ICAI

International Center for Academic Integrity

A Toolkit: Starting a Networking Consortium

Written by:
Amanda McKenzie (University of Waterloo),
Blaire Wilson (Emory University),
Azalea Hulbert (West Virginia University).

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PURPOSE

The purpose of developing Networking Consortia is to support and extend the work of the International Center for Academic Integrity (ICAI) and its members to promote ethical institutions and societies all over the world.

The intent of this toolkit is to provide ICAI members with guidance on starting an ICAI Networking Consortium.

BACKGROUND

The International Center for Academic Integrity is a non-profit, volunteer membership organization run by a Board of Directors. The day-to-day operations of ICAI are contracted to an association management company.

ICAI has been established for over 30 years and has made many inroads into creating core values for academic integrity and tools to support a culture of academic integrity. The Fundamental Values of Academic Integrity publication was published in 1999, updated in 2014, and a third edition was released in 2021. The fundamental values are widely referenced in relation to academic integrity initiatives around the world.

The first version of this document was called "*A Toolkit: Starting a Regional Consortium of the ICAI*" was created in 2012, by Carol Coman, California Lutheran University and Tricia Bertram Gallant, UC San Diego. For many years this served as the initial guide to developing regional groups for ICAI; however, as the membership and diversity of ICAI grew, an expanded and more international toolkit was needed. Hence, the impetus for this toolkit.

SUPPORT FROM ICAI

ICAI can provide the following support to ICAI Networking Consortiums:

- a webpage on the Networking Consortia section of the ICAI website;
- a web forum to communicate with members;
- ability to send communications through ICAI channels (e.g., email, newsletter, blog, social media etc.);
- meeting space at the annual conference and assistance with registration and meeting logistics (i.e., food, beverages, AV needs etc.);
- assistance with other consortium conferences or events (e.g., registration, promotion etc.);
- access to subject matter experts and other ICAI networks.

If you are interested in creating a Consortium, please reach out to ICAI to discuss your ideas with ICAI leadership. Any questions or requests for guidance can be directed to: info@academicintegrity.org

GETTING STARTED

This section aims to direct those interested in starting a Networking Consortium of any type. Different consortia have formed over the years and drawing on the experiences of those groups and their leaders, this toolkit has been designed to guide others in launching a consortium to establish smaller communities of individuals connected to the field of academic integrity.

Deciding on the Purpose of the Consortium

Will your consortium be an advocacy group or a place for members to share resources? Who will be the target audience(s)? Each group will have its own priorities and goals, and the expertise of the primary point of contact and guiding coalition will be invaluable in helping shape the group and establish a mission.

Determining the Target Audience

The point of the consortium model is to give people (members or non-members) a local branch of the ICAI so that they are supported in their academic integrity work and are able to consistently contribute to supporting others in this work. While the internet provides us with connectivity across great distances, people still respond and interact better with face-to-face meetings. Consortia create a smaller community feel where colleagues have the potential to connect more regularly. In review of the consortia that have had success, three considerations emerged as common characteristics.

Consortia should be:
- Focused in scope.
- Manageable in size.
- Accessible.

These common characteristics and early considerations for design or formation contribute to the impact of the consortia. Each of these characteristics are dependent on one another and the motivating factors of one may influence the impact of another. Examples have been provided below of how different consortia addressed these characteristics and underlying motivations have been highlighted. A specific example of a consortium is included in Appendix A.

Focused in Scope

Scope is determined by identifying the group's unique characteristics that join them together. Common characteristics to consider are physical location or geography (especially as a new consortium comes together), type of institution or degree programs offered, primary language spoken, and method of instruction (e.g., online or hybrid).

- This could be determined by your geographic area. The US Southeast region identifies several states as their consortium territory. While this consortia slightly exceeds the suggested 5-hour drive radius, as the consortia grows, re-evaluating and splitting into smaller geographic consortia may become necessary.
- This could be determined by the type of institution. For example, the Coalition for Online Integrity is a consortium founded to address institutions that primarily offer online education. This method of instruction has unique challenges that are sometimes overlooked at traditional brick and mortar campuses.

- For example, to accommodate ease of gathering and economize institutional funding, the annual gathering of the Canadian Consortium is held the day before the ICAI Annual Conference as a large contingency from Canada regularly travels to this event.

