

CCNME Academic Integrity Committee: Terms of Reference

Purpose

The purpose of the CCNME Academic Integrity as a subcommittee of the Academic Council is to take active and proactive steps to promote, disseminate and sustain academic integrity in the work of the CCNME and all of its members, to prevent breaches of academic integrity and academic misconduct.

Roles and Responsibilities

The Academic Integrity Committee is a subcommittee of the CCNME Academic Council and has delegated authority to promote, disseminate and sustain academic integrity in the work of the CCNME. The Academic Integrity Committee directly reports to the CCNME Academic Council. It is responsible:

- To uphold academic integrity, to prevent academic misconduct, to protect academic integrity, and detect academic misconduct.
- Devise a strategic plan to promote a consistent and sustainable approach to academic integrity.
- Develop a planned approach to training and support for learners and staff in relation to uphold academic integrity.
- Collaborate with other academic committees as relevant to incorporate best practice in all elements of academic integrity.
- Determine if academic integrity breach warrants referral to Disciplinary Committee
- To review, hear, consider, and adjudicate allegations and suspected cases of breaches of academic integrity/misconduct, together with awarding penalties for such breaches, in collaboration with the Disciplinary Committee.
- Develop CCNME policies, procedures and guidelines in relation to Academic Integrity promoting adherence and consistency for both staff and learners.
- Maintain records of suspected/alleged/proven cases of academic misconduct to inform effective prevention approaches;
- Submit an annual report to Academic Council on Committee Activities;
- Contribute to the Programme Monitoring Review and Evaluation Report.

Role of the Chairperson

The Chairperson of the CCNME Academic Integrity Committee will be nominated by the Academic Council.

The role of the Chairperson is to:

- Ensure all CCNME Academic Integrity Committee activities are in line with the Academic councils Written Constitution and Standing Orders.
- Provide strategic direction and leadership at CCNME Academic Integrity Committee Meetings and directing Committee discussions.
- Ensure minutes accurately reflect CCNME Academic Integrity Committee discussions and actions.
- Provide reports of CCNME Academic Integrity Committee activities to the Academic Council.
- Review the CCNME Academic Integrity Committee Terms of Reference annually with CCNME Academic Council members and amend as required.
- Inform the Academic Council of any conflict of interest that may impact on their function.

Role of the Vice Chairperson

The Chairperson will nominate the Vice Chairperson, whose role is to:

- Deputise in the absence of the Chairperson
- Contribute to CCNME Academic Integrity Committee activities.
- Inform the Chairperson of any conflict of interest that may impact on their function.

Role of the Secretary

The role of the CCNME Academic Integrity Committee Secretary is to:

- Co-ordinate the development of the administrative function to support the CCNME Academic Integrity Committee
- Ensure that reports for the Academic Council are developed in a timely and effective manner.
- Schedule CCNME Academic Integrity Committee meetings and distribute relevant documents 7 days in advance.
- Attend and document minutes of the CCNME Academic Integrity Committee meetings.

Membership

Position	Member	Voting Rights
Chairperson	Ex-officio	Yes
Vice Chairperson	Ex-officio	Yes
ONMSD Education Lead	Ex-officio	Yes
Secretary	Ex-officio	No
Chairperson of Teaching Learning & Assessment Committee	Ex-officio	Yes
Chairperson of Quality Enhancement Committee	Ex-officio	Yes
HET Programmes Learner representative(s)	Elected	Yes
FET Programmes Learner Representative(s)	Elected	Yes

HET Tutorial Staff Representative(s)	Nominated	Yes
FET Tutorial Staff Representative(s)	Nominated	Yes
Librarian	Nominated	Yes

Conduct of Business – Meetings

Notice of Meetings

The Chairperson shall ensure that the CCNME Academic Integrity Committee will have 14 days' notice of the date, time and place of scheduled meetings. Agenda items and/or documents for circulation to the members must be submitted to the Secretary of the CCNME Programme Board. Agenda and supporting documentation will be forwarded to each member 5 days prior to the scheduled meeting. The Chairperson of the CCNME Academic Integrity Committee may in an emergency situation at his/her discretion call an Extraordinary Meeting without 14 days prior notice.

Frequency of Meetings

Ordinary meetings of the CCNME Academic Integrity Committee shall be held quarterly. Dates, times and venues will be agreed in advance. Virtual meeting facilities such as Cisco Webex or Microsoft Teams will also be available.

Quorum

A quorum for meetings of the Academic Integrity Committee will consist of 50% of the membership + 1, and must include the Chairperson or Vice Chairperson. If a quorum is not reached the Chairperson will close the meeting and not allow any business to be discussed and will reconvene a meeting at the earliest opportunity.

Decisions

The CCNME Academic Integrity Committee will operate on the basis of consensus. In the event of a vote being required on any matter, a majority of all members present, including the Chairperson, will carry the motion with the Chairperson of the meeting having a casting vote in the event of a tie. Voting by proxy is not permitted.

Review of Terms of Reference:

The Chairperson of the CCNME Academic Integrity Committee will review the Terms of Reference annually with CCNME Academic Council members and amend as required.