

**ACADEMIC INTEGRITY REVIEW BOARD
ANNUAL REPORT
2017-2018**

To the Irvine Divisional Senate Assembly:

The Academic Integrity Review Board (AIRB) respectfully submits its activities for the 2017-18 academic year.

I. Committee Charge and Operation

The primary function of the Academic Integrity Review Board (AIRB) is to convene panels to hear student appeals of academic integrity cases. The Board makes recommendations to the Office of Academic Integrity and Student Conduct (OAISC), and the Academic Senate regarding policies and procedures on academic integrity. The Board also report a summary of activities annually or as needed to the Council on Teaching, Learning, and Student Experience (CTLSE).

Teresa Dalton, Associate Professor of Teaching in Criminology, Law, and Society chaired the Academic Integrity Review Board in 2017-18. The Board as a whole met 3 times. The Board received 22 appeals during the year, including Summer Quarter.

II. Campus and Divisional Issues

A. Academic Integrity Violations Reported by Students

(Meeting Date: 10/9/2017; Memo Date: 10/19/2017)

The OAISC has had issues with students reporting violations of academic integrity. The AI procedures document states that students may report incidents, but there are no concrete guidelines on investigating and adjudicating these instances, particularly since there may be no official incident report for students to submit. This has been an issue in appeals hearings as well. AIRB discussed this issue and voted unanimously in support of the following:

- Students should report alleged violations to the instructor of the course. The instructor, in turn, would report the alleged violation via an official incident report. It is anticipated that the instructor would have the appropriate knowledge and judgement to understand whether an alleged violation warranted an official report, and would also maximize instructor responsibility.
- The OAISC website should be modified to include guidelines on this process for students.

B. Grounds for an Academic Integrity Appeal

(Meeting Date: 10/9/2017)

During the 2017 hearings, many students requested an appeal to have their sanction dates adjusted, using the “sanctions are too harsh” option. Members agreed that language be added to student appeal information that stated that personal circumstances would not be taken into consideration for grounds including the “sanctions too harsh” option.

C. Graduating Students and Minor Violations

(Meeting Date: 10/9/2017; Memo Date: 10/19/2017)

The Office of Academic Integrity and Student Conduct requested that AIRB discuss the issue of graduating students who may be responsible for minor or first academic integrity violations during their last quarter.

Under the current policy, the OAISC expunges the records of students with minor or first violations. As a result, it may not be possible to adjudicate students who violate academic integrity in their graduating quarter due to the nature and timing of the process through OAISC. AIRB sent a letter to the OAISC stating that grading consequences would be a sufficient form of redress in those situations.

Members agreed that the best mode of action would be to continue to notify students of alleged minor violations, regardless of whether they have graduated, but to include within the letter an automatic finding of “responsible” and impose a sanction of “warning.” These letters would provide students with five (5) business days to contest the decision and request a meeting. The OAISC would expunge these records immediately upon rendering the final decision.

D. Instructional Days versus Business Days

(Meeting Date: 10/9/2017; Memo Date: 10/19/2017)

The Office of Academic Integrity and Student Conduct asked AIRB to discuss an issue regarding timelines included in the UCI Academic Senate Policy and Procedures on Academic Integrity. Specifically, the use of “instructional days.”

The OAISC explained that the regular operational hours run through both the Winter and the Summer break, and would like to implement deadlines referenced in the policy and procedures in terms of “business days,” and not strictly the academic year “instructional days.” This would allow the OAISC to process cases throughout the Summer – a necessity for the operational needs of the office. Should deadlines be imposed strictly in terms of “instructional days” – the OAISC would not be able to adjudicate cases that are reported at the end of the Spring quarter (most reported cases meet this criteria) until the following Fall.

The OAISC proposed to change the terminology in OAISC correspondence to “business days.” However, accommodations would be made for students who are unable to attend an Administrative Meeting during the Winter or Summer break. Those students would be permitted to attend a meeting via alternative means (Skype, etc.), or wait until the start of the following quarter.

AIRB voted unanimously in favor of the alignment of terminology in order to provide appropriate timelines for students and ease undue administrative burden.

E. Sanction Dates and Duration

(Meeting Date: 10/9/2017; Memo Date: 10/20/2017)

Members discussed an issue raised by AIRB appeal hearing panel members regarding the dates and duration of sanctions imposed by the OAISC for academic integrity violations.

There seemed to be some inconsistency during the 2016-17 academic year as to whether students were suspended according to quarters or weeks. For students suspended for a duration of weeks, one or more quarters could be included, which could result in a harsher sanction than if it were for quarters only. Further, there seemed to be an equity issue for students suspended for a duration of weeks that included more than one quarter versus another student who may be suspended for a duration of weeks that included only one quarter.

There was also concern regarding suspensions involving all or part of Summer quarter, which seemed to have little or no consequence for students since many do not take Summer courses or participate in campus activities during that time. Further, there seemed to be an equity issue for students suspended for quarters or weeks that included Summer versus students who were suspended for quarters or weeks during the academic year, which holds more weight.