Ultimately, scope will be determined by each consortium as it forms–and could be subject to evolution and change. While it is true (as of the time of this writing) that current consortia are all geographical or instructional in scope, this fact by no means precludes other groups forming around considerations such as the size of institutions or population served by an institution (i.e., professional degree programs, technical or trade schools, high schools).

Manageable in Size

As you establish the scope, a natural concept of size may form. It is recommended that you keep travel in mind for consortia that are geographically bound. It is recommended that the designated territory is no more than a 5-hour commute from end to end. The purpose being to hold major meetings in a central location to make day trips possible. For example, the SoCal Region spans north-south from Santa Barbara to San Diego and east to the San Bernadino Mountains, but they often hold their biggest meetings in Los Angeles so that all attending would have about a 2-hour drive. Alternatively, small conferences may require hotel accommodations, but travel arrangements are more cost efficient without the need to fly to the destination.

Another consideration is the number of members or size of the group itself. For example, in an area with many higher educational institutions, smaller groups might need to be formed. The right size will be best determined by the group.

Considerations to take into account are:
- Do you want to keep a smaller community feel or do you want to have a large representation of members?
- How might the level of engagement amongst members change based on the size of the group?
- What management and operational issues might arise based on the number of members?

Accessible

How can your community come together? Regular meetings of the consortium are ideal. Creating opportunities to bring like-minded individuals together should be a focus. Be thoughtful of travel budgets and time to travel. Regions may be partly determined by the availability of accessible public transportation. Utilizing technology like video conferencing, consortia have the potential to come together more often. It is strongly encouraged that consortia offer in-person opportunities for their membership, and that they consider hosting regional conferences or conference-like events as soon as feasible for their group. Consortium leaders should be mindful that, especially without deliberate planning, the ease of connecting online *may* hinder in-person participation.

Finding Regional Contacts

To establish a consortium, find like-minded people to join you in leading the effort. And don't be afraid to ask – if you don't ask, the answer is always "no!" There are many people looking for an opportunity to get involved with ICAI and a more local level of participation offered by a consortium may prove to be a great place for them to start.

1. Identify ICAI-member institutions within your scope.
If your scope is geographic, look for other institutions in the membership lists on the ICAI Member Website within your specific area. For example, SoCal started by asking ICAI for a list of member institutions in their region.

You can also use the annual conference as an opportunity to connect with people from your region. Hosting a meet and greet for a potential consortium is encouraged. Connect with the ICAI Conference Chair to make arrangements, identify a time that does not conflict with the regular conference program, and secure a space to host it. You can always ask ICAI ahead of time for the names of others attending from your region.

2. Establish a working group or small committee to lead the consortium in its infancy.
There are different ways to organize the working group that leads the development of a larger consortium. Here are some you might consider:

Idea #1 – start with other ICAI member institutions by hosting a conference meet and greet session.

Idea #2 – start with institutions like yours (e.g., if you work in a 4 year college/university, only invite other 4 year colleges/universities)

Idea #3 – start with all ICAI member institutions in your area and then expand from there

The US Southeast regional consortium, referred to as SEICAI, re-launched in 2018 with Idea #1. An interest meeting was hosted at the annual conference and led to establishing an initial group of like-minded colleagues. It continued to operate as a working group for nearly 3 years while re-launching the consortium and creating a regular conference. Now, they have implemented a leadership plan to support longevity within the consortium.

The US Northeast consortium launched in 2020 with a combination of Ideas #2 and #3. Colleagues from different institutions around New York state continued conversations started after meeting at the ICAI conference in Portland, OR. The consortium now hosts a monthly online meeting of administrators from 2-year and 4-year schools across New York, Massachusetts, and Connecticut. Members come together to troubleshoot and informally discuss best practices in areas of mutual concern, such as: faculty development outreach, involving students in academic integrity education, and conducting research to call attention to and further raise the profile of academic integrity professionals' scholarly and practical expertise.

Southern California region started with Idea #3. There were only 8 ICAI member institutions in the defined SoCal region. They emailed (see Appendix C) those 8 institutions with the consortium proposal and to ask for a volunteer to host an initial exploratory meeting in a central geographic area. Once SoCal secured a meeting location, they then invited other schools and campuses to join the inaugural meeting. They included high schools right from the beginning because Windward School (Los Angeles private school) volunteered to host their initial meeting.

