**MINUTES**

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| **Meeting:** | **Academic Integrity Subcommittee** | **Date & Time:** | **Wednesday, May 16th, 2018**  **11am to noon** |
| **Location:** | Room 315 Richardson Hall | | |
| **Chair:** | **John Pierce (Professor, Department of English Language and Literature)** | | |
| **Members attending:** | * Johanne Benard (Arts & Science) * Sagal Sharma (AMS & student-at- large) | * Lauren Peacock (SGPS & student-at-large) | |
| **Observer** | * Harry Smith (University Ombudsman) |  | |
| **Regrets** | * Julia Gollner (AMS Academic Affairs Commissioner * Lon Knox (University Secretary) | * Scott Lamourex (Geography and Planning) * Kate Rowbotham (Smith School of Business) | |
| **Administrative Support** | * Roxanna Gholami (Office of the Provost & Vice-Principal Academic) * 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 Johanne Benard, seconded by Sagal Sharma, and agreed to adopt the agenda as circulated. |
| **2. Business Arising from the Minutes & 3. Chair’s Report**  Conditions of Use for Turnitin  *Turnitin* conditions of use for instructors are being created centrally by the university to prevent instructors from using the tool unfairly. In order for instructors to access *Turnitin,* they have to agree to the terms and conditions outlined in the policy. This policy will be available on OnQ later this summer. These conditions outline what is and what is not allowed by the university.  Challenges associated with implementing the conditions of use for instructors include the number of faculties/schools who operate on separate instances and therefore communication with these units have to happen separately. Queen’s is in this position because individual faculties/schools have been using *Turnitin* prior to it being released university-wide. Therefore they have their own owners and controllers that are not part of the centralized governing body. In addition, numerous faculties/schools (such as Engineering and Commerce) were using the system ‘Desire to Learn’ prior to the development of OnQ. If forced to move onto the centralized system, these particular units would lose all analytical data collected from previous years.  Individuals outside of the central governing body are legally obligated to adopt these conditions of use. However, this may be problematic because the tool may be controlled by one particular faulty member and therefore may require negotiations to agree to these conditions. The university is trying to decrease individual ownership of OnQ so that these issues are mitigated.  Development Timeline  The chair noted that the initial goal was for the course creation tool to be ready for distributed on May 1st at the same time as *Day Light* is released. This platform is more user friendly then the version currently in use and it will include a sign-off page for *Turnitin* instructors’ conditions of use. This goal has not been achieved and ITS is unable to confirm when the development will be completed.  If the university is unable to distribute the policy via OnQ, the ITS team will have to circulate the policy through email which may create more technical difficulties.  Spot checking individual students  The draft instructors’ conditions of use policy prohibits the use of *Turnitin* to spot check individual students. *Turniti*n, must be integrated at the beginning of the course, used by the instructor for every student participating in the course and never utilized for an individual assignment flagged as suspicious. Unfortunately, the current version still allows for the potential of this kind of abuse. Both instructors and students have to fully understand the consequences of not abiding to the condition of use.  Student Understanding  If adopted, the *Turnitin* conditions of use for instructors will not be available for students to view them. This means that many students will not be aware of their rights in terms of *Turnitin.* The hope is that these conditions will be integrated into all syllabuses but policing this requirement raises numerous challenges.  Concern was also raised about the lack of communication with students and informing them that *Turnitin* can be used proactively as an educational resource. It is not just an anti-plagiarism tool as students can use the instrument as a draft check of their work.  Effects of *Turnitin* on Pedagogy  *Turnitin* will have an effect on how instructors teach. This tool can affect many aspects of the course including assignment formats, teaching assistant (TA) training, electronic submissions versus hardcopy and deadlines. In order to use *Turnitin* to its full potential, many instructors may have to consider using rolling deadlines as opposed to hard deadlines. These pedagogical changes means that the university must have services in place to support instructors and students.  Research Development Tool of *Turnitin*  The lack of affirmed policies prior to this point has meant that the university has not been able to advertise the use of *Turnitin* widely. With these policies in place, the university can begin to explore the full potential of this application including the research development tool. In order to properly use this feature both instructors and students must be educated about this feature. It was suggested that the Centre for Teaching and Learning (CTL) take responsibility for educating instructors about this feature. This tool allows for more proactive uses of *Turnitin* rather than the punitive control that is normative. It also allows for more interaction between instructors and students in order to improve overall quality of work displayed.  Motion to Approve document as written to be distributed on OnQ  Two changes were proposed   1. Second Sentence of Introduction: instead of “should be aware...” replace with “must comply with…” 2. Item 4: Instead of “should be informed..” replaced with “must be informed”   **It was moved by Johanne Benard, seconded by Lauren Peacock, and agreed to approve the “*Instructor Conditions of Turnitin Use at Queen’s University*” as amended. Vote was passed.** |
| **4. Academic Integrity and Copyright Policy**   1. **Link to Queen’s general copyright Page**   Deferred   1. **Link to Copyright Guidelines for Students and Users of the Library**   Deferred   1. **University of Manitoba guidelines for Students and Academic staff on Sharing Course Materials and Tutoring Services**   Deferred |
| **5. Academic Integrity and Social Media Policy**   1. **Monash University Social Media: Uses Procedures policy**   Deferred |
| **6. Other Business**  There being no Other Business, the meeting adjourned at 12.05 p.m. |