# Minutes

Vice-Provost (Teaching and Learning)

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| Meeting: | Academic Integrity Subcommittee | Date & Time: | Friday, May 1, 2020, 2:00 – 3:00 p.m. |
| Platform : | Via Zoom | | |
| Chair: | John Pierce, Vice-Provost (Teaching and Learning ) | | |
| Members Present: | x Bronwyn Bjorkman (Languages, Literatures and Cultures)<br>x Cheryl Pulling (School of Nursing)<br>x Kate Rowbotham (Smith School of Business) | | |
| Observers | x Lavonne Hood (University Ombudsman)<br>x Lon Knox (University Secretary) | | |
| Guest | x Sue Blake (Office of the Provost and Vice-Principal Academic) | | |
| Administrative Support | x Peggy Watkin (Office of the Provost and Vice-Principal Academic) | | |
| Regrets Members and Observers | x Jeremy Ambraska (SGPS- President)<br>x Ryan Adlem (SGPS – VP Professional)<br>x David Bath (AMS – Commissioner External Advocacy) | | |

Before the meeting was called to order, the Chair acknowledged Queen's University's presence on the traditional lands of the Haudenosaunee and Anish inaabe.

| Opening |
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| 1. Agenda<br>It was agreed to adopt the Agenda as circulated. There were no additions or amendments. |
| 2. Minutes of February 10, 2020<br>It was agreed to acceptthe Minutes of February 10, 2020 as circulated |
| 3. Business Arising from tr]TJ 11.04 -0 0 11.04 36.24 232.08 Tm ( )Tj ET Q q 22.8 228.6 566.401 14 11.04412h25 |

The meeting continued with a discussion about the current reality that departures from academic integrity have increased significantly at the end of winter term, in part, due to the rapid shift to remote learning and online exams. When the content of the onQ module is being customized for Queen's it will be important to address the current circumstances and use messaging that covers remote learning. Lavonne Hood reported that Arts and Science is creating an online module for first-year students that addresses learning and working in a digital world. She has been asked to contribute to a section on academic integrity and asked members to forward her any resources they may have regarding the ethics of protecting knowledge and being honest. The Chair agreed that Queen's should consider writing its own statement on the importance of Academic integrity for the entire educational community.

## 5. New Business

### i. *Draft Emails for Instructors Use*

The Chair drew attention to the draft emails for instructors use. It was agreed that the emails should be posted centrally with a message that instructors/faculty offices could adapt them, as necessary. Two suggestions for improvement were recommended to the investigation stage. One – to soften the tone of the email, a sentence should be added assuring students that no decision has been made at this time. The Office of the University Ombudsperson uses the following language: "Receiving a Notice of Investigation can be distressing. To help in understanding what a is, and how the process of an Academic Integrity investigation works, the Office of the University Ombudsperson has also put together some information to help you through the process, visit their page at https://www.queensu.ca/ombuds/academic-integrity"

Two – because the Office of the University Ombudsperson does not have the resources to find students faculty advisors, the sentence should be amended to read "You may contact the Office of the University Ombudsperson for information about student rights and responsibilities and guidance on policy and procedures by visiting their website at: (www.queensu.ca/ombuds)." Once the materials have been posted members of the Subcommittee and the Roundtable will be informed.

### ii. *Facilitation Offence*

Due to time constraints this item was deferred.

### iii. *Levels of Offences*

Due to time constraints this item was deferred

### iv. *Guidelines for Online Exams*

Due to time constraints this item was deferred

### v. *Hearing Guidelines for Arts and Science Students*

The Chair drew attention to the hearing guidelines developed for Arts and Science students. It was noted that students appreciate these types of documents that provide guidance. Lavonne Hood reported that her office has a