

Minutes



Vice-Provost (Teaching and Learning)

Meeting:	Academic Integrity Subcommittee	Date & Time:	Friday, May 1, 2020, 2:00 – 3:00 p.m.
Platform:	Via Zoom		
Chair:	John Pierce, Vice-Provost (Teaching and Learning)		
Members Present:	<ul style="list-style-type: none"> Bronwyn Bjorkman (Languages, Literatures and Cultures) Cheryl Pulling (School of Nursing) 	<ul style="list-style-type: none"> Kate Rowbotham (Smith School of Business) 	
Observers	<ul style="list-style-type: none"> Lavonne Hood (University Ombudsman) 	<ul style="list-style-type: none"> Lon Knox (University Secretary) 	
Guest	<ul style="list-style-type: none"> Sue Blake (Office of the Provost and Vice-Principal Academic) 		
Administrative Support	<ul style="list-style-type: none"> Peggy Watkin (Office of the Provost and Vice-Principal Academic) 		
Regrets Members and Observers	<ul style="list-style-type: none"> Jeremy Ambraska (SGPS – President) Ryan Adlem (SGPS – VP Professional) David Bath (AMS – Commissioner External Advocacy) 		

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 February 10, 2020
It was agreed to accept the Minutes of February 10, 2020 as circulated.

3. Business Arising from the Minutes

Technology to Track and Streamline Academic Integrity Offences and Procedures

The Chair reported on the concept of implementing technology to track and streamline academic integrity offences and procedures. Ultimately the goal is to implement a pan-university portal that would be monitored by a central academic integrity officer. This approach would create a central record repository and have the function of redirecting instructors and students to their respective faculty/school. Both commercial and in-house programs are being explored with a keen eye on protection of privacy features. There was a brief discussion around leveraging existing software used in other areas of the University for similar purposes.

Notice of Investigation, Notice of Findings and Notice of Dismissal

The Chair reported on the idea of merging the *Notice of Investigation*, *Notice of Finding* and *Notice of Dismissal* into one document. This was suggested by the Subcommittee, in part, to reduce instructors' workload and prevent errors. The merged form was recently presented to the Academic Integrity Roundtable for comment. Overall, the integrated form was rejected by the Roundtable because they found it highly intimidating for the student. The Roundtable agreed that the purpose behind merging the templates was admirable, but the University needed to invest in a technological solution.

Concern was raised that the templates do not address complex cases that involve multiple students and/or multiple offences. Often these exceptional incidences transcend specific course components and are elevated to the associate dean level to deal with. There was agreement that the *Notices* templates were very useful to individual instructors and should be posted on the Academic Integrity website as an option.

Additional Offences versus Fundamental Values

The meeting continued with a discussion about adding additional offences to the Senate Policy or replacing the current six offences (plagiarism, use of unauthorized materials, facilitation, forgery, falsification, and intellectual properties) with the core fundamental values. The Chair suggested a compromise – retain the current offences and adding a generalized offence of “departure from the core values of academic integrity” (honesty, trust, fairness, respect, responsibility and courage) for complex cases that cannot be pigeonholed into a particular category. It was noted that talking more about the values of academic integrity would provide opportunities to educate students around the importance of academic integrity. There was general agreement to the Chair's suggestion.

4. Chair's Report

Update on Review of Senate Policy – Requirements for Faculties and Schools

The Chair reported that Sue Blake is reviewing the *Senate Policy – Requirements for Faculties and Schools* to identify sections where the policy does not align with the standard process for instructors involved in academic integrity investigation(s) as outlined in the flowchart circulated with the agenda. Lisa Newton (University Counsel) has expressed her concern about the current option of de novo hearings and the unsustainability of how Queen's employs academic regulations that address academic integrity. The current misalignment between the Senate Policy and individual Faculty/School regulations are creating significant problems and inconsistencies.

The Chair reminded members that a major review of the Senate policy on *Student Appeals Rights and Discipline (SARD)* is currently in progress and the timing is right to review the Academic Integrity policy in tandem since both policies address academic integrity. In response to a question Lon Knox stated that the target to have the amendments to the SARD document presented to Senate is late fall 2020. The Chair estimated that the first redraft of the Academic Integrity policy could be completed by September 2020 which would dovetail with the revisions to *SARD*.

Update on Academic Integrity App

The Chair reported that the University of Waterloo has successfully converted the content of their *Integrity Matters* app into a D2L tutorial. The Centre for Teaching and Learning is responsible for customizing the content for Queen's to be uploaded into onQ. The tutorial can be used as an education tool to improve student knowledge and understanding about academic integrity. It can also be used as a remedial 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.

The meeting continued with a discussion about the current reality that departures from academic integrity have increased significantly at the end of winter term, in part, due to the rapid shift to remote learning and online exams. When the content of the onQ module is being customized for Queen's it will be important to address the current circumstances and use messaging that covers remote learning. Lavonne Hood reported that Arts and Science is creating an online module for first-year students that addresses learning and working in a digital world. She has been asked to contribute to a section on academic integrity and asked members to forward her any resources they may have regarding the ethics of protecting knowledge and being honest. The Chair agreed that Queen's should consider writing its own statement on the importance of Academic integrity for the entire educational community.

5. New Business

i. Draft Emails for Instructors Use

The Chair drew attention to the draft emails for instructors use. It was agreed that the emails should be posted centrally with a message that instructors/faculty offices could adapt them, as necessary. Two suggestions for improvement were recommended to the investigation stage. One – to soften the tone of the email, a sentence should be added assuring students that no decision has been made at this time. The Office of the University Ombudsperson uses the following language: "Receiving a Notice of Investigation can be distressing. To help in understanding what a *Notice of Investigation* is, and how the process of an Academic Integrity investigation works, the Office of the University Ombudsperson has also put together some information to help you through the process, visit their page at <https://www.queensu.ca/ombuds/academic-integrity>"

Two – because the Office of the University Ombudsperson does not have the resources to find students faculty advisors, the sentence should be amended to read "You may contact the Office of the University Ombudsperson for information about student rights and responsibilities and guidance on policy and procedures by visiting their website at: (www.queensu.ca/ombuds)." Once the materials have been posted members of the Subcommittee and the Roundtable will be informed.

ii. Facilitation Offence

Due to time constraints this item was deferred.

iii. Levels of Offences

Due to time constraints this item was deferred

iv. Guidelines for Online Exams

Due to time constraints this item was deferred

v. Hearing Guidelines for Arts and Science Students

The Chair drew attention to the hearing guidelines developed for Arts and Science students. It was noted that students appreciate these types of documents that provide guidance. Lavonne Hood reported that her office has a FAQ document that she would be happy to share with the Chair. It was also suggested that a similar document be developed for instructors that includes the types of questions they should be asking students.

There was a brief discussion about the importance of "honesty" and how this value should be highlighted in these types of information documents. There was agreement that "being honest" is the best advice that anyone could give to a student involved in a departure from academic integrity.

6. Other Business

There being no Other Business, the meeting adjourned at 3:00 p.m.

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