

Washington State University Academic Integrity Task Force: Report

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Executive Summary

The Washington State University Academic Integrity Task Force (Task Force) was created by the Faculty Senate Steering Committee to research and address academic integrity issues. Specifically, the Task Force was charged with addressing the following:

1. Identify best-practice methods for educating all students on what constitutes a violation of academic integrity.
2. Devise a strategy for implementing these methods at WSU. The strategy must be applicable to urban campuses, the Global Campus, and graduate students.
3. Identify best practices for working with foreign-national students who come from cultures in which rules associated with written expression differ from those in the United States.
4. Prepare a proposal for implementation of Functions (2) and (3) for the Faculty Senate to consider.

The Task Force divided into 5 workgroups to research these issues. The workgroups were topically-based as follows: 1. Technology; 2. Policy and Procedure; 3. Sanctions; 4. International Students; and 5. Training. The Task Force met throughout the Spring Semester to provide updates on the workgroups' progress, as well as resolve any questions or on-going issues. In May 2015, the workgroups provided their final recommendations to the Chairs, who summarized the recommendations in this Report.

The following summarizes the Task Force's recommendations:

- Student representations on the Academic Integrity Hearing Board
- Implement WSU Honor Code (outlined below)
- Mandatory training for new students within their first semester; additional training for students when they certify in their major.
- Mandatory training for faculty, deans, chairs and other administrators.
- Mandatory reporting by faculty, deans, chairs and other administrators.

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- Require use of plagiarism detection software (Turnitin) and develop workshops and best practices for faculty and students
- Create recommended guidelines for faculty on proctoring of exams
- Alternative educational sanctions imposed by the Office of Student Conduct, such as Academic Integrity Seminars, Probation, plagiarism tutorials, etc.
- Standardized academic sanctions imposed by faculty across all Colleges, Schools and Departments
- A minimum of one proctored exam for every on-line course.

Membership

The Task Force was comprised of the following individuals:

- William Cofer, Civil & Environmental Engineering
- Sandra Cooper, Mathematics
- Kyle Geiger, ASWSU
- Lisa Gloss, Graduate School
- Leah Hyman, GPSA
- Nathan Neale, GPSA
- Jared Powell, ASWSU
- Raymond Quock, Psychology
- Jerman Rose, Provost's Office
- Jansen VanderMeulen, ASWSU
- Rebecca Vandevord, WSU Global Campus
- Phyllis Erdman, College of Education
- Adam Jussel, Office of Student Conduct

Report

The Task Force met six times during the Spring 2015 semester. The workgroups met separately to address issues related to their topical areas. Each subcommittee researched best practices relating to

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the topic area they were assigned to. The workgroup final reports are attached in the Appendix for Faculty Senate review. Other articles and research used in our discussions are available upon request.

Recommendations

Recommendations are outlined below in a bulleted list. Implementation strategies are italicized, and potential responsible offices/administrators/groups are bolded and italicized.

Please note that any implemented recommendations will require additional resource allocation (e.g., staffing, budget, etc.). Any additional recommend resources are not outlined herein.

Policy and Process

- Student representation on the Academic Integrity Hearing Board
 - WSU is one of the few universities that does not have student representation on its academic integrity hearing board. Student service on the board allows for greater shared governance and transparency.
 - Aligns with other workgroups' recommendation to implement Honor Code.
 - *Implementation*
 - *Amend WAC 504-26: **Student Conduct***
 - *Propose to Regents: **Faculty Senate***
 - *Requirement and Training: **Student Conduct***
- Mandate faculty reporting to the Office of Student Conduct
 - *Implementation: **Faculty Senate***
- Standardization of academic sanctions
 - To provide greater clarity for students and faculty, standardize sanctions imposed by faculty (currently, can vary).
 - *Implementation*
 - *Standardized sanctions policy proposal drafted by **Faculty Senate***
 - *Standard syllabus language proposed by **Student Conduct to Faculty Senate***
 - *Dissemination of policy to Deans, Colleges, and Departments: **Provost's Office***
- Alternative educational sanctions
 - Provide alternative educational sanctions through conduct process other than tutorials.
 - *Implementation*
 - *Developed additional sanction options based on individual student: **Student Conduct***
- Implement Honor Code
 - Requiring students to sign an Honor Code outlining punishable academic integrity offenses removes the argument of ignorance. Task Force's recommendation that this be campus-wide, and for all students.

