

 **MINUTES**

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

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| **Meeting:** | **Academic Integrity Subcommittee** | **Date & Time:** | **Friday, December 1, 2017 8:30 – 10:00 a.m.**  |
| **Room:** | Richardson Hall Room 315 |
| **Chair:** | John Pierce (Professor, Department of English Language and Literature) |
| **Members:** | * Johanne Benard (Arts & Science)
* Scott Lamoureux (Dept of Geography & Planning)
 | * Lauren Peacock (SGPS student-at-large)
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| **Observers** | * Adam Grotsky (SGPS President)
* Lon Knox (University Secretary)
 | * Victoria Lewarne (AMS Academic Affairs Commissioner)
* Harry Smith (University Ombudsman)

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| **Regrets** | * Jasmine Lagundzija (AMS student-at-large)
 | * Kate Rowbotham (Smith School of Business)
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| **Administrative Support** | * Michael Niven (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. **Welcome & Introductions**

The chair welcomed everyone to the inaugural meeting of the Academic Integrity Subcommittee. Introductions were made.  |
| 1. **Adoption of the Agenda**

**It was moved by Johanne Benard, seconded by Scott Lamoureux, and agreed to adopt the Agenda as circulated.**  |
| 1. **Chair’s Report**

The chair noted that the creation of the Academic Integrity Subcommittee was precipitated by the *Report of the Academic Integrity Working Group Report* which was adopted by Senate in April. The specific recommendation was “…to establish an ongoing joint subcommittee on academic integrity assigned to report periodically to SCAD and SCAP on development related to academic integrity including the feasibility and desirability of reestablishing the Academic Integrity Officer position.” The chair reported on a recent meeting of the Academic Integrity Council of Ontario (AICO) hosted by Ryerson University. AICO provides a forum for academic-integrity practitioners to share information and to promote academic integrity best practices in Ontario universities. The meeting highlighted current trends regarding breaches of academic integrity including: contract cheating, new technologies and social media. Because many Ontario universities have already successfully implemented Turnitin, it is anticipated that Queen’s can learn from other AICO members about this text matching tool. In conclusion, the chair noted that the International Centre for Academic Integrity will hold its annual conference in Richmond, Virginia from March 2-4, 2018. He encouraged interested members to attend.   |
| 1. **Terms of Reference (Academic Integrity Subcommittee and Academic Integrity Roundtable)**

The chair drew attention to the terms of reference for the Academic Integrity Subcommittee. It was noted that the Subcommittee is charged with making recommendations on policy and procedure relating to academic integrity. The Subcommittee will not however, be involved with active ongoing cases of academic integrity. The chair noted that any changes to faculties/schools’ academic integrity documents must align with Senate documents. One existing issue is the framework around the “Requirement to Withdraw”. The Senate policy does not address requiring a student to withdraw permanently from the University. For a variety of reasons, including community safety, some professional schools/programs are advocating for a review of the current policy. The chair also highlighted the responsibility of the Subcommittee to act as a point of reference relating to matters arising from the interpretation of policies and practices. This function will hopefully bring consistency across the university. Lastly, the Subcommittee is required to make an annual report to both SCAD and SCAP. Consideration is being given to including SCAP’s yearly report on the number of academic integrity infractions in the Subcommittee report. The annual reporting function to both SCAD and SCAP may best be facilitated by hosting a joint meeting of these two Senate standing committees. The chair reviewed the mandate of the Academic Integrity Roundtable which is a larger group which serves as an information-sharing and advisory forum for those involved in the implementation and operation of the university’s academic integrity system(s). The Roundtable reports to the Academic Integrity Subcommittee and will advise this group on issues of academic integrity relevant to each Faculty and School. The only member that serves on both the Roundtable and the Subcommittee is the chair.  |
| 1. **Report of the Academic Integrity Working Group**

The chair drew attention to the Report of the Academic Integrity Working Group which was approved by Senate in April. The document’s recommendations are organized under three main headings: Policy and Procedures; Awareness and Education and Review and Renew.  |
| **6. *Turnitin* – Draft Syllabi Statement & Principles**The chair spoke to the recent launch of the text-matching platform *Turnitin* which is integrated with onQ. It was noted that QUFA was in favour of the university adopting this tool which can be used to detect plagiarism and as a draft check for students before they submit their assignments. After a successful pilot project last winter, the tool was launch university-wide in May. Unfortunately, before launching the platform, the university did not ensure that there were proper policies, procedures and supports in place. This has resulted in a number of legal and logistical challenges and a lack of effective communication between students, faculty and the administration. The chair noted that other Ontario universities such as McMaster and the University of Waterloo have developed sets of principles and guidelines around the use of *Turnitin* which may be helpful to Queen’s as it explores best practices. The chair noted that creating a transparent and solid framework around the use of *Turnitin* will be the priority of the Academic Integrity Subcommittee.  |
| **7. Academic Integrity Website**  The chair noted that the current academic integrity website is outdated and has very little content. Work is being done to update the site. It will be proposed at the upcoming Roundtable meeting that each Faculty and School maintained an Academic Integrity landing page that will have some common content including: general policy statement; general faculty-specific statement on AI; information for students; information for instructors; contact person; and, faculty academic regulations on AI. It is important for our students and instructors that there be alignment between the information provided by each faculty and school, the Library and the Centre for Teaching and Learning.  |
| **8. Other Business** There being no Other Business, the meeting adjourned at 9:43 a.m.  |

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