

Academic Integrity Taskforce Minutes

March 22, 2023

Chair: Erin Hiro

Members:

Dean, Instruction – Fari Towfiq Present

Student Life and Leadership – Pippa Pierce Present

DE Committee representative - Open

ASG representative - Christopher Garcia Mendez Present

Classified - DRC/STAR Center -Cynthia Cordova Present

Faculty, AMBA - Erin Hiro Present

Faculty, CTE - Open

Faculty, L&L – Katy Farrell Present

Faculty, MSE - Stephen Crook Present

Faculty, SBS - Jeffrey Epstein Present

1. Call to order
2. Introduction/Welcome new members, Fari Towfiq
3. Public Comment: None
4. Announcements: None
5. Information
 - 5.1. Members reviewed new [website](#) but did not have any changes
 - 5.2. Members of the taskforce divided into groups to review goals and make small changes. They discussed the need for an updated policy and then funding for staffing and a broad public relations campaign to make sure faculty and students understood the academic integrity policies and had tools available to strengthen academic integrity on campus.
 - 5.3. Academic Integrity question: “Is it ethical for students to use a language translator to submit a paper that's supposed to be written in English when they do not have mastery of English?”
 - i. The taskforce members debated this at length, unsure when it is appropriate to use translation tools and how different they are from spellchecker and grammar tools available in many word processing programs. Others shared that they used those tools themselves in their work. The members felt the answer depends on what is being assessed, and it will fall on the faculty member to be clear with students on what tools are allowed for an assignment or test. But they also acknowledged this is a gray area and should be addressed somehow in our updated policy
 - 5.4. The taskforce put together a plan for reviewing other college’s academic integrity information and will bring back their findings at the next meeting.
6. Action

6.1. Approved the minutes from the March 8 meeting.

6.2. Approved the below goal proposal

6.3. Academic Integrity Taskforce

6.4.

6.5. Goals Proposal:

6.6. March 22, 2023

6.7.

7. Goal 1: Review and update Academic Integrity policies

7.1. Subgoals:

- i. Review existing related policies (DEIAA)
- ii. Creating a new policy AP 5505 (DEIAA)
- iii. Review and update the academic integrity violation process
- iv. Provide guidelines on a recommended way for faculty member to report the incident but keep students informed
 1. Look at the student perspective: Is the process fair and equitable?
 2. Look at the faculty side: Is the process fair and equitable?
 3. What are student rights in academic integrity violations?
 4. Ensure the language is clear, effective and fair to students and faculty. (Soften the language as we create and review the policies. (DEIAA)
 5. Use empowering language that focuses on supporting students and less on the threat of failure.
 6. Create consistent definitions and policies for academic integrity. (DEIAA)

8. Goal 2: Secure funding/resources for the taskforce initiatives and promotion

8.1. College support or resources for test site takedowns and/or preventing stealing of all course materials.

8.2. Expanding hours for Palomar Proctoring and ease of use

8.3. Money earmarked for consistent marketing

- i. Significant effort by the college to create a culture of academic integrity
- ii. Avoid negative approach and focus on positive value for students
- iii. Publicize with events, posters, clear, informative website, etc.
- iv. Create and maintain a funded, organized, consistently updated website of Academic Integrity resources and links for faculty and students

9. Goal 3: Address faculty support/expectations for upholding academic integrity (DEIAA)

9.1. Provide preventative guidance (flow chart?)

9.2. Show the best ways to avoid these academic integrity issues

9.3. Create and promote best practices for assessment/upholding academic integrity policy

9.4. Ways to avoid bias (DEIAA)

9.5. Update faculty training/onboarding to include academic integrity guidelines, including POET

9.6. Support for faculty in understanding DRC accommodations

10. Goal 4: Transparency for students to find information

- 10.1. Standardized language in syllabus and Canvas
- 10.2. Consistent collaboration and communication between Academic Senate and Student Life and Leadership
- 10.3. Work with Palomar PIO on PR campaign for students
 - i. Include equal emphasis on online and in-person students
 - ii. Include short video that can be used to promote and get message to students
 - iii. Create messages on Canvas
- 10.4. Include Outreach in promotion of Academic Policies to educate students even before they enroll

11. Adjournment: 3:37 p.m.
