

**MINUTES**

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

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| **Meeting:** | **Academic Integrity Roundtable** | **Date & Time:** | **Friday, February 23, 2018 – 11:00 – Noon** |
| **Room:** | Room 118 Richardson Hall | | |
| **Chair:** | John Pierce (Professor, Department of English Language and Literature) | | |
| **Members Present:** | * Diane Beauchemin (SCAP Delegate) * Rebecca Carnevale (Education) * Haley Everson (Arts & Science) * Atul Jaiswal (SGPS Delegate) | * Susan Korba (Student Affairs) * Kelley Packalen (Smith School of Business) * Jenn Stephenson (SCAD Delegate) | |
| **Members Regrets** | * Lynann Clapham (FEAS) * Heather Cole (Law) * Leslie Flynn (Health Sciences) | * Carla Namkung (AMS Delegate) * Marta Straznicky (School of Graduate Studies) | |
| **Observers Present** | * Lon Knox (University Secretary) | * Harry Smith (University Ombudsman) | |
| **Observers**  **Regrets** | * Victoria Lewarne (AMS Academic Affairs Commissioner) * Adam Grotsky (President SGPS) | * Nasser Saleh (University Librarian Delegate) * Sue Fostaty-Young (Centre for Teaching and Learning) | |
| **Administrative**  **Support** | * Michael Niven (Office of the Provost & Vice-Principal Academic) | * Peggy Watkin (Office of the Provost & Vice-Principal Academic) | |

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| **Discussion Item** |
| 1. **Adoption of the Agenda**   **It was moved by Diane Beauchemin, seconded by Haley Everson, and agreed to adopt the Agenda as circulated.** |
| 1. **Approval of the Minutes**   **It was moved by Diane Beauchemin, seconded by Atul Jaiswal, and agreed to approve the Minutes of December 6, 2017 as circulated.** |
| 1. **Chair’s Report**   *Turnitin Syllabi Statement*  The chair drew attention to the *Turnitin Syllabi Statement* circulated with the Agenda. It was reported that the wording of the *Statement* had been vetted by the University Counsel, Privacy Officer and the Academic Integrity Subcommittee. Posting of the *Statement* is compulsory as it is a stipulation in the legal contract between *Turnitin* and Queen’s University. The chair reported that the new official statement has been loaded into onQ and is 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. The chair stressed that the goal of the Central Administration is to have all identified risk factors mitigated before *Turnitin* is relaunched in September.  Lon Knox, University Secretary and Corporate Counsel, confirmed that all faculties and schools should incorporate the new *Turnitin Syllabi Statement* into their systems and report the change to their respective Faculty Boards.  The meeting continued with an examination of the “Instructor Condition of Use” document circulated with the Agenda. Consideration was given to whether or not this document could be used as a legal “sign-off” for instructors since in some units, the uploading of courses onto a platform is the responsibility of staff not the instructor.  Kelley Packalen spoke to her experience of using *Turnitin* in the Smith School of Business. It was reported that Commerce instructors can activate the tool on an assignment by assignment basis. For example, if students are required to submit a copy of their resume, this assignment would not be subjected to a *Turnitin* check. At Smith, *Turnitin* cannot be used retroactively. There was discussion about the fair and equable use of the tool and installing a mechanism that exempts assignments that a zero grade.  **Action:** Chair to explore if Smith School of Business is covered under Queen’s overarching *Turnitin* contract or a separate agreement. |
| 1. **Outside Tutoring Companies**   The chair drew attention to the documents regarding Chinese Tutoring Companies circulated with the Agenda. In particular the chair noted sections 3 (space), 4 (advertising) and 5 (counter messaging). Members reported that the presence of outside tutoring companies is endemic on campus and all prey on student’s anxiety about academic success. Some companies such as [Comm Advantage](http://www.commadvantage.ca/) position themselves as surrogates of academic units. Unfortunately, many students assume that these services are sanctioned by the University and do not understanding the potential risk for academic offenses. Nor is it obvious where students can find help in determining if a tutoring company is legitimate or not. It was suggested that students require more education about potential violations of academic integrity associated with these groups. **[John, Susan Korba mentioned that SASS has info on their web page but when I went to the page it said there was nothing to display so I would suggest that we leave this out of the Minutes. Thoughts….]**  The meeting continued with a discussion about the lack of in-house tutoring and the value of peer-to-peer tutoring. It was reported that Ryerson has focused on expanding its in-house tutoring services and now has dedicated space in its Student Centre.  **Action:** Chair to suggest amendments to the Senate Space Management policy that will deter/prevent outside tutoring companies from booking Queen’s space. |
| 1. ***Turnitin* University of Toronto Guide**   The chair drew attention to the *Turnitin* University of Toronto Guide circulated with the Agenda. It was noted that U of T has granted Queen’s permission to use their Guide as a foundation for our own document. The chair asked members to review the document and send any comments/questions to [Michael Niven](mailto:m.niven@queensu.ca).  **Action:** Chair to create a Queen’s University *Turnitin* Guide that contains a Q & A section for instructors. |
| 1. **Other Business**   It was noted that there are a number of inconsistencies between the current Academic Integrity Senate Policy and the procedures of some faculties/schools. The chair acknowledged the need to review the Senate Policy and asked Roundtable members to contact him directly with current challenges so that a list of potential updates could be comprised and taken to legal counsel for her input. Members identified the following concerns: requirements to withdraw; cross-faculty processes; content of annual Senate report; and, record keeping for “non-finding” cases.  **Action:** Chair to initiate process of Academic Integrity policy review during 2018-2019 academic year.  There being no Other Business the meeting adjourned at Noon. |

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