

OUTLINE OF ISSUE

 Agenda Title: **Office of Student Judicial Affairs (OSJA) 2013-2014 Annual Report and Statistics**
Item

Action Requested	<input type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input checked="" type="checkbox"/> Information
Proposed by	Deborah Eerkes, Director, Office of Student Judicial Affairs (OSJA)
Presenter	Deborah Eerkes, Director, OSJA
Subject	Office of Student Judicial Affairs (OSJA) Annual Report 2013/14 Academic Year

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To provide the GFC Campus Law Review Committee (CLRC), the GFC Executive Committee, the Board Learning and Discovery Committee (BLDC), and General Faculties Council (GFC) (for information) with the annual report and statistics of the OSJA for the 2013-2014 academic year.
The Impact of the Proposal is	That the annual report provides information on activities of the OSJA.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	N/A
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover, Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): The <i>Post-Secondary Learning Act (PSLA)</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)) and over academic affairs (Section 31), including authority concerning student discipline.</p> <p>2. GFC Campus Law Review Committee (CLRC) Terms of Reference–Section 1 (Authority): “GFC has thus established a Campus Law Review Committee (GFC CLRC) [...]”</p> <p>3. GFC Campus Law Review Committee (CLRC) Terms of Reference: Section 3 – Mandate of the Committee (A and B) states that GFC CLRC is “[t]o review, from time to time, the Code of Student Behaviour and student discipline procedures.”, and “[t]o review, from time to time, the Code of Applicant Behaviour.”</p> <p>4. GFC Terms of Reference (GFC Procedures/GFC Agendas/ Reports): “Reports not requiring action by GFC will be discussed by the Executive Committee (with committee chairs in attendance[, as appropriate,]) and placed on the GFC agenda for information. If a GFC member has a question about a report, or feels that the report should be discussed by GFC, the GFC member should notify the Secretary to GFC, in writing, two business days or more before GFC meets so that</p>

	<p>the committee chair can be invited to attend. Such reports will be discussed as the last of the standing items.” (Section 4.a.)</p> <p>Annual reports are made available to GFC online (GFC, February 24, 2003, Minute 14).</p> <p>5. Board Learning and Discovery Committee (BLDC) Terms of Reference/Mandate of the Committee (Section 3): “Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with the Committee’s responsibilities with powers granted under the <i>Post-Secondary Learning Act</i>, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.</p> <p>Without limiting the generality of the foregoing the Committee shall: [...]</p> <ul style="list-style-type: none"> e. review and approve the Code of Student Behaviour, the Code of Applicant Behaviour and the Practicum Intervention Policy; [...] g. undertake studies and review academic matters that pertain to the quality of the educational experience at the University; h. monitor educational and research trends, community expectations and demands; [...] j. ensure that the academic teaching and research activities at the University are administered and undertaken in a manner consistent with the vision and mission of the University; k. consider future educational expectations and challenges to be faced by the University[.] [...]”
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Office of the Dean of Students; GFC Campus Law Review Committee (November 27, 2014) – for discussion; GFC Executive Committee (February 23, 2015) – for discussion; Board Learning and Discovery Committee (February 23, 2015) – for discussion; General Faculties Council (March 9, 2015) – for information
Approval Route (Governance) (including meeting dates)	N/A
Final Approver	N/A

Attachments:

- Attachment 1 (pages 1 – 9): Office of Student Judicial Affairs (OSJA) Annual Report 2013/14 Academic Year

OFFICE OF STUDENT JUDICIAL AFFAIRS (OSJA)

ANNUAL REPORT
2013/14 ACADEMIC YEAR

MANDATE

The Office of Student Judicial Affairs (OSJA) is mandated to deal with issues around the Code of Student Behaviour. Approaching the Code in terms of awareness, prevention and student discipline, the OSJA strives to ensure that students understand the expectations placed upon them by the Code and are able to participate freely and fully in the university community.

