

**MINUTES**

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

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| **Meeting:** | **Academic Integrity Roundtable**  | **Date & Time:** | **Thursday, March 5, 2020** **2:30 to 4:00 p.m.** |
| **Room:** | Richardson Hall Room 315 |
| **Chair:** | John Pierce, Vice-Provost (Teaching and Learning) |
| **Members****Present:** | * Tracy Brons (FEAS)
* Monica Corbett (SGS)
* Leslie Flynn (Health Sciences)
* Shikha Gupta (SGPS Delegate)
* Kody Klupt (SCAD Delegate)
* Susan Korba (Student Affairs)
 | * Marianna Kontopoulou (FEAS)
* Alana Korczynski (DBMS)
* Patrick Oosthuizen (SCAP Delegate)
* Harry Smith (Smith School of Business)
* Nancy Somers (Law)
* Anna Taylor (BISC) [via Zoom]
* Sue Fostaty Young (CTL)
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| **Observers****Present:**  | * Lavonne Hood (University Ombudsman)
 | * Mark Swartz (University Librarian Delegate)
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| **Administrative****Support** | * Peggy Watkin (Office of the Provost & Vice-Principal Academic)
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| **Regrets** | * Jeremy Ambraska, David Bath, Rebecca Carnevale, Melinda Chelva, Lon Knox and Claire O’Brien
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| **Guests** | * Mel Cote (for Claire O’Brien) and Denise Stockley (Professor and Scholar in Higher Education)
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| **Discussion Item** |
| Opening Before the meeting was called to order, the Chair acknowledged Queen’s University’s presence on the traditional lands of the Haudenosaunee and Anishinaabe. A round of introductions were made.  |
| 1. **Agreement on the Agenda**

It was agreed to accept the Agenda as circulated.  |
| 1. **Agreement on the Minutes of November 7, 2019**

It was agreed to accept the Minutes of November 7, 2019 as circulated.  |
| 1. **Business Arising from the Minutes**
2. **Update on Academic Integrity App (onQ course)**

The Chair reported that the University of Waterloo continues to work on extracting the content of their Academic Integrity app for Queen’s. Once the content is transferred, the University will create an onQ course and pilot the tool before making it available university wide. 1. **Definition of *Intellectual Property* Offence and Update to Faculty/Schools’ Policies**

The Chair reminded members of the Roundtable that all Faculties/Schools are required to add the new *Intellectual Property* offence into their official regulations. The new departure should be implemented as of September 2020. The addition into the regulations through Faculty Boards will be part of the publicizing of the new offence and the beginning of educating the Queen’s community about this new requirement. Members of the Roundtable were asked to notify either the Chair or the Secretary once their Faculty/School regulations were updated. |
| 1. **Chair’s Report**
2. **AICO (Academic Integrity Council of Ontario) Listserv**

The Chair informed members of the Roundtable that the AICO (Academic Integrity Council of Ontario) has a Listserv that connects staff and faculty from several universities and colleges across the province. AICO’s mandate is to support collaboration and share best practices with other post-secondary institutions across Ontario. If anyone wished to join the Listserv, they should send their request to quqap@queensu.ca The Chair also noted that the Spring AICO meeting will be held on Thursday, May 28th at York University. More details will be available closer to the date.1. **Academic Integrity Survey – March 2020**

The Chair noted that a university-wide student survey, focused on better understanding the students’ experiences and academic integrity, will be circulated later this month. The Principal Investigators are Professors Kelley Packalen and Kate Rowbotham in the Smith School of Business. The research results will be shared with the Roundtable at a future meeting.  |
| New Business  |
| 1. **Academic Integrity Case Summary Template**

