

Minutes

Vice-Provost (Teaching and Learning)

Meeting: [Redacted]

Academic Integrity Subcommittee

[Redacted]

The meeting continued with a robust discussion about the survey . Several amendments were suggestion. In addition, members of the subcommittee expressed their desire to have a more sophisticated tool that would streamline the whole academic integrity process resulting in ease of access and use by instructors, staff and associate deans The Chair noted that at a recent AICOA meeting, Conestoga College and George Brown College demonstrated technology they are using to track, report and proactively reach out to students to educate them about academic integrity. Consideration was given to modifying the technology used in the Arts and Science academic portal for academic integrity purposes. The Chair stated that he would explore this issue further.

ii. **Notice of Investigation** and **Notice of Findings** Templates

The Chair drew attention to the draft Notice of Investigation and Notice of Findings templates circulated with the Agenda. It was suggested that point 4. on page 2 be revised as faculty advisors are rarely available to help students. The document now reads:

~~and/or to obtain a Faculty Advisor. This advisor and/or someone else of your choice may attend the meeting with you, or may assist you in preparing your response.~~ Someone of your choice may attend the meeting with you or may assist you in preparing your response.

To simplify the administrative burden on instructors, members asked to see the Notice of Investigation, the Notice of Findings and a Notice of Dismissal amalgamated into one template. The revised document will be brought forward at the next meeting of the Subcommittee.

It was noted that email templates are being drafted, for instructor s' use, to complement the Notice of Investigation, the Notice of Findings and the Notice of Dismissal template(s). The emails being drafted are:

- x Email accompanying a Notice of Investigation
- x Email to inform student of dismissal of the case, following the investigation
- x Email accompanying the Finding form, for cases where the instructor refers the case to the Faculty/School for sanctioning
- x Email accompanying the Finding form, for cases where instructor decides the remedy/sanction

Once the drafts have been completed the email templates will be cic of Invespi 34.533 0 34.533 0 Td -2.4e(of)6.6 (l)-4.