3. Identify the point person at your targeted institutions.

This can be achieved by your own knowledge and familiarity from connecting with colleagues as well as searching school websites. For the most part, you can find the key people by searching on their institution websites with the key terms "academic integrity," "Honor Code," or "student conduct". Keep in mind that people who do this type of work at an institution can vary, it could be campus life staff, academic affairs administrators, or faculty. Often, locating the institutions' academic integrity policy online can direct you to an initial contact at the institution.

The US Southeast Regional Consortium in its relaunch in 2018 utilized a graduate assistant in the summer to scour websites of area universities and colleges to identify representatives that may carry academic integrity in their portfolio. This effort predominantly focused on administrators and staff. This same approach could be conducted by an undergraduate student. Consider a summer internship opportunity, enlisting the help of students who serve on the Honor Council or other academic misconduct committees, or assigning the task to a student worker or volunteer.

ESTABLISHING AND INSTITUTIONALIZING THE REGIONAL CONSORTIUM

While there are many pathways to a consortium, typically these groups have developed in one of the following ways:

- A point person creates an exploratory group which plans and executes an inaugural meeting; or
- A point person plans and executes an inaugural meeting and a guiding coalition naturally emerges.

The sections that follow highlight key considerations for various stages of the process - creating an exploratory group, planning an inaugural meeting, and establishing a guiding coalition. However, users of this guide can use their discretion - and creativity! - when thinking about the best model for a consortium within their own unique scope and area of focus.

Create an Exploratory Group
Working with an exploratory group can be a helpful first step, especially if the point person already has a strong network of like-minded peers within the target audience and/or area. Particularly in geographically-based consortia, this exploratory group can also be an invaluable resource in finding a convenient location for the inaugural meeting.

Ensure this content from below is included: As you plan and execute your first meeting, provide time for participants to share about challenges, opportunities, and solutions on their own campuses. Through this process, you will naturally identify leaders within your region who can join you as part of a guiding coalition, advisory board, or other key group.

This group can also engage around bigger questions related to the purpose of the consortium's initial event. For example, will this event focus on business-related items (e.g., governance and leadership structure, establishing a mission statement, collecting input from participants about what would be helpful to them)? Will it focus on knowledge sharing (e.g., presentations centered on predefined topics or solicited through a proposal process)? Will it focus on networking, or some combination of these three areas?

After your initial meeting, utilize this guiding coalition to develop ideas for content and activities at your next event or events. This will help cement their advisory role and will generate more useful ideas to help your group or consortium appeal to a more diverse audience.

Some key tactics to consider when first engaging with an exploratory group include:

- During initial outreach to the exploratory group, clearly express your own core idea or vision for the consortium and ask for input from others on the vision, mission, and goals.
- Work together to identify a host for the inaugural meeting and to establish dates and general format/purpose of the event. After the basics are established, you can focus on specifics like the agenda or objectives for the meeting (see "Planning the Inaugural Meeting" below).
- Rely on the networks of those in the exploratory group to develop a list of other institutions or partners to invite.

Planning the Inaugural Meeting
Exploring the possibility of forming a consortium can lead to a constant flow of excellent ideas from practitioners in the field - but ideas aren't enough. Planning a successful inaugural meeting requires the involvement of a designated point person, and a combination of event planning, communication, program planning, and delegation. An example of the SoCal inaugural meeting can be referred to in Appendix B.

Some considerations for planning the inaugural meeting are:

- Event Planning
    - Determine an appropriate length of the meeting (e.g., half day, 1 day, 1-2 day etc.)
    - Make it as easy as possible for the attendees. It may be worth considering how to offer the inaugural meeting as a free event or very low cost. This is especially true if those attending may be traveling or having to stay overnight. As costs for these types of small community events increase, attendance may be inhibited.
    - Establish an agenda (see "Program Planning" for considerations).
    - Create a budget. Identify the potential for in-kind contributions.
    - Arrange meals or refreshments as appropriate for the event. Be mindful of allergy and dietary restrictions. Consider including this in the RSVP or registration form.
    - When selecting a building/location to host the meeting, consider different needs like handicap accessibility, availability of gender neutral restrooms, and the like. Other accommodations may be needed like a lactation space or microphone/AV set up for the hearing impaired.
    - Consider parking and transportation to the venue if meeting in-person.
    - If the meeting may require some to stay overnight, recommend hotel accommodations