The Chair welcomed Denise Stockley (Professor and Scholar in Higher Education) and invited her to speak to a *Qualtrics* survey created for Faculties/Schools to use for future annual academic integrity case summary reports. It was noted that the template was based on the original *Word* document utilized by the Office of the University Registrar and recommendations from the *Final Report on Annual Academic Integrity* document written by Michael Niven. During discussion the following highlights were recorded:* Modifications/additions made in the *Qualtrics* survey tool include the ability to collect data on the impact of *Turnitin,* additional space for comments, additional space to record the number of cases involving technology and, additional space to record the number of cases involving students enrolled in another Faculty/School;
* *Excel* is compatible with *Qualtrics* and information can be easily transferred between the two programs;
* *Qualtrics* allows for permissions to be assigned to the end user in each Faculty/School. Special consideration will be given to recording offences at the BISC because they enroll students from several faculties;
* Currently, there are no mechanisms to record the number of cases that don’t result in a finding;
* All Faculties/Schools struggle with gather information from Instructors. When considering new Academic Integrity procedures it will be important to simplify the process for academic staff;
* There was general agreement that if a case is dismissed, after the Instructor has investigated and engaged with the student, written notice of the acquittal should be provided to the student.

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| 1. **Overview of Academic Integrity Process**

The Chair drew attention to the graphic, circulated with the Agenda, outlining the academic integrity process. There were no questions or comments. |
| 1. **Academic Integrity Offences**

The Chair drew attention to the document that outlines the six academic integrity offences currently listed in Queen’s *Academic Integrity Procedures – Requirements of Faculties & Schools* policy. They are*, Plagiarism, Use of Unauthorized Materials, Facilitation, Forgery*, *Falsification* and *Intellectual Property*. In addition to these six, Smith School of Business and the Faculty of Arts and Science collect data on *Unauthorized Collaboration*. Arts and Science also collects data on an eighth offence, *Failure to Abide by University Regulations.* The Chair opened the floor for discussion about expanding the number of official offenses. He reported that many institutions use the simple offence of *Cheating*. Others have updated their policies to include *Contract Cheating* (situation where a student engages a third party to complete assignments and submits it for assessment/credit. The exchange does not necessarily involve the exchange of money). The Chair reported that at a recent Academic Integrity Subcommittee meeting there was a discussion about not relying on specific offences but rather falling back on the fundamental values of Academic Integrity: *Honestly, Trust, Fairness, Respect, Responsibility* and *Courage.* It was noted that some North American institutions of higher education have written their policies around these fundamental values that are central to the development and sharing of knowledge. The meeting continued with a brief discussion around the benefits/disadvantages of having “levels” of offences. There was general agreement that the University should strive to have: consistency across all degree programs; improved training for instructors; and, implementation of a warning system for students’ first offences. |
| 1. **Draft Email Templates for Instructor Use**

The Chair drew attention to the draft email templates for Instructors’ Use that were circulated with the agenda. It was noted that Instructors could customize the templates to fit their individual cases. The goal is to have the email templates available to Instructors by the 2020-2021 academic year.Lavonne Hood remarked that the Office of the University Ombudsperson is not able to provide students with faculty advisors as stated in some of the emails. Anna Taylor noted that circumstances at the BISC are different than main campus and students are assigned a faculty advisor.There were observations that the emails were too lengthy and contained information that was redundant with the content of the draft *Notice of Investigation, Notice of Finding and Dismissal* temples circulated with the Agenda. The Chair stated that the email templates will be revised prior to approval by the Academic Integrity Subcommittee.  |
| 1. ***Notice of Investigation, Notice of Finding* and *Dismissal Template***

The Chair drew attention to the draft consolidated Academic Integrity template. There was agreement that amalgamating the *Notice of Investigation, Notice of Finding* and *Dismissal Template* into one form, as suggested by the Academic Integrity Subcommittee, would only elevate student anxiety**.** It was recommended that the “Resources for Students” portion of the template be made available to Instructors prior to their first class.  |
| 1. **Other Business**

There being no Other Business the meeting adjourned at 3:55 p.m. |
| **Next Meeting: TBA**  |

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

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