

**MINUTES**

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

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| **Meeting:** | **Academic Integrity Subcommittee** | **Date & Time:** | **Monday, October 1, 2018, 1:00 – 2:30 p.m.** |
| **Room:** | Richardson Hall Room 315 | | |
| **Chair:** | John Pierce (Professor, Department of English Language and Literature) | | |
| **Members Present:** | * Johanne Benard (Arts & Science) | * Sagal Sharma (AMS student-at-large) | |
| **Observers Present:** | * Julia Gollner (AMS Academic Affairs Commissioner) | * Heather Cole (University Ombudsman) | |
| **Guest** | Mark Swartz (Copyright Manager, Queen’s Library) | | |
| **Regrets** | * Lon Knox (University Secretary - Observer) * Scott Lamoureux (Dept of Geography & Planning) | * Tyler Morrison (SGPS President – Observer) * Lauren Peacock (SGPS student-at-large) | |
| **Administrative Support** | * Tanya Iakobson (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. **& 2.** Due to lack of quorum, adoption of the agenda and approval of the minutes werewaived. |
| 1. **Business Arising from the Minutes**   None identified. |
| 1. **Chair’s Report**   *Annual Report to SCAD/SCAP*  The chair drew attention to the Academic Integrity Subcommittee’s annual report to SCAD and SCAP. It was noted that in addition to the future action items listed in the report, work on the review of the *Senate Policy on Academic Integrity Procedures – Requirements for Faculties and Schools* will continue. Because this document forms the basis of all individual faculty and school policies, this review needs to be completed before a review of the individual faculty and school processes and procedures documents can proceed.  *Academic Integrity Case Summary 2016-17*  The chair drew attention to the academic integrity case summary from 2016-17 circulated with the agenda. The data for this report is requested annually from faculties and schools by SCAP. The template used to collect the data includes space to record the number and type of academic integrity issues or cases dealt with. The summary is provided to SCAP and then Senate, normally in November, for information.  The meeting continued with a discussion around whether or not the Academic Integrity Subcommittee had any future role to play with gathering the statistics, commenting on the report, and/or analyze the data. Going forward, one challenge of taking on a more active role will be the lack of resources for the AI Subcommittee.  It was agreed that the report contains valuable information that could be used to promote academic integrity and the AI Subcommittee, at the very least, should have the opportunity to comment and highlight trends. It was suggested that when analyzing the report it will be important to breakdown the types of departures so the university can address the lack of education on a particular offence. Consideration was also given to the correlation between the introduction of *Turnitin* and the number of departures recorded.  *Course Creation Tool (Daylight)*  The chair reported that a new course creation tool was launched in September for *onQ*. The *Instructor’s Conditions of Use* has been preloaded into *onQ* and instructors must agree to the conditions before they can access *Turnitin*. There is also a new module, located under university and course policies, informing students about the conditions of use for *Turnitin*. Unfortunately, if a course has been rolled over year-after-year and predates the installation of *Turnitin*, the message will not preload.  *Intervention Stickers*  The chair thanked Tanya Iakobson for creating an intervention sticker that could be used on posters/flyers advertising outside tutoring companies. Before distributing the stickers, Mark Swartz recommended that the university counsel be consulted to ensure there are no slander/libel issues.  *Vice-Provost (Teaching and Learning) Budget Submission*  The chair noted that the Vice-Provost (Teaching and Learning) requested funds to create a new grade 8 staff position (*University Academic Integrity Coordinator*) in the 2019-20 budget submission. It is unlikely that the position will be approved this year by the Provost’s Advisory Committee on the Budget, but it does signal to the senior administration that more resources need to be allocated to academic integrity. |
| 1. ***Sharing Course Materials and Tutoring Services***   The chair welcomed Mark Swartz and invited him to speak about sharing course materials and tutoring services. He noted that the purpose of the memo was to ultimately warn people about the consequences of reselling intellectual property. A more condensed version of the memo to students and academic staff was handed out at the meeting. Two sections were removed: the section on what students are allowed to do was deleted upon recommendation from the university counsel; and, the section on seeking permission from your instructor was removed because it was determined that this information was out of scope for this memo. The chair noted that the facts in these two sections are very valuable and he hoped that the information could be utilized on the new website. During discussion the following highlights were recorded:   * All universities are struggling with communicating to students the implications of uploading course materials to note-sharing websites or providing course materials to commercial study prep services; * In Canada intellectual property rests with the individual; in the United States it rests with the institution; * Commercial study prep services are becoming more aggressive and litigious. To avoid legal complications Queen’s will not refer to these companies by name; * Often, it is not innate to students that sharing their instructors material is inappropriate because of how normal it is for their generation to share information through social media; * It was suggested that one way to get the word out to students is to create a poster campaign about infringements of intellectual property; * The memo is intended to advice students and instructors and is not equivalent to an approved Senate policy; * It is important that students are informed formally about the implications of uploading course materials to note sharing websites or providing course materials to private tutoring agencies; * Ideally, the memo will go out to all students and instructors at the same time the new academic integrity website is launched. Consideration was given to how best to distribute the information to students. Direct email is often not the best form of communication. Suggestions included adding information to all syllabi, providing instructors with a slide, and/or talking to instructors who teach the courses most targeted by the exam prep companies (e.g. Psych 100; Econ 110).   Members were invited to send any comments or concerns about the memo to the chair. |
| 1. **Amendments to the Interim Policy on Booking University Space**   Due to lack of quorum this action item was deferred to a future meeting. |
| 1. **Academic Integrity Website**   Prior to the meeting, members were invited to surf the updated academic integrity website prior to its launch. The chair noted that certain sections of the website are incomplete such as the links connecting the library, student success, and the writing centre. It was recommended that under the “contact us” page, faculty specific contacts should be listed.  Members were encouraged to send any updates/typos/suggestions to [Tanya Iakobson](mailto:ti11@queensu.ca). The plan is to launch the new website by the end of the month. |
| 1. **Communication from the Office of the University Ombudsman**   The chair drew attention to the communication from the office of the university ombudsman regarding USAB’s recommendation that the university-wide sanction for forgery should be a requirement to withdraw for a period of one-year. It was noted that best practices does not advocate for commonly imposed penalties and requirements to withdraw are not easy to impose. Concern was raised about the harshness of this sanction for a first offence and the harmful repercussions it would have on the student. Heather Cole empathized that students needed to be treated fairly and there is a continuum on which departures from academic integrity occur. For example, forging a doctor’s note is less serious than forging a diploma or transcript. In her new role of University Ombudsman, Dr. Cole stated that she will investigate further the details of the case that prompted USAB to make their recommendation. |
| 1. **International Day of Action Against Contract Cheating**   The chair noted that Queen’s had been invited to participate in the *International Day of Action Against Contract Cheating* on October 17th. Institutions are encouraged to start a whiteboard campaign to educate students and instructors about contract cheating. The chair noted that he had concerns about the wording of the declaration institutions were encouraged to sign. He also pondered if it would be more effective if student organizations took the lead on the international day of action. Sagal Sharma reported that ASUS did consider participating but the invitation to take part came too late to organize an effective campaign. |
| 1. **Other Business**   *Length of Terms for Academic Integrity Subcommittee Members*  The chair noted that when the composition of the Academic Integrity Subcommittee was being finalized no terms were assigned to members. Normally, faculty members serve 2 or 3 years on senate committees and students serve 1 to 2 years. Due to time constraints this item was deferred to a future meeting. |
| 1. **Adjournment**   There being no further Other Business the meeting adjourned at 2:27 p.m. |

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