The OSJA is responsible for engaging in prevention activities, most notably the academic integrity program. Activities include presentations to classes, departments, and other groups as requested, annual production of the *Academic Integrity Handbook for Instructors and TAs* and maintaining the website, found at www.osja.ualberta.ca.

When students do engage in behaviour that violates the Code of Student Behaviour, one of the two Discipline Officers in the OSJA investigates the allegations and makes decisions according to the procedures set out in the Code. Faculty Associate Deans (mostly academic offences) and University of Alberta Protective Services or Unit Directors (non-academic offences) refer files with recommendations for sanctions. The Discipline Officer meets with the accused student, investigates the complaint if the facts are in dispute, then makes a decision on whether the student violated the Code and, if so, what sanctions are warranted, using the recommendation from the Complainant as a starting point.

ORGANIZATION

Throughout the 2013/14 academic year, Deborah Eerkes was the Director of the Office of Student Judicial Affairs. In this position she administers the office, oversees the preventative programs and is one of the two Discipline

Officers. Chris Hackett was Discipline Officer and Academic Integrity program coordinator. In addition, Dr. Eric Adams was appointed as a temporary Discipline Officer for a case in which both Mr. Hackett and Ms. Eerkes had declared a conflict.

DISCIPLINE CASES

The attached charts reflect the number of cases completed by the Discipline Officer between July 1, 2013 and June 30, 2014. In order to ensure the numbers align with those collected by University Governance, the cases counted in this report include those in which the appeal deadline falls between July 1, 2013, and June 30, 2014. Note that the statistics reported in this document reflect only the cases referred to the OSJA and do not provide total numbers for Code of Student Behaviour violations.

Over the year, the three Discipline Officers rendered a total of 42 discipline decisions. Sanctions imposed included 3 written reprimands, 1 fine, 2 orders of restitution, 24 conduct probations, 6 suspensions, 3 exclusions and 1 expulsion. Charges were dismissed in six (6) cases. See Fig. 2 for a three year comparison.

Of the 42 cases, three (3) were appealed to the University Appeal Board (UAB); one of those appeals was denied and two are still pending.

Fig. 2 (right) Disposition of Decisions of the Discipline Officer

Note: Some cases result in multiple sanctions, therefore the total number of sanctions is greater than the number of cases.

SANCTION (In addition to sanctions already imposed by Deans and/or Unit Directors)	NUMBER IMPOSED		
	2013/14	2012/13	2011/12
Expulsion	1	2	6
Suspension	6	16	13
Conduct Probation	24	34	47
Fine	1	3	2
Exclusion	3	6	2
Suspension University Resources	1	0	2
Restitution	2	2	9
Reprimand	3	3	10
Charges upheld; no additional sanction	0	1	2
Charges dismissed; no sanction	6	2	2
Total Sanctions	47	66	91

TRENDS

The OSJA completed a total of 42 case files for the 2013/14 academic year. This reflects another significant decrease from the previous year. This is likely due to the continued success of programs such as the Residence restorative justice program and Helping Individuals At Risk (HIAR) in diverting cases away from the Code to more appropriate processes. It should be noted that the Discipline Officers are not spending less time on casework as a result of this drop in numbers. The cases are complex, often involving legal or procedural considerations, and involve between 10 and 60 hours each to resolve.

The majority of academic discipline cases are handled at the Faculty level and OSJA does not become involved. Appropriately, only the most egregious cases are referred to the OSJA with recommendations for severe sanctions.

These cases tended to be more complex in nature and often involved second offences. Because the statistics cited herein apply strictly to the Office of Student Judicial Affairs, any trends identified in terms of academic misconduct must not be generalized to the entire University. For a total number of academic offences that did not involve a referral to the Office of Student Judicial Affairs, please refer to the Appeals Coordinator's report from University Governance.

Faculties submitted one fifth of our case files, and roughly three quarters came from University of Alberta Protective Services and Residence Services. Two cases were Violation Notice Appeals (initiated not by a Dean or by UAPS, but by the student involved). See Fig. 3 below for a three year comparison.