AIRB voted unanimously that, for students sanctioned to a suspension, the duration of the suspension will be for quarters only. Additionally, the quarters included will be for the academic year only, and will not include Summer.

F. Faculty Member Appeals to AIRB

(Meeting Date: 1/8/2018; Memo Date: 2/9/2018)

In Fall 2017, the OAISC alerted AIRB that a faculty member was not satisfied with a reported academic integrity violation that resulted in a decision of “insufficient evidence” by the OAISC.

Members suggested that the expectations of the OAISC from faculty were unclear and could be improved through more direct communication. It was also suggested that, in this particular case, the OAISC should have asked for more information or clarification from the instructor prior to making a decision of “insufficient evidence.”

Board members then voted unanimously to implement the following procedure:

For cases in which the OAISC believes there is “insufficient evidence,” the AIRB should be notified prior to a decision. A panel of AIRB members will then convene and discuss the incident with the instructor. The panel would make a recommendation to the AIRB Chair, who would then communicate a decision to the OAISC. Faculty members will recuse themselves from any cases with which they are involved or have reported.

G. Paper-Writing Services Targeting Specific Students

(Meeting Date: 1/8/2018; Memo Date: 2/9/2018)

In Fall 2017, the OAISC alerted the AIRB that there was an email going out specifically to what appeared to be Chinese or Chinese-sounding names at UCI regarding paper writing services to students.

Members suggested the following:

1. A warning be sent to students regarding these types of emails or phishing issues.
2. There should be a mechanism to make faculty more aware of the issue, perhaps through the Associate Deans.
3. There should also be a mechanism to make students more aware of these services and concerns on a regular basis.

H. Issues for Campuswide Faculty

(Meeting Date: 4/16/2018)

The Senate requested feedback from members on which issues the Board believes would be helpful to make aware to all campus faculty. This request is an attempt to bridge the knowledge and experience from the Board to the broader campus.

Members suggested that faculty members be made more aware of the ease of the

reporting process, and expressed the importance of the ability to upload a course syllabus while reporting. A member suggested that materials and resources (syllabi language or templates, slides for presentation, AISC website information, etc.) be made available for faculty. It was suggested that faculty be made aware of the importance of a statement on academic integrity in syllabi. A member suggested that an email including highlighted issues be sent to faculty via the OAISC, but that the Board should draft the email and the OAISC could include other issues of which the Board may not be aware.

I. Instructor Response to Option A Appeals

(Meeting Date: 4/16/2018)

It came to the attention of the Analyst and Chair that it may be helpful to provide instructors the opportunity to respond to Option A student appeals, as they do currently have the opportunity to attend Option B hearings and respond to issues or provide additional information. Members expressed concern that hearing panels not be privy to information outside of incident reports due to the potential for bias. It was suggested that additional information from faculty members could be shared with the AIRB Chair, who could then make the decision so share the information or not. In these cases, the student would also have the opportunity to share additional information or to respond to the information shared by the instructor.

J. University of Indiana Plagiarism Tool

(Memo Date: 5/15/2018)

During the May 3, 2018 Divisional Assembly meeting, members suggested that UCI adopt or have access to plagiarism tutorials and tests from other campuses. A member named the University of Indiana specifically, and the AIRB Chair subsequently contacted IU for permission to use the tool. On May 9, 2018, Ted Frick, Professor Emeritus who maintains the Indiana University Plagiarism Tutorials and Tests, stated to Chair Dalton that the tool is available to the public.

AIRB requested that the OAISC use the IU tool to better educate students on plagiarism and to provide a central location for relaying consistent information. AIRB prefers a UCI-specific tool in the future.

The tool can be found here:

<https://www.indiana.edu/~academy/firstPrinciples/index.html>

K. Board Issues for 2018-19

1. Office of Academic Integrity and Student Conduct (updates and issues listed above as well as staff transition)
2. Academic Integrity Policy and Procedures
3. Summer Hearings

L. 2017-18 Academic Integrity Review Board

Teresa Dalton, Social Ecology (Chair)
 Edwin Amenta, Social Sciences
 Rachel Baker, Education
 Stephen Body, Medicine (Clinical)
 Michael Hooker, Arts
 Chong Huang, Business
 Susan King, Physical Sciences
 Jung-Ah Lee, Nursing

Anne Lemnitzer, Engineering
Debra Mauzy-Melitz, Biological Sciences
Weining Shen, ICS
Michael Szalay, Humanities
Francesco Tombola, Medicine (Basic)

Ex Officio:

Zuzana Bic, Public Health
Roger McWilliams, Physical Sciences
Mike Mulligan, Biological Sciences
Samuel Schriener, Pharmaceutical Sciences
David Van Vranken, Physical Sciences

Senate Analyst:

Julie Kennedy, Academic Senate