advise the instructor at the beginning of the course and make arrangements for additional work or alternative strategies for ensure the integrity of the work. In such instances, the instructor is still expected to ensure the integrity of the work, using the following suggested methods:
	1. check the assignment using manual internet searches;
	2. implement an alternative assignment such as
* requiring annotated bibliographies from students;
* requiring students submit all rough work with their papers;
* requiring that students include the call numbers or web site addresses of all sources cited in their paper;
	1. An alternate method of the instructor’s devising.
1. The course syllabus must include the following statement:

*Turnitin statement*

*This course makes use of Turnitin, a third-party application that helps maintain standards of excellence in academic integrity. Normally, students will be required to submit their course assignments through onQ to Turnitin. In doing so, students’ work will be included as source documents in the Turnitin reference database, where they will be used solely for the purpose of detecting plagiarism.*

*Turnitin is a suite of tools that provide instructors with information about the authenticity of submitted work and facilitates the process of grading. Turnitin compares submitted files against its extensive database of content, and produces a similarity report and a similarity score for each assignment. A similarity score is the percentage of a document that is similar to content held within the database. Turnitin does not determine if an instance of plagiarism has occurred. Instead, it gives instructors the information they need to determine the authenticity of work as a part of a larger process.*

*Please read* [*Turnitin’s Privacy Pledge, Privacy Policy, and Terms of Service*](http://turnitin.com/en_us/about-us/privacy)*, which governs users’ relationship with Turnitin. Also, please note that Turnitin uses cookies and other tracking technologies; however, in its service contract with Queen’s Turnitin has agreed that neither Turnitin nor its third-party partners will use data collected through cookies or other tracking technologies for marketing or advertising purposes. For further information about how you can exercise control over cookies, see* [*Turnitin’s Privacy Policy*](http://turnitin.com/en_us/about-us/privacy#policy.)*:*

*Turnitin may provide other services that are not connected to the purpose for which Queen’s University has engaged Turnitin. Your independent use of Turnitin’s other services is subject solely to Turnitin’s Terms of Service and Privacy Policy, and Queen’s University has no liability for any independent interaction you choose to have with Turnitin.*