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- *Note:* The Task Force does not recommend, at this time, implementation of any policy that would require mandatory reporting of academic integrity violations by students, a common component of Honor Codes.
- *Implementation:*
 - *Develop Honor Code with student input (e.g., GPSA, ASWSU, etc.): **Provost's Office and Student Conduct***
 - *Determine when and how students will sign Honor Code: **Provost's Office***
 - *Implement Honor Code signing process: **Provost's Office and Student Conduct***

Sanctions

- Require mandatory minimum sanctions for academic integrity violations discovered by faculty, including position of "X" grade until the academic integrity appeal, if any, is resolved.
 - *Implementation:*
 - *Recommended minimum sanctions/ syllabus language: **Faculty Senate***
- Implement sanctioning language into Honor Code
 - ***Provost's Office/Student Conduct** (see Virginia Tech)*

Training

- Require formalized training for all students on what constitutes academic integrity, academic integrity violations, and potential outcomes for violations.
 - Require all first year students to complete Academic Integrity online training within their first semester at WSU.
 - Training topics must include: plagiarism, citations, ethical test taking, cheating, authorized versus unauthorized collaboration
 - Must include references to WSU Honor Code
 - Require all students to complete an additional Academic Integrity training before certifying in a major
 - *Implementation:*
- Required training for all faculty on reporting academic integrity violations to Student Conduct, including training to Deans, Chairs, and other administrators on their obligations to report academic integrity violations.
 - *Implementation:*
 - *In-person training for all new faculty at new faculty orientation: **Provost's Office, Faculty Student, Student Conduct***
 - *Online training (similar to FERPA training) for all faculty on what is/ is not an academic integrity violation, reporting mechanisms and obligations: **Provost's Office, Student Conduct.***
- Centralized online resource on what should be included in syllabus on all matters, including academic integrity

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- *Standard syllabus language proposed by **Student Conduct to Faculty Senate***
- *Website developed and operated by **Student Conduct or Provost's Office***

International Students

- Foreign national/international students must be treated the same way as all other WSU students, and held to the same high standards.
 - *Implementation: Training and dissemination to applicable boards. **Student Conduct***
- International student representation on Academic Integrity hearing board. *Implementation: Recruitment and training. **Student Conduct***
- Mandatory training for all international students
 - *Implementation:*
 - International Programs Orientation must have a component dedicated to academic integrity. Recommended hour-long training developed by **International Programs with assistance from Student Conduct**
 - Move International Programs Orientation to a time later in the semester when impact is greater on students. **International Programs**
 - International Programs Orientation is mandatory for all students. **International Programs**
 - Mandatory academic integrity communication from International Programs Advisor to International students before midterms of the students' first academic year at WSU. **International Programs**
- Mandatory training for all faculty regarding working with international students and academic integrity
 - *Implementation:*
 - *Design training program with WSU Diversity Education on academic integrity cultural competency/ ownership of property internationally. **Student Conduct and Diversity Education.***
 - *Mandatory training for all faculty on an three to five year basis by **Diversity Education.***

Technology

- Same training recommendations for students as Training workgroup
- Develop exam recommendations for faculty to include:
 - No cell phones, headphones, tablets, etc. during exams
 - Frequent revision of exams
 - Use different versions of exam for same exam session
 - Required number of proctors in each exam based on class size.
 - *Implementation: Create Exam Requirement Policy; **Faculty Senate***
- Develop on-line exam recommendations for faculty to include:
 - All recommendations listed above

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- Online exams should be built with question pools, randomly ordered
- Online exams should be timed and proctored
- Recommended for each online course that minimum of one proctored exam per course.

Workgroup Reports

Appendix