

## MINUTES

### Vice-Provost (Teaching and Learning)

<b>Meeting:</b>	<b>Academic Integrity Roundtable</b>	<b>Date &amp; Time:</b>	<b>Monday November 8, 2021 9:00 – 10:30 a.m.</b>
<b>Location:</b>	<b>Online</b>		
<b>Chair:</b>	Klodiana Kolomitro, Associate Vice-Principal (Teaching and Learning) (Teaching and Learning)		
<b>Members Present:</b>	<ul style="list-style-type: none"> <li>• Anna Taylor (BISC)</li> <li>• Harry Smith (Business)</li> <li>• Rebecca Carnevale (Education)</li> <li>• Marianna Kontopoulou (FEAS)</li> <li>• Tracy Brons (FEAS)</li> <li>• Nancy Somers (Law)</li> <li>• Libby Hearn (FAS)</li> <li>• Leslie Flynn (Health Sciences)</li> <li>• Monica Corbett (SGS)</li> </ul>	<ul style="list-style-type: none"> <li>• Susan Korba (SASS)</li> <li>• Alana Korczynski (BHSc &amp; Biochemistry)</li> <li>• Andy Leger (CTL)</li> <li>• Laura Devenny (AMS)</li> <li>• Jennifer Li (SGPS)</li> <li>• Stephanie Forster (Student Representative – SCADP Representative)</li> <li>• Kimberley Bremner (FEAS)</li> <li>• Andy Lager (Centre for Teaching and Learning)</li> </ul>	
<b>Observers Present:</b>	<ul style="list-style-type: none"> <li>• Lavonne Hood (University Ombudsperson)</li> <li>• Matthew Mellon (AMS Exec)</li> </ul>	<ul style="list-style-type: none"> <li>• Mark Swartz (University Librarian Delegate)</li> </ul>	
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>• Claire O'Brien (Office of the Provost &amp; Vice-Principal Academic)</li> <li>• Matt Rahimian (Office of the Provost &amp; Vice-Principal Academic)</li> </ul>		
<b>Regrets</b>	<ul style="list-style-type: none"> <li>• Arts and Science representative, Leslie Flynn (Health Sciences), Shikha Gupta (SGPS), Lon Knox (University Secretary), Anthony Lomax (SGPS), Anna Taylor (BISC)</li> </ul>		
<b>Guests</b>	<ul style="list-style-type: none"> <li>• Melissa Seal (Legal Counsel)</li> </ul>		

#### Opening

First, the Chair acknowledged Queen's University's presence on the traditional lands of the Haudenosaunee and Anishinaabe peoples.

A round of introductions was made.

#### 1. Agreement on the Agenda

The agenda was approved as circulated.

#### 2. Agreement on the Minutes of March 5, 2020

It was agreed to accept the minutes of March 16, 2021, as circulated.

### 3. Chair's Report

The chair reported that the Academic Integrity Procedures – Requirements of Faculties and Schools was approved by the Senate in October 2021. She mentioned that the Academic Integrity Coordinator has been appointed in the Office of the Provost and Vice-Principal.

There was a request for the Academic Integrity Roundtable Terms of References to be circulated. About the reporting structure, the AIRD reports to the AISC. The chair will investigate the reporting nature of the AI Roundtable.

The Academic Integrity Office has been developing some resources such as an Academic Integrity Promotion Guide, a guide for faculty to address departures from academic integrity, a guide for students to understand the process of academic integrity investigation, and a short guide for the QUQAP.

An AI campaign was launched through collaboration between the Academic Integrity Coordinator and SASS. The AI website is being updated and a link will be shared with the AI Roundtable members.

The chair provided a summary of the AI Departures for the 2020-2021 academic year. There has been an increase in the number of departures since 2016.

### New Business

### 4. Use of Technology

There was a question about when Examity was first used? The answer was that it has been used widely since 2020. It is speculated that administering exams online might be related to an increase in the number of AI departures. Using technology without proper vetting might cause some issues. However, both Turnitin and Examity have been approved for use at the University.