COMPLAINANT	NUMBER OF CASES COMPLETED		
	2013/14	2012/13	2011/12
Agricultural, Life and Environmental Sciences	0	1	2
Arts	3	1	4
Augustana	0	0	0
Business	1	1	2
Education	0	1	0
Engineering	1	0	4
FGSR	2	2	1
Medicine and Dentistry	0	0	1
Pharmacy	0	1	0
Physical Education and Recreation	0	1	0
Science	2	8	5
Registrar	0	0	0
Residence Services	0	1	0
University of Alberta Protective Services (UAPS)	31	33	45
Student (Violation Notice Appeal)	2	0	0
TOTAL	42	51	64

Fig. 3 Origin of Cases

Gender seems to play a role in non-academic offences: 21 out of 28 students who committed non-academic offences were male, 7 were female. There was also a gender difference in academic offences, where females committed 3 and males committed 6 of the academic offences. The case type category of "Both" indicates cases in which both academic and non-academic sections of the Code were violated in one incident. There were no cases which included both academic and non-academic charges this year. Finally, a Violation Notice is always the result of a non-academic offence, so the two appeals of Violation Notices have been included in the non-academic offences.

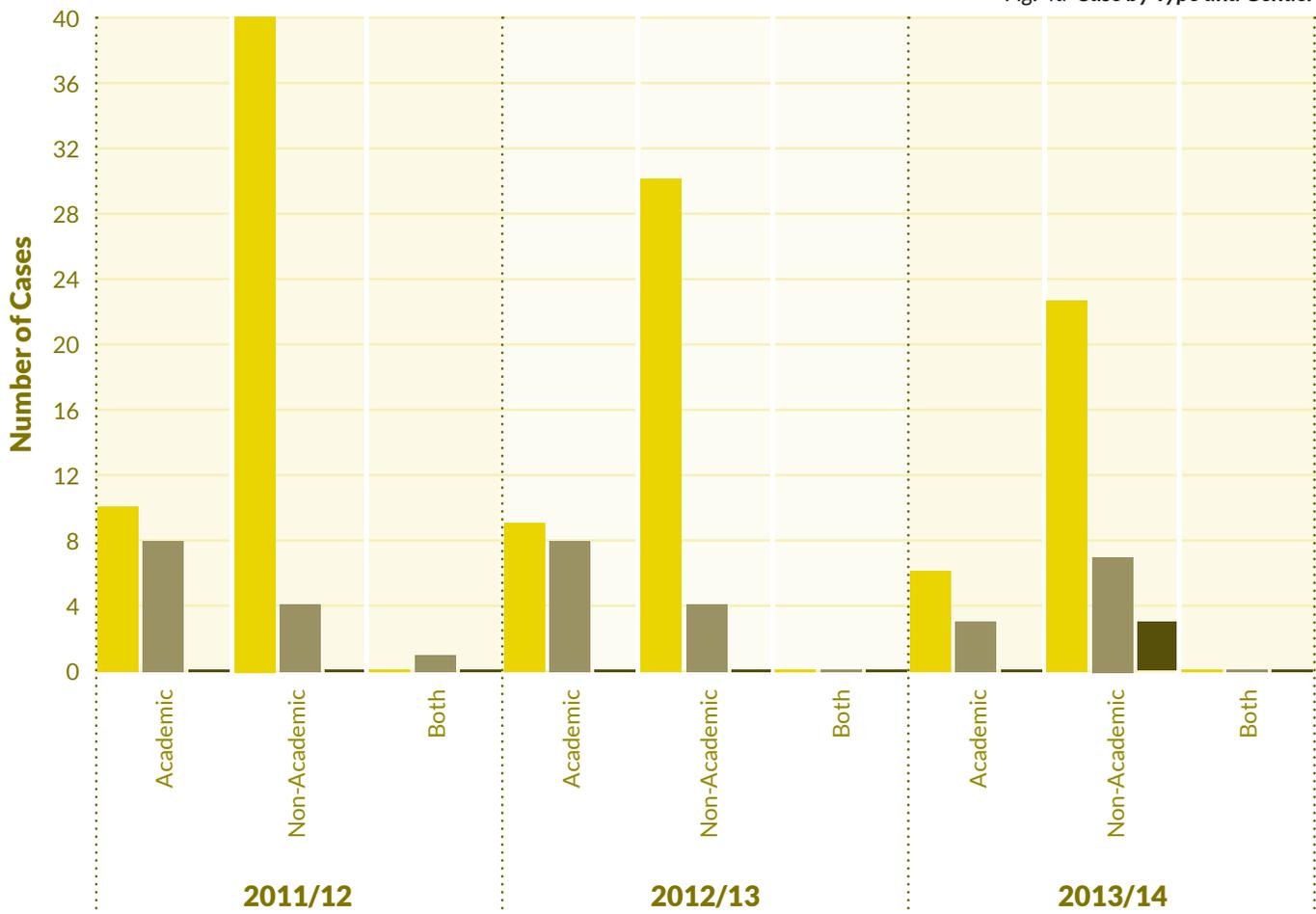
See Fig. 4 and Fig. 4a for three year comparison.