that are reasonably located to the meeting space. If possible, coordinate a room block.
- Communication
  - Request RSVPs - this will also assist with creating an email list for other communications.
  - Confirm the date(s), time(s), and location(s) of the event.
  - Distribute the agenda or program for the day (see "Program Planning" for considerations).
  - Provide contact information for the point person and/or host individuals.
  - Send reminders and any additional information available close to the event date.
  - Communicate with attendees about what will be provided (snacks, meals, coffee/tea, water, etc.).
- Program Planning
  - When creating an agenda, consider what is reasonable to include based on the length, format, and modality of your event.
  - Consider whether you should invite a keynote speaker of some kind. This could be someone from the ICAI Board of Directors, an administrator from the host institution, or some other person that may be a leader in the field of the desired topic.
  - Be mindful of including breaks in the program and creating opportunities for colleagues to connect with each other in an unstructured format. Networking is considered to be one of the most valuable takeaways participants receive from consortia.
- Delegation
  - Work as a group to achieve the tasks above. Many hands make light work and this can be a lot for one person to organize.
  - If you are the point person, and not the host institution where the meeting will be held, be sure to provide the host with as much support as possible. To make it easier for the host, use your working group to assist with the coordination and facilitation of the event.

Hosting the inaugural/organizational meeting
- Day of considerations (e.g., who will run a registration table and greet guests? who will open the event, who will be the host to guide the attendees through the agenda, who will close the event?)
- Problem solving
- Communication & Point of contact (e.g., how will people be kept informed of any changes in the agenda or any announcements?, who will be the main point of contact?, how will wifi information or social media handles/hashtags be shared? etc.)
- Hospitality and customer service

Wrapping up the inaugural/organizational meeting
- Discuss the future (i.e., what the group plans to do next) including:
  - Explore (and establish, if possible) future meeting plans
  - Solicit support and volunteers from those in attendance
  - Communication channels to stay in touch (e.g., email listserv, social media etc.)
- Indicate where people can access the meeting communications, slides, videos etc. after the event ends
- Gather feedback on the event by an electronic survey or paper feedback form
- Promote ICAI annual conference

Consider hosting a meeting or social event for the consortium at the annual conference.

Institutionalizing the Consortium

After an inaugural meeting has been held, the point person is well on their way to institutionalizing the consortium. Next steps, if not already done during the inaugural meeting, include the following - much of which has been explored in more detail earlier in this document:

- Establish a guiding coalition.
- Finalize mission and goals.
- Recruit additional participation.
- Develop procedural guidelines to simplify the work of the group and make it easier for individuals to get - and stay - involved. For example:
  - Determine the organizational structure of your consortium, including the role of your guiding coalition or advisory board, the role of the founder(s), and if you will have a chairperson. Also determine if there is a need for officers, and if so what each role will be (e.g., secretary, treasurer etc.). Consider writing up basic position descriptions and setting terms for the length of time a person can hold that role.
  - Determine how decisions will be made such as voting and quorum, how often you'll meet in a calendar or academic year, and how roles will be filled. Develop one or more listservs to facilitate communication among leadership, general participants, and possible future participants. Decide on a communication strategy, including frequency and type of communications.
  - Work with ICAI to develop a web presence. Information should include the mission, goals, upcoming events and opportunities, and contact information for consortia leadership.

CHARTING YOUR FUTURE

Now that you've established some initial connections, have a group of motivated participants, and some organizational structure, you'll need to consider the longer term goals your group wants to achieve and how they will be accomplished.

Use your advisory board/key roles/chairpersons to:

- Brainstorm about what the consortia will look like in (a) in the next 2-3 years; (b) in the next 5-10 years? What is the vision? (i.e., will it grow? will it narrow its focus?, will it develop sub-committees?)
- What key goals and objectives should the consortia pursue to meet the 5+ year vision?
- How will your group seek input on these goals and objectives from members?
- How will you operationalize these goals and objectives? (i.e., who will guide work in this area? How will you monitor progress? What will success look like?)
- How often will the consortia review and adjust the goals and objectives, if needed?
- How often will the consortia review and update its guiding coalition and organizational structure?

TIPS

Take Your First Big Event Seriously

- Focus on meaningful and worthwhile information/activities
- Professional development/mini-conference
- Should be affordable but worthwhile
- See the Agenda for the first SoCal "big event" in Appendix B.

