

**MINUTES**

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

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| **Meeting:** | **Academic Integrity Subcommittee** | **Date & Time:** | **Thursday, February 15, 2018, 3:00 – 4:30 p.m.** |
| **Room:** | Richardson Hall Room 215 | | |
| **Chair:** | John Pierce (Professor, Department of English Language and Literature) | | |
| **Members:** | * Johanne Benard (Arts & Science) * Scott Lamoureux (Dept of Geography & Planning) | * Kate Rowbotham (Smith School of Business) | |
| **Observers** | * Lon Knox (University Secretary) | * Victoria Lewarne (AMS Academic Affairs Commissioner) * Harry Smith (University Ombudsman) | |
| **Regrets** | * Adam Grotsky (SGPS President - Observer) * Jasmine Lagundzija (AMS student-at-large) | * Lauren Peacock (SGPS student-at-large) | |
| **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. **Adoption of the Agenda**   **It was moved by Scott Lamoureux, seconded by Kate Rowbotham, and agreed to adopt the Agenda as circulated.** |
| 1. **Adoption of the Minutes**   **It was moved by Johanne Benard, seconded by Kate Rowbotham, and agreed to approve the Minutes of January 11, 2018 as circulated.** |
| 1. **Chair’s Report**   *Turnitin Syllabi Statement*  The chair reported that after consultation with Lon Knox (Secretary of the University and Corporate Counsel) it was determined that the syllabi statement approved by the AI Subcommittee on January 11, 2018 did not require further approval by the Senate Committee on Academic Development (SCAD). The reasons behind this decision were:   * Posting the statement is compulsory as it is a stipulation in the contract between *Turnitin* and Queen’s University * Posting the statement is an administrative decision * The statement does not fall within the framework of a university-wide academic policy     The chair reported that the new official statement will be loaded into onQ and be available to all centrally managed courses. Unfortunately, there is no seamless method to ensure that the syllabi statement is also uploaded to those units who do not subscribe to the central platform, e.g. Smith School of Business, Nursing, and Medicine.  As mentioned last month, the chair reiterated that it is still unclear how many courses are using the *Turnitin* function. In part, this is because ITS does not have solid records on how many instructors have been given permission to use *Turnitin* via independent access.  *AI Annual Report*  The chair report that he has found a disconnect between the onQ Steering Committee and the Academic Integrity Roundtable making it challenging to disseminate accurate information campus-wide. This observation will be included in the chair’s annual Academic Integrity report to Senate. |
| 1. ***Turnitin***   *University of Toronto Guide*  The chair drew attention to the University of Toronto’s guide for *Turnitin*. The chair has reached out to U of T and they have granted permission to use their document as a base for developing a similar Queen’s manual. It was noted that the frequently asked questions section was very useful for instructors.  The meeting continued with an examination of the “Instructor Condition of Use” document circulated with the Agenda. A number of amendments were suggested. Consideration was given to whether or not this document could be used as a legal “sign-off” for instructors. It was noted that in some units, the uploading of courses onto a platform is the responsibility of staff not the instructor.  The “Instructor Condition of Use” document stresses two important stipulations:   1. Students must be informed at the onset of a course that the instructor intends on using *Turnitin*; 2. Students have a right to object to the use of *Turnitin*. In these cases, a reasonable offline alternative must be offered. This could entail: submitting rough work; submitting an annotated bibliography; or, a separate internet search. There was general agreement to leave the alternative methods to deter and detect plagiarism open-ended.   There was discussion around whether or not a student could object to the use of *Turnitin* on an assignment by assignment basis or if they needed to object on a course by course basis.  **Action:** Chair to revise University of Toronto Guide and the “Instructor Condition of Use” document and bring them back to a future meeting of the AI Subcommittee for further discussion. |
| 1. **Other Business – Chinese Tutoring Company Issues**   The meeting continued with a discussion around tutoring companies that prey on students/parents’ anxiety regarding academic success. Kate Rowbotham spoke about the Kingston tutoring company “Comm [Advantage](http://www.commadvantage.ca/)” which position themselves as surrogates of Smith School of Business, and how difficult it is for the University to disassociate and protect venerable students from these types of services.  It has been known that these companies will hold sessions on campus. Often a legitimate student club will book space on behalf of the tutoring company. To deter these sessions two possible solutions were discussed:   1. Amending the existing [Senate Space Management](http://www.queensu.ca/secretariat/policies/senate/space-management-policy) policy to restrict these types of tutoring sessions; 2. Adding caution stickers to posters advertising these types of tutoring sessions.   **Action:** Chair to suggest amendments to the Senate Space Management policy that will deter outside tutoring companies from booking Queen’s space.  The meeting adjourned at 4:15 p.m. |

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