

## **Terms of Reference**

### **Academic Integrity Student Advisory Group**

#### **Purpose**

The Academic Integrity Student Advisory Group (AISAG) was a recommendation of the Academic Integrity Implementation Group (AIIG). The goal is to recruit students committed to academic integrity (AI). The purpose of the advisory group is to discuss existing and emerging priorities in academic integrity from a student perspective on behalf of UBC Okanagan students, as well as provide feedback to the AIIG and to the Academic Integrity Matters (AIM) Program on academic integrity initiatives for the Okanagan campus.

#### **Activities**

- Attend 4-6 meetings, for 60 minutes each, per eight-month term on a predetermined schedule as set by the committee.
- Develop an annual report to be shared with the campus.

#### **Length of service**

Ideally, members will commit at minimum for an eight-month term (September-April). However, should a member's situation change, preventing them from serving the full term, we will certainly be flexible in allowing that individual to step down.

Upon successful completion of a term, members may request a letter of recommendation from the Associate Provost, Academic Operations and Services.

#### **Roles**

##### **Chair**

The group is chaired by the Academic Integrity Assistant from the Academic Integrity Matters (AIM) Program (Student Learning Hub, UBCO Library). The chair coordinates, prepares, and distributes meeting agendas and related materials, one week in advance of regular meetings. They lead the meetings, ensuring sufficient discussion and agreement occurs as needed.

##### **Note-taker**

A member will be designated as the note-taker on an annual basis. This person will record minutes for each meeting and distribute them within 1 week.

##### **Members**

This advisory group should solicit representatives from the diverse student population as their participation is imperative to the success of any academic integrity initiatives. Consideration should be given towards inviting student representatives from various departments and roles and with various perspectives and experiences.

The Academic Integrity Program Manager from the AIM Program will be invited to participate as an ex officio member.

##### *Representation sought:*

- Undergraduate students
- Graduate students
- Students from all academic programs
- Student staff members, dependent on approval from their supervisor to participate in the meetings and work of the Group
- Students' Union Okanagan of UBC student staff members and elected student board

#### **Contact**

If you are interested in participating in the AISAG, please express your interest by contacting [aim.ok@ubc.ca](mailto:aim.ok@ubc.ca) c/o Leah Wafler, Academic Integrity Program Manager.