		MALE	FEMALE	GROUP
2013/14	Academic	6	3	0
	Non-Academic	23	7	3
	Both	0	0	0
2012/13	Academic	9	8	0
	Non-Academic	30	4	0
	Both	0	0	0
2011/12	Academic	10	8	0
	Non-Academic	40	4	0
	Both	0	1	0

Fig. 4 Case by Type and Gender

Male ■
 Female ■
 Group ■

Fig. 4a Case by Type and Gender



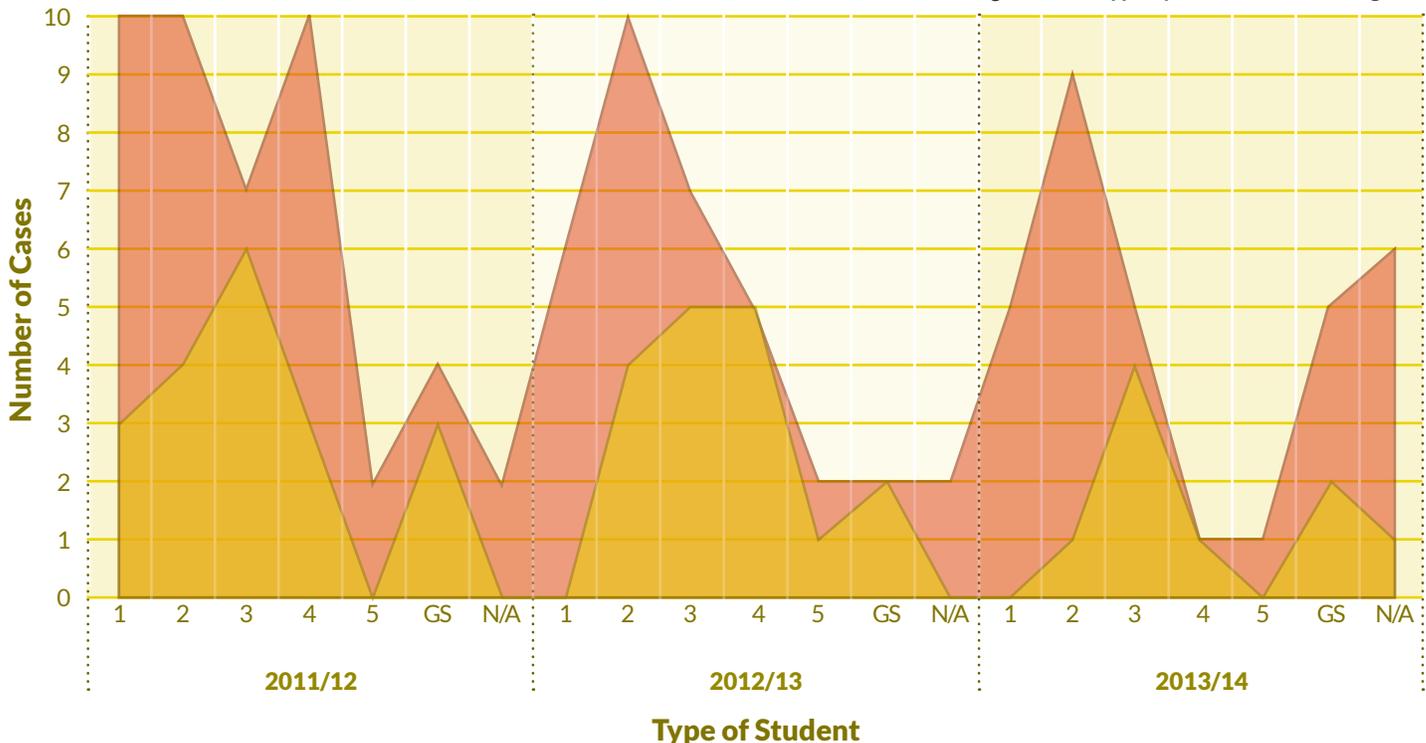
Of the 42 cases in the Office of Student Judicial Affairs, students in their second and third years, as well as non-categorized (N/A) students, were more likely to violate the Code of Student Behaviour. Five (5) first-year students committed violations, all of which came through UAPS for non-academic charges. In addition, 10 second-year students, 9 third-year students, 2 fourth-year students, 1 fifth-year student, and 7 graduate students were referred to the Office of Student Judicial Affairs last year. Eight other Students who were in Open Studies, after degree programs or the Faculty of Extension, or were a Student Group, were required to meet with a Discipline Officer. See Figure 5 and 5a for a three year comparison.