Keep Interest Alive

- Post-event: immediately express appreciation for attendance and contribution to the event; survey the participants for feedback
- If applicable, promise "results" of any group activity
- Invite attendees to network with their colleagues to build participation in future meetings and consortium membership
- Again, provide the ICAI website and annual conference information
- Invite membership in the ICAI, but acknowledge that it is not a requirement for membership in the regional consortium
- In a reasonable time frame, provide the promised "results" of the group activities, if applicable
- Distribute minutes of the meeting to all participants

Follow-up for small leadership group

- Gather consortium leadership regularly to discuss outcomes of efforts to date
- Establish some long term goals with work plans for each that outline who, what, how and when things will be accomplished
- Regularly obtain participant feedback and modify goals and approaches, as necessary
- Create tentative calendar for future events and schedule of regular consortium meetings
- Plan organizational leadership meetings at the close of the academic year (recapping your work to date) and, again, at the beginning of each academic year, to plan for upcoming events and gathering at the ICAI conference
- Propose agenda items for future regional consortium meetings (See Appendix D)
- Connect with ICAI for support for future activities and engage in ICAI initiatives
- Encourage consortium participants to present at the ICAI conference (if talents and strengths are identified within the group)
- Plan an informal or formal get-together of the consortium participants at the annual ICAI conference. Use the annual conference as a means to recruit for your consortium

CAVEATS:

- Expect dropouts among initial volunteers
- Slow growth is likely (demanding schedules, lack of support from home institutions, budget cuts, etc.)
- There are costs (financial, expertise and time) involved which are assumed by the individual offering their own resources in support of the group
- Ongoing and detailed communication is key
- Engage with ICAI leadership for support and guidance as needed.

SUMMARY

In summary, creating and sustaining a Networking Consortia is a lot of work; however, the long term benefits of coordinating such a group are *invaluable.* Although this guide is meant to provide some support, we strongly encourage you to connect with the leaders of current Networking Consortiums to learn directly from their experiences.

ICAI leadership is also another resource. Please do not hesitate to reach out to ICAI with any questions you might have about Networking Consortia: info@academicintegrity.org

Good luck!

The following appended documents are provided as examples.

Appendix A

ICAI Consortium Proposal

Name: The International Center for Academic Integrity (ICAI): Southwest Regional Consortium
Lead: Justin Louder, Ed.D., Administrator, Texas Tech University Ethics Center
Deputy Lead: Lisa James, Section Coordinator, Texas Tech University Ethics Center

The Texas Tech University Ethics Center proposes to establish a regional consortium for academic integrity affiliated with the International Center for Academic Integrity (ICAI, Clemson University's Robert J. Rutland Institute for Ethics | http://www.academicintegrity.org). The ICAI is a resource for higher and secondary educational institutions that have or are developing academic integrity programs.

Background

The Texas Tech Ethics Center has adopted Responsible Conduct of Research and Academic Integrity as its two core strategic emphases, and will sustain and extend programming, policy reviews, and training related to these areas through the 2012-2013 academic year. Ethics Center administrator Dr. Justin Louder attended the ICAI's international conference in October 2011 and ICAI staff approached him for future collaboration on the basis of Texas Tech's significant work in academic integrity.

The ICAI is establishing regional groups around the United States to provide member institutions with more local support for academic integrity education and initiatives. As one of the ICAI's 14 Texas member institutions, Texas Tech is ideally placed to lead a group in the Southwest region of the country. Baylor was the only other Texas member to participate in last year's ICAI conference, and no other institution in the state had proposed to host a group for this region. Texas Tech is also the only southwestern university that has more than seven years of experience promoting, assessing, and reviewing academic integrity across disciplines.

Leverage

The Texas Tech University Ethics Center can leverage existing relationships and experience to ensure that our regional consortium will be credible within the ICAI and among participating institutions:

- **Preexisting relationships with Don McCabe and ICAI:** TTU has been selected to participate in the McCabe Survey three times in the past 10 years, and so the institution has established a strong collegial relationship with Dr. Don McCabe and the ICAI.
- **Invited to pilot national rating system:** TTU has been asked to help the ICAI pilot its Academic Integrity Rating System (AIRS), a *US News*-style ranking system for Academic Integrity. We're one of only 6 institutions in the United States participating in this pilot project.
- **Respect from other institutions:** Our session at the ICAI conference was very well received by ICAI board members and other attendees. Representatives from large institutions (e.g. Case Western, University of Missouri-Columbia, and Baylor) requested additional information on Texas Tech's AI accomplishments and how we have implemented campus wide AI assessments. TTU recently promoted our past academic integrity products on the South California ICAI Consortium list-serv (icaisocal-L) and received positive feedback from other members.

