

# MINUTES



## Vice-Provost (Teaching and Learning)

<b>Meeting:</b>	Academic Integrity Subcommittee	<b>Date &amp; Time:</b>	Thursday, January 11, 2018, 1:00 – 2:30 p.m.
<b>Room:</b>	Richardson Hall Room 315		
<b>Chair:</b>	John Pierce (Professor, Department of English Language and Literature)		
<b>Members:</b>	<ul style="list-style-type: none"> <li>Johanne Benard (Arts &amp; Science)</li> <li>Lauren Peacock (SGPS student-at-large)</li> </ul>	<ul style="list-style-type: none"> <li>Kate Rowbotham (Smith School of Business)</li> </ul>	
<b>Observers</b>	<ul style="list-style-type: none"> <li>Adam Grotsky (SGPS President)</li> <li>Lon Knox (University Secretary)</li> </ul>	<ul style="list-style-type: none"> <li>Victoria Lewarne (AMS Academic Affairs Commissioner)</li> <li>Harry Smith (University Ombudsman)</li> </ul>	
<b>Regrets</b>	<ul style="list-style-type: none"> <li>Jasmine Lagundzija (AMS student-at-large)</li> </ul>	<ul style="list-style-type: none"> <li>Scott Lamoureux (Dept of Geography &amp; Planning)</li> </ul>	
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>Michael Niven (Office of the Provost and Vice-Principal Academic)</li> </ul>	<ul style="list-style-type: none"> <li>Peggy Watkin (Office of the Provost and Vice-Principal Academic)</li> </ul>	

### Discussion Item

**1. Adoption of the Agenda**  
 It was moved by Johanne Benard, seconded by Kate Rowbothan, and agreed to adopt the Agenda as circulated.

**2. Chair's Report**  
 The chair reported on the inaugural meeting of the Academic Integrity Roundtable. It was noted that members of the Roundtable are engaged and support Queen's efforts to ensure that Academic Integrity policies are consistent, relevant, and aligned with best practices across the University. The chair noted the lag within most faculties/schools of adopting specific recommendations contained within the *Report of the Academic Integrity Working Group*. Many members of the Roundtable were not aware of basic directives such as adopting a standardized statement of academic integrity on all course syllabi.

The chair reported that there was some confusion about the relationship between the Academic Integrity Roundtable and the Academic Integrity Subcommittee as outlined in each of these group's terms of reference. In the future, there may be a need to revisit the terms to provide clarity around how these two bodies are intended to interact.

The chair also reported that the issue of updating the current academic integrity website was discussed at the Roundtable. There was general agreement that each faculty/school should create a landing page that contains common elements including links to resources across the University.

### 3. *Turnitin*

The meeting continued with a discussion about the text-matching platform *Turnitin*. During discussion the following highlights were recorded:

- At the moment, the University is not controlling the use of onQ and *Turnitin* in any coordinated way. The goal of the Vice-Provost (Teaching and Learning) is to provide consistency and transparency campus-wide;
- The chair verified that Queen's purchased the "Feedback Studio" version of *Turnitin*. This version is designed as a reading/writing tool with an emphasis on integrity for academic endeavours;
- *Turnitin's* main server is on United States soil. However, there are Canadian nodes on which Canadian materials are deposited. There is an option to purchase individual institutional nodes where material can be stored. Queen's opted not to go this route because the "draft option function" is not available with institutional nodes;
- It is important to educate both students and instructors that the percentage of text matching is not a reliable indication that an assignment has been plagiarized;
- There are two ways in which instructors can implement the *Turnitin* function. The first is to access it through onQ. The second is to request permission from ITS for independent access. It remains unclear how many instructors have been given individual permission to use *Turnitin*;
- It is estimated that 99 onQ courses have activated *Turnitin*. It is unclear whether or not this number includes courses in the Smith School of Business;
- *Ithenticate* is a plagiarism detection service designed to meet the needs of researchers including Master's and PhD theses and publishable materials. Currently, Queen's does not have a license for this service;
- Consideration was given to keeping *Turnitin* activated for the remainder of the 2018 Winter term and then relaunching the tool in September once all of the risk factors have been addressed.

**Action:** Chair to contact Smith School of Business regarding their use of text matching software.

#### Syllabi Statement

The chair distributed a revised version of the proposed syllabi statement. The purpose of the syllabi statement is to inform onQ users and to validate the University's contract with *Turnitin*. The Chief Privacy Officer and the University Counsel have reviewed the draft statement and strongly encourage implementation as soon as possible. After discussion, the following Motion was approved.

**It was moved by Lauren Peacock, seconded by Johanne Benard, and agreed that the Academic Integrity Subcommittee recommend to SCAD that courses using *Turnitin* must include in their syllabus materials the following statement informing students about the use of *Turnitin* in their course:**

#### *Turnitin statement*

*This course makes use of Turnitin, a third-party application that helps maintain standards of excellence in academic integrity. Normally, students will be required to submit their course assignments through onQ to Turnitin. In doing so, students' work will be included as source documents in the Turnitin reference database, where they will be used solely for the purpose of detecting plagiarism.*

*Turnitin is a suite of tools that provide instructors with information about the authenticity of submitted work and facilitates the process of grading. Turnitin compares submitted files against its extensive database of content, and produces a similarity report and a similarity score for each assignment. A similarity score is the percentage of a document that is similar to content held within the database. Turnitin does not determine if an instance of*

*plagiarism has occurred. Instead, it gives instructors the information they need to determine the authenticity of work as a part of a larger process.*

*Please read [Turnitin's Privacy Pledge, Privacy Policy, and Terms of Service](#), which governs users' relationship with Turnitin. Also, please note that Turnitin uses cookies and other tracking technologies; however, in its service contract with Queen's Turnitin has agreed that neither Turnitin nor its third-party partners will use data collected through cookies or other tracking technologies for marketing or advertising purposes. For further information about how you can exercise control over cookies, see [Turnitin's Privacy Policy](#):*

*Turnitin may provide other services that are not connected to the purpose for which Queen's University has engaged Turnitin. Your independent use of Turnitin's other services is subject solely to Turnitin's Terms of Service and Privacy Policy, and Queen's University has no liability for any independent interaction you choose to have with Turnitin.*

**Action:** Forward *Turnitin* statement to the Senate Committee on Academic Development (SCAD) for recommendation for approval at Senate. Circulate *Turnitin* statement to Academic Integrity Roundtable for information.

#### Turnitin Guidelines

The chair drew attention to the McMaster University landing page and the University of Toronto's *Turnitin* Guidelines circulated with the Agenda. It was noted that Queen's is aspiring to have two sets of guidelines – one for students and one for instructors. Ideally, the guidelines will articulate why Queen's endorses the use of *Turnitin* and emphasize that it is a tool for teaching and learning.

**Action:** Members to review the materials with an eye to what is missing in the U of T guidelines and how to make the documents less directive. Suggestions/comments to be sent to either the chair or the secretary. Based on feedback, chair to draft Queen's guidelines.

#### Purpose of using Turnitin.com

The meeting continued with a brief discussion about the Purpose statement circulated with the agenda. Minor amendments were suggested including language that emphasizes that *Turnitin* is a learning/drafting tool. The University Ombudsman questioned the bullet stating that students may opt out by presenting "reasonable grounds". He pondered what would qualify as "reasonable grounds".

#### **4. Other Business – Policies for Tutoring Services**

Due to time constraints this item was deferred to a future meeting of the Academic Integrity Subcommittee.

The meeting adjourned at 2:27 p.m.