Next, it was explained that working groups on exams are still operational with less frequent meetings. There has been a suggestion to make ad hoc groups more permanent. An issue with Examity data protection was mentioned. There is a concern that they might sell data to other companies. Social media groups, such as Whatsapp groups, and the use of Turinitin are two other topics, related to exam safety, that need to be considered, although Turitin would register and make plagiarism more challenging.

BISC has decided not to use e-proctoring software. Other institutions that have used such software have reported various issues. Using material to promote academic integrity in exams has proven to be more effective.

### 5. Promoting Academic Integrity

The importance of emphasizing the promotion of academic integrity, as a deterring factor to AI departures, was discussed.

Concern was shared that some students' work might get reused. Next, there was a discussion on the use of Examity in light of the new procedures.

### 6. Changes in the new [Academic Integrity Procedures – Requirements of Faculties and Schools](#)

The new Academic Integrity Procedures have been approved by the Senate. In the new procedures, when an instructor suspects a possible departure from academic integrity, before contacting the student, they first do an initial investigation to make sure there are enough grounds to pursue an investigation. If the instructor continues to suspect a departure and contacts the student, but upon investigation finds no grounds to support an AI departure, then they use a "dismissal of the case" form. In the new procedures, there are two levels of departure identified as Level I and Level II. Usually, level I departures include first-time departures, or departures that do not jeopardize a significant portion of the final mark, or when done by new students or

students who are new to the field. On the other hand, Level II departures include departures that violate major integrity of the course assessment, subsequent departures, departures of significant nature, departures causing reputation damage to the institution, or departures by subsequent year students. Level I findings will stay on the student file for a shorter time compared to Level II findings. For exchange or visiting students, a copy of the departure record will be shared with their home institution.

In the new procedures document, grounds for appeals are limited to two grounds. This change would have practical implications for the faculties and schools and is speculated to lower their appeal workload. Another change in the procedures is the inclusion of the core values of academic integrity as grounds to establish AI departures.

### **7. Remedial Actions for Academic Integrity Departures**

Next, there was a brief discussion that SASS resources are helpful with remedial actions. However, the instructors need to be aware of such options. The chair suggested that the VPTL Office work with SASS to create a guiding document for such processes.

The faculty of Engineering and Applied Science has integrated the Academic Integrity Module into OnQ and the module has been used as a remedial action. However, some challenges might exist with enforcing the module completion.

The chair emphasized using more proactive approaches to address academic integrity matters.

There are a variety of practices that can be used to promote AI depending on the instructor. The practices are not formalized, and a formalized approach might help.

Some of the AI priorities include implementing the new procedures consistently and creating educational resources, such as a video on the citation.

The AI Module could be assigned as a sanction. Additionally, SASS has developed an online customizable resource for citation.

At Smith School of Business, the sanction decision-maker has an option to assign an educational component as a part or the whole sanction. Following that, if the student fails to meet the deadline for the educational component, more severe sanctions can be assigned.

Next, there was a request to reconsider the use of “dismissal” in the “Notice of Dismissal of Alleged Departure from Academic Integrity” as seeing the word “dismissal” might cause unnecessary stress for the students when they receive such communications.

### **8. Online Reporting System**

Matt reported on his experiments with using the Advocate system for AI departures. After trials, it is evident that additional personnel is needed for its successful operation. The VPTL Office has looked into asking a company to develop an integrated system, and Purely Interactive company can build that system for us.

### **9. Academic Integrity Culture Shift**

There was a discussion that a shift in the culture of academic integrity is necessary. Additionally, creating consistency in messaging about AI would be useful.

At BISC, there have been attempts in building a community among students and it has had positive impacts on students’ academic integrity practices. There has also been positive feedback from instructors on these community-building practices. Academic integrity should become an ongoing discussion. At BISC, the focus is on using appropriate assessment practices.

### **10. Training for Faculty**

The VPTL Office is developing some training workshops for the faculties. It would be beneficial for the AI coordinator to shadow some meetings when schools or faculties are addressing AI departures.

**11. Other Business**

There was no other business, and the meeting adjourned at 10:29.

**Next Meeting: TBA**