ICAI Consortium Proposal

- **Invitation to join ICAI accreditation committee:** The incoming chair of the ICAI's advisory committee, Dr. Mohamed Abou-Zeid, talked extensively with Texas Tech staff members about ICAI and TTU initiatives. He was impressed that TTU's QEP had included Academic Integrity and that we had successfully completed our 5th Year Interim Report. ICAI is now lobbying the Council for Higher Education Accreditation (CHEA) to include a greater emphasis on Academic Integrity in accreditation requirements. Because of this, Dr. Abou-Zeid invited us to join the ICAI's committee on accreditation.
- **Invested resources; QEP experience:** TTU has implemented a "Campus Conversation on Ethics" and already invested significant time, resources, and personnel on Academic Integrity programming and assessment for Texas Tech.

Proposed Structure

The mission of the International Center for Academic Integrity (ICAI) Southwest Regional Consortium will be to support Texas, New Mexico, and Oklahoma schools, colleges, and universities in developing strong academic integrity cultures at their institutions.

Staffing

The consortium will receive lead oversight from Ethics Center administrator, Dr. Justin Louder, staffing from the Ethics Center section coordinator, Lisa James, and staffing from the Ethics Center faculty or post-doctoral fellow and a half-time Ethics Center graduate assistant dedicated to the consortium for 5 hours weekly. These four personnel will coordinate all consortium communications, meetings, and activities through the year. Other Ethics Center staff will offer supplemental support as needed.

Timeline

The first year (2012-2013) will include outreach to participants, web presence and list-serv development, and one face-to-face meeting at Texas Tech for founding members.

Aug-Sept 2012 Consortium staff will develop **a website** hosted by the Ethics Center. This site will include information on consortium members and provide for member collaboration.

Sept 2012 Staff will mail **a letter of introduction and invitation** to all target institutions in catchment area (TX, NM, and OK), highlighting planned face-to-face event in late January 2013. Target institutions include all current ICAI members in the catchment area as well as select ISDs.

Nov 2012 Staff will host one **one-hour synchronous discussion** on the website on a topic relevant to participating members. This discussion will introduce members to each other, leave a trail of activity on the wiki, and set members up for the January face-to-face event.

Jan 2012 All participants will convene at Texas Tech for a **face-to-face meeting**. The Ethics Center will pay for attendees' lunch and the event will include a workshop and/or keynote.

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ICAI Consortium Proposal

Key Deliverables

The three major deliverables during the consortium's first six months will be: (1) introductory and invitation letters; (2) the consortium website; and (3) a Spring 2013 face-to-face meeting at Texas Tech for participant institutions.

(1) *Introductory and Invitation Letters*

During Summer 2012, the Ethics Center mailed out letters of introduction and copies of the 2011-2012 annual report to peer ethics centers in the state of Texas. These packages included a letter signed by Provost Smith and a note signed by Dr. Louder, and were designed to summarize the TTU Ethics Center's recent work and also encourage other institutions to build a relationship with us.

In Fall 2012, staff will expand that list by adding ICAI members and affiliated Independent School District contacts in Texas, Oklahoma, and New Mexico. An introductory and invitation message will be prepared for this new list. This letter will describe the Ethics Center, the new regional consortium, and the potential benefits of participation. The package will include a link to the consortium website (2) and information on the planned Spring 2013 meeting (3).

(2) *The Consortium Website*

The consortium website will be built during early Fall 2012, and linked to the Ethics Center's webpage. Because the consortium is designed to help participants communicate with each other, the website will include social web (Web 2.0) features based on TTU's wiki tool, Confluence.

Confluence provides for members-only access, and can be accessed by off-campus users as well as eRaider credentialed Texas Tech staff. This makes it ideal for the proposed consortium, which will include Texas Tech personnel and non-TTU participants. The tool also allows users to edit pages, add comments, upload documents in several common formats, embed YouTube videos, and post to a discussion board and internal blog without needing prior knowledge of specialized wiki jargon.

Consortium members will use the site to share information about their respective academic integrity initiatives; list upcoming group events and national or international research or assessment opportunities; and host a blog, and members'-only list-serv, and file-sharing portal. Members will be able to share and receive peer feedback on institutional policies and student learning artifacts.

Section coordinator Lisa James will be trained to administer Confluence and provide frontline advice to consortium users. Supplementary support will be provided by the existing

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administrative web team and IT support staff. There will be no additional costs for the site's administration.

