**MINUTES**

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| **Meeting:** | **Academic Integrity Subcommittee** | **Date & Time:** | **Thursday, March 7th 2019, 3.00pm-4.30pm**  |
| **Location:** | Room 315 Richardson Hall  |
| **Chair:** | **John Pierce** (Special Advisor to the Provost, Teaching and Learning) |
| **Members attending:** | * Jenn Stephenson (Arts & Science)
* Kate Rowbotham (Smith School of Business)
 | * Lauren Peacock (SGPS & Student-at-large)
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| **Observer s** | * Lavonne Hood (University Secretariat)
 | * Heather Cole (University Ombudsperson)
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| **Regrets**  | * Julia Gollner (AMS Academic Affairs Commissioner)
* Sagal Sharma (AMS & Student-at-large)
 | * Scott Lamourex (Geography and Planning)
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| **Administrative Support**  | * Tanya Iakobson (Office of the Provost & Vice-Principal Academic)
 | • Peggy Watkin (Office of the Provost & Vice-Principal Academic)  |

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| Queen’s University is situated on the territory of the Haudenosaunee and Anishinaabek. |
| **Discussion Item** |
| 1. **Approval of the Agenda**

It was moved by Lauren Peacock, seconded by Kate Rowbotham, and agreed to adopt the agenda as circulated.  |
| 1. **Approval of the Minutes from December 3rd 2018**

It was moved by Kate Rowbotham, seconded by Lauren Peacock, and agreed to adopt the Minutes as circulated.  |
| **3. Chair’s Report** Membership and Length of Term of AI Subcommittee Members The Chair drew attention to the membership document for the AI Subcommittee. The members' length of terms were noted. The Chair invited members to send their suggestions for additional members for the group.University of Waterloo’s Academic Integrity ApplicationThe Chair noted that the group discussed the adoption of the Academic Integrity App from the University of Waterloo at the last meeting. Information about the app can be found [here.](https://academicintegrity.org/blog/using-mobile-technology-to-educate-students-about-academic-integrity/) It was noted that the base cost for adopting the Waterloo app for use at Queen's is $10,000.00. This would customize the application with Queen's branding. For additional costs, the content will be customizable, we will be able to track students who have completed the quizzes, the app will issue e-certificates for students who have completed the course, and the app can be hosted on the iOS app store and Google Play Store. The app could be a positive investment as it could be adopted quickly. The members of the group were urged to talk to faculty members and staff to gain ideas about the use of the app, and assess interest. Smith School of Business has used videos and quizzes to achieve similar goals. The representative from the Smith School supports the investment of this app. Support also came from the representatives from the Faculty of Arts and Science and the University Ombudsperson. Investing in the app means that the university is taking a proactive approach to mitigate risks associated with Academic Integrity issues. **Academic Integrity Intervention Stickers** The Chair drew attention to the printed intervention stickers and distributed them. It was noted that these stickers can be appended to flyers/advertisements for tutoring companies that prey on student's anxiety regarding academic success. Some of the outcomes of the stickers have already been revealed. The Chair mentioned that he was contacted by staff at *CourseCram* who indicated that they were unaware of the problematic nature of their services. The representative relayed that he would inform his staff more fully about Queen’s university’s concerns. Some of the posters with stickers placed on them have been removed and not replaced.Please contact the Academic Integrity email address for more stickers. |
| **4. Chair’s Report** **Amendment to the Interim Policy on Booking University Space** The Chair noted his attendance at the Policy Advisory Subcommittee meeting on the 20th of February 2019. Prior to this, he met with Kim Murphy who suggested a small change in language for clarification: ***Academic*** events or ~~academic~~ services (such as exam preparation, tutorial activities, etc.) provided by organizations not affiliated with or approved by Queen’s University. This policy was adopted along with other amendments to the Space Booking Policy. The revised policy has now been posted for a two week consultation period before it can go for final approval by Vice-Principal Operations Committee (VPOC). The Chair invited suggestions for the dissemination of this policy. It was suggested posting this wording on the room-booking website. Upon the creation of the Ombudsperson website, the policy can be housed there. It will also be linked from the [central Academic Integrity Website.](https://www.queensu.ca/academicintegrity/home) This policy will be posted on the [Free Expression website](https://www.queensu.ca/secretariat/policies/administration-and-operations/free-expression-queens-university-policy), a topic of interests to many within the Queen’s community. **Working Group to Review Academic Integrity Annual Case Summary** The Chair noted the creation of a new Academic Integrity Working Group chaired by Kate Rowbotham. She was invited to speak about the group's goals. The purpose of the group will be to properly review the AI data collected from Faculties and Schools. The Working Group will make recommendations for a revised template for the collection of data. Membership of the group has yet to be confirmed, but the group will be quite small. The Ombudsperson expressed interest in being an observer on this group. |
| **5. New Business** ***Turnitin* & the Release of Student Assignments** It was noted that Queen's does not currently operate under a private node in *Turnitin*. This means that students' intellectual property can be accessed by administrators from other universities. Currently, the Chair is assessing the distribution of student assignments on a case-by-case basis but the University should have a policy in place to deal with these requests. The decision made by the group is that there are many risks associated with distributing intellectual property. However, if there is justification enough for overriding those risks, we may distribute anonymized student material to internal requesters. It was mentioned that many instructors rely on the percentage values reported by *Turnitin* when assessing a student's work for issues of plagiarism. This is not a reliable value and instructors must be taught about how to properly assess a student's work.**Academic Integrity and the unauthorized use of intellectual property** The Chair drew attention to the Ryerson Policy document attached to the agenda package. It was noted that the Senate Policy on Academic Integrity does not include a position on the unauthorized use of Intellectual Property. The group worked to adapt the policy to suit Queen's needs. The final wording decided upon is recorded here: **Use of intellectual property of others for sale or profit or distribution for unfair academic, personal or professional advantage without the authorization of the owner of the material.**The chair asked for a motion to approve the addition of a clause about the unauthorized use of intellectual property to the [Queen's Academic Integrity Policy.](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-policy-statement) **It was moved by Jenn Stephenson, seconded by Kate Rowbotham and approved**. |
| **6. Other Business** There being no Other Business, the meeting adjourned at 4.30 pm.  |