	TYPE OF STUDENT	ACADEMIC	NON-ACADEMIC
2013/14	1	0	5
	2	1	9
	3	4	5
	4	1	1
	5	0	1
	GS	2	5
	N/A	1	7
2012/13	1	0	6
	2	4	10
	3	5	7
	4	5	5
	5	1	2
	GS	2	2
	N/A	0	2
2011/12	1	3	10
	2	4	10
	3	6	7
	4	3	10
	5	0	2
	GS	3	4
	N/A	0	2

Fig. 5 Case Type by Student Year of Program

■ Non-Academic
■ Academic

Fig. 5a Case Type by Student Year of Program



Charges included plagiarism (4), cheating (7), research misconduct (1), disruption (10), dissemination of malicious material (2), violation of safety or dignity (28), hazing (5), damage to property (4), unauthorized use of facilities, equipment, materials, services or resources (6), misrepresentation of facts (2), refusal to show Identification (2), alcohol provision (1) and participation in an offence (8). In addition, a total of 20 charges

were dismissed, either because the student was found not to have committed the offence or the offence did not fall within the authority of the Code of Student Behaviour. Finally, it has been decided that it was unnecessary to use the External Rules when one or more of the other Code charges applies. As a result, there was only one (1) charge of Breach of Rules External to the Code. See Figure 6 below for a three year comparison.

CHARGES CONSIDERED	2013/14	2012/13	2011/12
Plagiarism	4	6	4
Cheating	7	11	17
Misuse of Confidential Materials	0	0	0
Inappropriate Behaviour in Professional Program	0	0	3
Research and Scholarship Misconduct	1	0	0
Disruption	10	1	2
Discrimination	0	0	0
Dissemination of Malicious Material	2	0	0
Unfounded Allegations	0	0	0
Violations of Safety or Dignity	28	23	14
Hazing	5	0	0
Retaliation	0	0	1
Damage to Property	4	12	7
Unauthorized Use of Facilities, Equipment, Materials, Services or Resources	6	13	10
Alcohol Provision	1	0	0
Breach of Rules External	1	0	33
Identification	2	1	0
Misrepresentation of Facts	2	4	2
Participation in an Offence	8	1	4
Bribery	0	1	0
Student Groups Appendix 2 (Use of University Resources)	0	0	8
Total charges considered	81	84	128
Charge Dismissed	20	11	23
Total Charges Upheld	61	73	105

Fig.6 Charges under the Code

Some cases contain multiple charges against a student, therefore the total number of charges considered (81) is higher than the number of cases (42).