(3) A Spring 2013 face-to-face meeting

The Ethics Center will host representatives of participating institutions early in January. The basic format for this meeting will be similar to the Ethics Center lunch events hosted at the TLPDC for the last three years. In addition to a workshop/seminar presentation, attendees will also have opportunities to discuss their experiences in small working groups and introduce themselves and their initiative to the full membership. Attendees will be encouraged to network and share materials with other members on-site.

The Ethics Center will staff this meeting and sponsor participants' lunch.

Partners at Texas Tech

Several TTU sectors have supported ethics initiative work on academic integrity, particularly within the Office of the Provost and the Division of Undergraduate Education & Student Affairs. Student Judicial Programs, the Office of the Ombudsman, and the Center for Campus Life have contributed significantly to the Ethics Center's presentations, surveys, and work with students. These sectors will offer the consortium their policy-disciplinary, mediation, and student service expertise and staffing assistance as needed, and also leverage their existing connections with local ISDs.

Partners beyond Texas Tech

The Ethics Center will introduce the Texas Tech initiative and ICAI consortium to potential partners at other TX higher education institutions. Peer colleges and universities will form the first layer of partnership. Secondarily, we will reach out to our own partners in local school district and encourage tertiary institutions to do so in their respective districts. Faculty and administrators are increasingly interested in outreach to secondary school educators. We acknowledge the value in training secondary school educators to embed academic integrity in their curricula and school programming.

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List of Target Institutions

The institutions that will be invited to participate this year include universities from the regional catchment area that are current members of the ICAI, Texas universities that the Ethics Center introduced itself to during summer 2012, and select Independent School Districts:

Angelo State University San Angelo, TX

Baylor University Waco, TX

Frenship ISD Wolfforth, TX

Lubbock ISD Lubbock, TX

Lubbock-Cooper ISD Lubbock, TX

New Mexico Military Institute Roswell, NM

Oklahoma State University Stillwater, OK

Roosevelt ISD Lubbock, TX

St. Edwards' University Austin, TX

Southwestern University Georgetown, TX

Tarleton State University Stephenville, TX

Texas A&M College Station, TX

Texas State University San Marcos, TX

Texas Woman's University Denton, TX

Trinity University San Antonio, TX

University of Texas-San Antonio San Antonio, TX

University of Texas, Tyler Tyler, TX

This is a preliminary list. Institutions from NM and OK will be added

SoCal Regional Consortium

INAUGURAL MEETING

Wednesday, November 30th, 2011
9:30 am – 2:30 pm
Windward School Board Room

Agenda

I. Arrivals, Coffee and Settling In (9:30-9:45)

II. Introductions (9:45-10:15)

III. What is ICAI and what does it do? (10:15-10:30)

IV. Why ICAI SoCal? (10:30-10:45)

V. Roundtable Member Reports (10:45-12:00)

    a. Academic integrity progress (strengths)

    b. Academic integrity struggles (weaknesses)

VI. LUNCH & Tour of Windward School (12:00-1:00)

VII. Next Steps (1:00-2:30)

    a. What does ICAI SoCal need to be?

    b. Who should we contact and how?

    c. Next Meeting?

    d. Listserv?

    e. Other?

Appendix C

Email example

Dear Ms. NAME,

I am contacting you because Windward School is an institutional member of the International Center for Academic Integrity (ICAI) and you are indicated as a primary member. I am the former chair of ICAI's Advisory Council and am spearheading many of ICAI's 20th Anniversary Projects this year.

One of those projects is the establishment of regional consortiums. The purpose of a consortium is to provide a local support network for individuals who are working on academic integrity on their individual campuses. And, at the recent ICAI conference, Carol Coman (from California Lutheran University) and I decided that we would like to establish a SoCal regional consortium. We are envisioning, but are in no way set on, this consortium including: semi-regular (3 times/year?) face-to-face meetings, a listerv (for consultation/advice/sharing) and hopefully future collaborative projects.

We also decided that we would like to begin this fall with our first meeting in the LA area on Wednesday November 30th, likely between 10 am – 3 pm. Hence why I am emailing you. Not only do we hope that Windward will join the SoCal Consortium, but we would like to ask if Windward might be willing to host the meeting on your campus on November 30th.

Thank you in advance and I look forward to hearing from you!

Sincerely,
Tricia

Appendix D

The International Center for Academic Integrity (ICAI)
SoCal Regional Consortium
Wednesday March 7th, 10:30-2:30
Windward School

Mission of SoCal ICAI Consortium: To support the creation of academic integrity cultures within Southern California schools, colleges and universities.

