

**MINUTES**

**Vice-Provost (Teaching and Learning)**

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| **Meeting:** | **Academic Integrity Subcommittee** | **Date & Time:** | **Monday, December 3rd, 2018**  **1.00pm-2.30pm** |
| **Room:** | Richardson Hall Room 315 | | |
| **Chair:** | John Pierce, Special Advisor to the Provost on Teaching and Learning | | |
| **Members Present:** | * Johanne Benard (Arts & Science) * Scott Lamoureux (Dept. of Geography & Planning) | * Kate Rowbotham (Smith School of Business) * Sagal Sharma (AMS student-at-large) | |
| **Observers Present:** | * Julia Gollner (AMS Academic Affairs Commissioner) | * Lavonne Hood (University Secretariat) | |
| **Regrets** | * Heather Cole (University Ombudsman-Observer) | * Tyler Morrison (SGPS President – Observer) * Lauren Peacock (SGPS student-at-large) | |
| **Administrative Support** | * Tanya Iakobson (Office of the Provost and Vice-Principal Academic) | * Peggy Watkin (Office of the Provost and Vice-Principal Academic) | |

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| **Discussion Item** |
| 1. **Approval of the Agenda**   It was moved by Scott Lamoureux, seconded by Sagal Sharma, and agreed to adopt the agenda as circulated. |
| 1. **Approval of the Minutes – May 16, 2018**   It was moved by Sagal Sharma, seconded by Johanne Benard and agreed to adopt the May 16th 2018 minutes as circulated |
| **Approval of the Minutes – October 1, 2018**  It was moved by Kate Rowbotham, seconded by Sagal Sharma and agreed to adopt the October 1st 2018 minutes as circulated. |
| 1. **Business Arising from the Minutes**   Amendments to the Interim Policy on Booking University Space  The Chair drew attention to the proposed amendment to the Interim policy on Booking University Space. The purpose of the amendment is to deter outside tutoring companies from booking university space on campus. The wording for the additional restriction regarding academic space has been vetted by the University Counsel and the Privacy Officer. Once the wording has been finalized, the amendment will be vetted by the Policy Advisory Subcommittee and then the Vice-Principal's Operational Committee (VPOC).  The group discussed how organizations, both internal and external would seek approval to be a University affiliated program. It was decided that the approval process will be allocated to individual faculties and units. The list of approved organizations could l be housed by the Academic Integrity Subcommittee. Issues with this process will be brought to the Academic Integrity Subcommittee, and they will address concerns as they arise.  Approval of the proposed amendment was moved by Johanne Benard, seconded by Scott Lamoureux and agreed to adopt the amendment as circulated.  USAB Recommendation - Requirement to Withdraw  The Chair drew attention to the Communication from the Office of the University Ombudsman. It was noted that USAB is concerned about the consistency in imposing sanctions and the need for better communication about sanctions, for breaches of academic integrity, across the university.  This item was deferred to a later meeting because of Heather Cole's absence.  Intervention Stickers Update  The Chair draws the group's attention to the printed Academic Integrity intervention stickers. It was noted that these stickers will be used to append flyers/advertisement for tutoring companies that prey on students' anxiety regarding academic success. Stickers were distributed to interested group members. Stickers will also be distributed to the Academic Integrity Roundtable and faculty units.  Membership and Length of Term of AI Subcommittee Members  The Chair drew the group's attention to the membership document circulated with the agenda. It was noted that the terms of reference for the Academic Integrity Subcommittee do not outline the length of service for members. Most Senate Committees have normal lengths of terms of 2-3 years for Staff/Faculty and 1-2 years for Students. Members’ terms should be staggered.  Johanne Benard will be going on sabbatical starting January 2019, and her replacement is Jenn Stephenson. Johanne is willing to return to the AI Subcommittee once her sabbatical is over.  Sagal Sharma will ensure that a new AMS student –at- large for the 2019-20 academic year is elected. |
| 1. **Chair’s Report**   Update on circulation of the note-sharing emails  The Chair provided the group with an update on the circulation of the note-sharing emails to students and faculty. It was noted that the next step is to upload the memos on to the AI website. The chair invited comments and responses.  University of Waterloo’s Academic Integrity App (Developed with *eCampus Ontario*)  The Chair presented a short video about an AI app created by the University of Waterloo in collaboration with *eCampus Ontario.* The app and information about it can be found [here](https://academicintegrity.org/blog/using-mobile-technology-to-educate-students-about-academic-integrity/).  The group engaged in a discussion about the usefulness of such an investment. Suggestions were made to integrate the use of the app into 1st-year courses and the Academic 101 presentation during orientation week. The Chair will attain more information about how to adapt the app to Queen's and whether or not it can be integrated into *onQ.* |
| 1. **New Business**   *i.* Academic Integrity Annual Case Summary  The Chair drew attention to the academic integrity case summary from 2017-18 and the blank AI Case Summary form. It was noted that the summary is reviewed by SCAP and provided to Senate for information. The Chair invited discussion about the template. It was noted that some faculties find the categories unclear, and information for some of the categories is not collected by the department. The group questioned the relevance of the information being collected about international students and Academic Integrity cases. The Chair noted, that these statistics could be used to justify the need for more support or resources for international students with regards to academic integrity. It was suggested that a meeting be held with all departmental contacts who are responsible for filling out these forms. These individuals will be able to comment on the usability of the summary form. The form will also be brought to the AI Roundtable for review.  ii. Review of the Senate Policy on Academic Integrity- Requirements of the Faculties and Schools  The Chair informed the group of his goal to create more consistency across the faculties and schools. This discussion was deferred until a later meeting to allow the chair to gather more information.  iii. Academic Integrity and the Unauthorized use of Intellectual Property  The Chair drew the group's attention to a section of Ryerson's Academic Integrity policy. It was noted that the Queen's Senate Policy on Academic Integrity does not currently address unauthorized use of intellectual property. The group discussed possible wording of such an addition. The Chair will meet with Mark Swartz and Legal Counsel for advice going forward. A draft amendment to the policy will be presented at a later meeting. |
| 1. **Adjournment**   There being no further Other Business the meeting adjourned at 2:10 p.m. |

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