The OSJA tracked alcohol-related offences for the fourth year. Of the 42 cases, four were directly related to alcohol (that is, violations like public intoxication or open alcohol, in which alcohol was the determining factor) and 15 were indirectly related to alcohol (that is, students reported committing the offence while intoxicated, and therefore alcohol was a contributing factor only). See Fig. 7 for a three year comparison.

	2013/14	2012/13	2011/12
Alcohol – Primary Incidents directly related to alcohol provision or use	4	0	7
Alcohol – Secondary Incidents in which the student reported committing the offences while intoxicated	15	13	15
Drugs Illegal possession or sale of intoxicating substances other than alcohol	0	2	5

Fig. 7 Alcohol and Drugs

ACADEMIC INTEGRITY



Academic Integrity Handbook for Instructors and TAs

This Handbook was originally written in 2003 as a complement to the Code of Student Behaviour and a guide to promoting academic integrity, and has been updated and distributed annually. In 2013/14, the OSJA printed this Handbook for the last time and distributed 4,871 of them to professors, sessionals and teaching assistants in every academic unit. As a supplement to the Handbook, the OSJA developed a number of online tip sheets designed to give more detailed information on various topics of interest.

osja.ualberta.ca/en/Instructors/Resources.aspx

Academic Integrity Council

One of the recommendations from the 2011 Academic Integrity Task Force was to form an Academic Integrity Council, made up of students, faculty and staff who have responsibilities or interest in academic integrity. The Council acts as an advisory body to the OSJA in order to coordinate efforts across campus and make improvements to the Academic Integrity program. The Council is chaired by C. Hackett and met twice in the 2013/14 academic year. Topics discussed included: the online academic integrity course, campus-wide use of the newly developed academic integrity logo, topics for new tip sheets on the OSJA website, and designing and assessing group work that discourages academic misconduct.

Working Group on the Use of Text-Matching Software

C. Hackett chaired a working group to report back to the Campus Law Review Committee (CLRC) on the use of text-matching software (often called plagiarism-detection software). The working group met over the academic year and the report was brought to CLRC, GFC Executive, and the Academic Standards Committee. It was recommended that the OSJA develop a short version of the report to be made available to professors.

The full report is available at:

osja.ualberta.ca/Instructors/IdentifyingDetecting/~//media/osja/Documents/TextMatchingSoftwareReport.pdf

while the tip sheet is available here:

osja.ualberta.ca/Instructors/IdentifyingDetecting/DetectingAcademicMisconduct.aspx.

Academic Integrity promotional videos

The OSJA, in conjunction with a project funded by TLEF, produced three videos to promote academic integrity, to provide a starting point for professors to discuss the issues of cheating and plagiarism, and to engage students in the discussion. The videos will eventually be used to point students to an online course on plagiarism awareness and skill-building, which they will be able to access to learn citation skills. A social media campaign promoted the videos widely and resulted in a total of 5,772 unique views. The videos are available on the OSJA website at: osja.ualberta.ca/Students.aspx

Presentations

D. Eerkes and C. Hackett gave a total of 53 presentations on academic integrity, hazing, restorative justice, the Code of Student Behaviour, student/staff interaction and student ethics this year, an increase from last year's total of 45 presentations. Presentations on campus included the International Centre, FGSR, Lister, Faculty of Medicine and Dentistry, History, Classics, Political Science, English and Film Studies, Linguistics, the Faculty of Engineering, and the Golden Bears Football Team.

Academic Discipline Meeting

The two Discipline Officers organized and participated in a meeting for the key stakeholders in academic discipline, including Associate Deans, the Dean of Students, the Student OmbudService and the Appeals Coordinator. The meeting provides a forum for open communication between those involved in academic discipline and to address procedural issues that arise in our work.

