

**MINUTES**

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

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| **Meeting:** | **Academic Integrity Roundtable** | **Date & Time:** | **Thursday February 17, 2022 8:30- 10 a.m.** |
| **Location:** | **Online** | | |
| **Chair:** | Klodiana Kolomitro, Associate Vice-Principal (Teaching and Learning) (Teaching and Learning) | | |
| **Members**  **Present:** | * Harry Smith (Business) * Marianna Kontopoulou (FEAS) * Nancy Somers (Law) * Libby Hearn (FAS) * Monica Corbett (SGS) * Lon Knox (University Secretariate) * Susan Korba (SASS) * Alana Korczynski (BHSc & Biochemistry) | * Laura Devenny (AMS) * Jennifer Li (SGPS) * Stephanie Forster (Student Representative – SCADP Representative) * Kimberley Bremner (FEAS) * Andy Leger (Centre for Teaching and Learning) | |
| **Observers**  **Present:** | * Lavonne Hood (University Ombudsperson) | * Mark Swartz (University Librarian Delegate) | |
| **Administrative**  **Support** | * Matt Rahimian (Office of the Provost & Vice-Principal Academic) | | |
| **Regrets** | * Anna Taylor (BISC) * Leslie Flynn (Health Sciences) * Rebecca Carnevale (Education) * Tracy Brons (FEAS) | | |
| **Guests** | * Melissa Seal (Legal Counsel), Kelley Packalen (Business) | | |
| 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. | | | |
| 1. **Agreement on the Minutes of November 8, 2021**   It was agreed to accept the minutes of November 8, 2021, as circulated. | | | |
| 1. **Chair’s Report**   The chair reported that there had been an increase in the number of academic integrity (AI) departures. Other post-secondary institutions are not all willing to share their departure statistics.  Next, the chair reminded members that in cases that there is a conflict between current faculty/school guidelines and the Academic Integrity Procedures, the procedures document takes precedence until faculties and schools update their guidelines.  One of the members explained that for those faculties who have not changed their internal guidelines, there are a few primary steps they can take:   1. Find the language discrepancies between the new AI Procedures document and their guidelines. 2. Decide on the levels of appeal applicable in their faculties/schools. 3. Determine the responsible bodies for appeals.   The chair mentioned that Matt could help in interpreting the [Academic Integrity Procedures](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools).  Next, the chair reported on the AI website. There was a request for a note on top of the Forms Section encouraging faculty members to refer to their faculty/school websites for customized forms.  The Ombuds Office has developed some educational resources on academic integrity matters.  Another member mentioned that they found the Q&A section of the website useful and interesting.  Student Academic Success Services (SASS) has collaborated with the AI Coordinator on several projects. | | | |
| New Business | | | |
| 1. **SASS AI Education Procedures Proposal**   SASS has developed an educational procedure as a remedy/sanction for some AI departures. The VPTL Office has been helping with the development. There was a question on what support is available at SASS in addition to writing support and plagiarism prevention? In addition to writing support, SASS can provide support in study skills and time management. The AI Educational Process can be used as a module, too. | | | |
| 1. **Big case scenarios**   First, the chair thanked the departments who shared the unusual case scenarios. Then, the group was assigned to breakout rooms to discuss various cases.  After the group discussions, some members shared notes and asked follow-up questions.  One question was on considering the exam type and setup and investigating whether the design was preventing departures or not.  One of the members asked about how we can make academic integrity more engaging for the students.  The chair commented that AI is discussed during orientations. Additionally, we need to think of a different approach to tackle AI challenges. Another member discussed that an issue might be cultural.  The HREO courses make it easy to track module completion | | | |
| 1. **Academic Integrity Roundtable Terms of References**   The new terms of references were approved by the members as circulated. The motion was moved by Andy Leger and seconded by Stephanie Forster. | | | |
| 1. **Online reporting system**   The chair reported that the AI coordinator was investigating online reporting systems. While a useful system, the Advocate System is not a suitable one for us. It can not be integrated into our university system, and it demands dedicated personnel in each faculty/school.  The chair asked if an online reporting system was needed?  One member mentioned that a system could be helpful because it makes data management and organization easier.  Another member explained that faculty members are overwhelmed with using multiple systems; learning to operate a new system is excessive.  Another member commented that faculty members complain about the amount of labour they put into filling out forms, and using an automated system would help them. | | | |
| 1. **Academic Integrity Priorities**   A member mentioned that the AI coordinator offered to provide training on various academic integrity matters. AI training would be helpful for the SASS advisors. The advisors can support students’ understanding of the sanctions.  The Ombudsperson Office focuses on helping students find out what is next and their options at various stages of academic integrity departure investigation. | | | |
| 1. **Training for Faculty**   A workshop has been developed for faculty members on addressing departures from academic integrity. Dr. Rahimian explained that he could adjust and modify the workshop to meet the different needs of faculties and schools. | | | |
| 1. **Other Business**   There being no other business, the meeting adjourned at 09:58. | | | |
| **Action Items:**   1. Add a notation on the top of the Forms Section on the AI Website to encourage faculty to consult their faculty/school for customized forms. (Matt-Done) 2. SASS continues to work on the AI Education Procedures proposal. (Susan Korba-Matt will collaborate) 3. To share concerns with the Assessment Practices Taskforce about promoting academic integrity in online exams. (Klodiana) 4. Investigations about an online reporting system (Klodiana and Matt – To find out about the budget) 5. AI Training (Matt) | | | |
| **Next Meeting: TBA** | | | |