Minutes

Meeting:	Academic Integrity Subcommittee	Date & Time:	Monday, February 10, 2020, 2:00 – 3:30 p.m.
Room:	Richardson Hall Room 315		
Chair:	John Pierce, Vice-Provost (Teaching and Learning)		
Members Present:	• Cheryl Pulling (School of Nursing)	• Kate Rowbotham (Smith School of Business)	
Observers	• Jeremy Ambraska (SGPS – President)	• Lon Knox (University Secretary) • Jenn Stephenson (Associate Dean, Arts and Science)	
Administrative Support	• Peggy Watkin (Office of the Provost and Vice-Principal Academic)		
Regrets Members and Observers	• Ryan Adlem (SGPS – VP Professional) • David Bath (AMS – Commissioner External Advocacy) • Bronwyn Bjorkman (Languages, Literatures and Cultures) • Lavonne Hood (University Ombudsman		

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

Opening

1. Agenda

It was agreed to adopt the Agenda as circulated. There were no additions or amendments.

2. Minutes of December 2, 2019

It was agreed to accept the Minutes of December 2, 2019 as circulated with the correction that Kate Rowbotham attended the meeting.

3. Business Arising from the Minutes

Commerce Culture and Academic Integrity Survey

Kate Rowbotham reported on the results of the *Commerce Culture and Academic Integrity Survey* conducted in the 2019 winter term. The overall objective of the research is to better understand the student experience/behaviour in relationship to academic integrity. It was noted that the number of self-reported offences in the survey are inflated compared to the numbers stated in the annual report to Senate. With the help of the Office of Institutional Research and Planning (OIRP), a similar, university-wide survey will be distributed in March 2020. Results of the research can be used to inform Queen's academic integrity policies and procedures. Kate Rowbotham highlighted that many Commerce students reported that they feel the need to breach academic integrity in order to obtain competitive grades. It was noted that one way to develop a culture of academic integrity is to be proactive and align AI policies and procedures with the values of the university.

There was a brief discussion about the complexities associated with the growth of online courses and cheating. Online proctoring is one solution, but it introduces additional costs, privacy issues and technological challenges.

Academic Integrity Offences

The Chair drew attention to the document that outlines the six academic integrity offences currently listed in Queen's *Academic Integrity Procedures – Requirements of Faculties & Schools* policy. They are, *Plagiarism, Use of Unauthorized Materials, Facilitation, Forgery, Falsification* and *Intellectual Property*. In addition to these six, Smith School of Business and the Faculty of Arts and Science collect data on *Unauthorized Collaboration*. Arts and Science also collects data on an eighth offence, *Failure to Abide by University Regulations.*

The Chair opened the floor for discussion about expanding the number of official offenses. He reported that many institutions use the simple offence of *Cheating*. Others have updated their policies to include *Contract Cheating* (situation where a student engages a third party to complete assignments and submits it for assessment/credit. The exchange does not necessarily involve the exchange of money).

Jenn Stephenson reported that recently she was involved in an academic integrity case involving multiple students that did not "fit" any of the offences normally used by Arts and Science. In order to move forward with the case, the fundamental values of Academic Integrity were used: *Honestly, Trust, Fairness, Respect, Responsibility* and *Courage.* It was noted that some North American institutions of higher education have written their policies around these fundamental values that are central to the development and sharing of knowledge. Kate Rowbotham volunteered to provide links to relevant policy websites.

4. Chair's Report

Update on Amendments to the Senate Appeals, Rights & Discipline (SARD) Policy

The Chair reported that to streamline the *Senate Appeals, Rights and Discipline (SARD)* policy, the Working Group revising the document is considering removing references to academic integrity. The Chair noted that he will continue to monitor progress on revisions to the *SARD* policy as they may require amendments/additions to the current Senate Academic Integrity policies and procedures.

Update on Academic Integrity App

The Chair reported that the University of Waterloo continues to work on extracting the content of their Academic Integrity app for Queen's. Once the content is transferred, the University will create an onQ course and pilot the tool before making it available university wide.

There were no questions or comments on the Chair's report.

5. New Business

    i.   Revised Academic Integrity Case Summary

The Chair welcomed Denise Stockley (Professor and Scholar in Higher Education) and invited her to demonstrate a Qualtrics survey created for faculties/schools to use for their future annual academic integrity case summary reports. It was noted that the template was based on the original Word document utilized by the Office of the Registrar and recommendations from the *Final Report on Annual Academic Integrity* document written by Michael Niven. Highlights of the template include a change from paper to online reporting, collection of data on *Turnitin* and additional space for comments. The Chair noted that the template will also be presented to the Academic Roundtable in early March.

The meeting continued with a robust discussion about the survey. Several amendments were suggestion. In addition, members of the subcommittee expressed their desire to have a more sophisticated tool that would streamline the whole academic integrity process resulting in ease of access and use by instructors, staff and associate deans. The Chair noted that at a recent AICOA meeting, Conestoga College and George Brown College demonstrated technology they are using to track, report and proactively reach out to students to educate them about academic integrity. Consideration was given to modifying the technology used in the Arts and Science academic portal for academic integrity purposes. The Chair stated that he would explore this issue further.

ii. *Notice of Investigation* and *Notice of Findings* Templates

The Chair drew attention to the draft *Notice of Investigation* and *Notice of Findings* templates circulated with the Agenda. It was suggested that point 4. on page 2 be revised as faculty advisors are rarely available to help students. The document now reads:

> ~~and/or to obtain a Faculty Advisor. This advisor and/or someone else of your choice may attend the meeting with you, or may assist you in preparing your response.~~ **Someone of your choice may attend the meeting with you or may assist you in preparing your response.**

To simplify the administrative burden on instructors, members asked to see the *Notice of Investigation*, the *Notice of Findings* and a *Notice of Dismissal* amalgamated into one template. The revised document will be brought forward at the next meeting of the Subcommittee.

It was noted that email templates are being drafted, for instructors' use, to complement the *Notice of Investigation*, the *Notice of Findings* and the *Notice of Dismissal* template(s). The emails being drafted are:

- **Email accompanying a Notice of Investigation**
- **Email to inform student of dismissal of the case, following the investigation**
- **Email accompanying the Finding form, for cases where the instructor refers the case to the Faculty/School for sanctioning**
- **Email accompanying the Finding form, for cases where instructor decides the remedy/sanction**

Once the drafts have been completed the email templates will be circulated electronically to members for comment.

iii. Overview of Academic Integrity Process

The Chair drew attention to the graphic, circulated with the Agenda, outlining the academic integrity process. Due to time constraints, discussion was limited.

6. Other Business

There being no Other Business, the meeting adjourned at 3:30 p.m.

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