UNIVERSITY COMMUNITY AND BEYOND

Staff Development

D. Eerkes and C. Hackett worked with Residence Services to design and deliver training to student and professional staff on restorative justice and investigation techniques. In addition, the OSJA provided the following training:

- Best Practices Learning Circle for student services personnel throughout the University;
- Code of Student Behaviour for Sexual Assault Centre volunteers;
- Response to high-risk drinking to the Health and Wellness Team (now the Healthy Campus Unit);
- Academic integrity for tutors at the Centre for Writers;
- RA and SRA training sessions on Restorative Justice and investigating incidents in Residence;
- Code of Student Behaviour for graduate student TAs (through the FGSR Teaching Week).

Campus Law Review Committee (CLRC)

The Discipline Officer holds an Ex Officio position on CLRC, working closely with other CLRC members to propose policy updates and changes.

Code of Student Behaviour review group

C. Hackett and D. Eerkes joined a group of key stakeholders in reviewing the Code of Student Behaviour and collaborating on updating and improving it. Meetings were scheduled monthly and resulting proposals brought through the governance process.

Coalition for Action on High Risk Drinking (CAHRD)



D. Eerkes Chaired the Coalition for Action on High Risk Drinking (CAHRD), which involves representatives from the Dean of Students' Office, Campus Security Services, University Health Centre, Residence Services, the Alcohol Policy Review Committee, the Student OmbudService, Risk Management, the Students' Union, and the Addictions and Mental Health Research Lab, with input from Responsible Hospitality Edmonton and Alberta Health Services (formerly the Alberta Addictions and Drug Abuse Commission). A self-assessment tool, called Check Yourself, for students to gauge their drinking habits in relation to social norms and personal harms was introduced in Fall 2009 and continued this past year. A working group was struck in the summer of 2013 in order to plan for the sustainability of the Check Yourself Program. In addition, CAHRD now has a seat on the Alberta Safer Bars Council, where we can connect with officials from the Alberta Gaming and Liquor Commission, police and health professionals as well as municipal representatives, and is connected with the Alberta Alcohol Strategy.

Residence Community Standards Review Committee

Both Discipline Officers sat on the committee assigned to review the second year of the Residence Community Standards policy. A final report was released in Fall 2012.

Graduate Ethics Training (GET) program review

C. Hackett and D. Eerkes are both members of the group assigned to reviewing and updating the GET program.

Policy development

The OSJA worked with the Office of the Dean of Students to develop the Student Groups Procedure, which removed Student Groups from the Code of Student Behaviour. The new procedure allows the University to address Student Groups administratively rather than through a disciplinary process. In addition, C. Hackett sat on the Faculty of Graduate Studies and Research (FGSR) Policy Review Committee

Restorative Justice

D. Eerkes and C. Hackett are both members of the Residence Restorative Justice Training Team. The team designs and carries out annual staff training for all Residence Life Staff, as well as monthly training sessions addressing specific areas of Restorative Justice or Residence processes as needed. In addition, C. Hackett participated as a trainer at a national Restorative Justice training session at Bishops University, sponsored by the Student Conduct and Academic Integrity Association (SCAIA), a division of the Canadian Association of College and University Student Services (CACUSS).

Global Academic Leaders Development (GALD) program

C. Hackett and D. Eerkes provided a session and held a discussion with a group of administrators from Chinese universities on disciplinary processes and academic integrity.

Canadian Association of College and University Student Services (CACUSS)

the OSJA hosted two teleconferences this year: one on academic integrity and the other on restorative justice. In addition, C. Hackett was a member of the CACUSS Student Conduct and Academic Integrity Association (SCAIA) Academic Integrity and Professional Development Working Groups.

The OSJA looks forward to continued collaboration with other units within the University. The more we can forge ties with the University community, the stronger our prevention network will become.

Respectfully submitted,



Deborah Eerkes, Director