Purpose of Day: To explore how we (secondary and college educators) are similar and how are we different in our approaches to and concerns about academic integrity and to share our ideas, challenges, and successes in creating academic integrity cultures at our institutions.

Opening Remarks: Peggy Procter and Tom Gilder (10:30-45)

Part One: Gallery Walk: Getting the Conversation Started (10:45-11:30)

Moderated by: Daniel, Carol C.

"HOW TO" GOAL: Learn how to start or advance a conversation about Academic Integrity at your institution by identifying who your constituencies and stakeholders are.

- Have easel-sized post-its
- Have people call out constituencies and stakeholders for a campus conversation about AI; those become the headers or titles for each post-it.
- Put the post-its up around the room. Give college people red markers and secondary people blue markers. Tell them to go around for 5-7 minutes and write down what they would ask these constituencies and stakeholders in terms of perspectives, information they might have, etc. (Once somebody writes one, other people can put a check mark to second [or "retweet"] it.)
- Moderators troll around looking for themes and connections and differences (we should also make sure to either take pictures of post-its or save them so we can share responses with attendees).
  - Once people are seated, moderators facilitate a discussion of the results:

    - Which questions got a lot of check marks?
    - Which stakeholders got surprisingly few or many questions?
    - What is clearly more on the mind of college or secondary folks?
    - Why do these differences exist?

Part Two: The importance of public/campus reporting: putting a spotlight on Academic Integrity (11:45-12:15)

Presentation by Dr. Tricia Bertram Gallant

"HOW TO" GOAL: How to get information about good news/bad news out to right audiences; how to balance transparency versus confidentiality on campuses of various sizes; how to address concerns that reporting makes a school look bad by highlighting a "problem" like cheating; how to efficiently utilize staff time to get the most bang for the buck in gathering, analyzing, and presenting data

Part Three: Working Lunches (12:30-1:30)

Lots of small mixed groups (secondary/tertiary), each has a "how to" goal to discuss

Group 1: How to get faculty buy-in (continuation of gallery walk discussion) **Group 2:** How to create a system of reporting at your institution (continue discussion above) **Group 3:** How to change the conversation about AI from a negative to a positive **(Carol C.) Group 4:** How to discuss AI as an curricular/classroom issue (**Peggy**)

Part Four: "Deal with It" Scenario: (1:30-2)

"HOW TO" GOAL: How to get new faculty to buy in to institutional values and policies and procedures

For the scenario we'd need 1 moderator, 1 actor who is plays the role of "Peggy," and one volunteer for whom the scenario is unknown and must "deal with it" on the spot. The moderator sets up the scenario, calls time after a few minutes, and then facilitates a conversation with the group about the interaction between the two participants.

Moderator: Daniel Gutierrez
Actor: Peggy
"Guinea Pig": someone from audience (NOT someone who was in group #1 above) "THE

NEWBIE"

This scenario is about how to be a faculty leader and grow the culture of academic integrity among colleagues at a school that requires faculty to report suspected AI violations to the administration. At times, that may involve encouraging colleagues to act on the new policy rather than handling something off informally or not at all.

You're in your department office grading midterm papers and Peggy, a first year colleague, asks if you'd be willing to share some advice. Honored to be considered a source of campus wisdom, you enthusiastically say 'Sure!' Peggy proceeds to tell you about suspecting his first instance of cheating at the school and isn't sure how to handle it. He is about to share the gory details. Deal with it!

Discussion Questions (Daniel will moderate)
- Would the new faculty member's hunch about the student's intent matter for you in this conversation? Would you respond differently if the faculty member suspected intentional

plagiarism instead of an accidental misuse of sources?
- How would you handle the situation if the faculty member in question was a *more* senior member of the the school community—that is, a senior faculty member tells you about a possible violation that he/she wants to handle informally?
- How would the conversation differ if, instead of occurring in a 10th-grade English class, the suspected violation occurred in an 8th-grade or 12th-grade class? Or a freshman composition course?

Part Five: Closing Remarks (2-2:30):
-Olivia and Jamie - WW student leaders
-Tricia - thanks and next steps

1. Windward students Olivia Uhley and Jamie Hobson will help close the day, talking from the students perspective about the importance of this work and thanking us for our efforts in supporting student learning, integrity, and scholarship.
2. Tricia closes the day with thanks, next steps, how to join ICAI and the list serve