



“AICO Hour” Video Chats

Terms of Reference¹

Purpose: To provide a time and space for members of the Academic Integrity Council of Ontario (AICO) to engage in open and supportive conversation about initiatives, questions or pressing issues they have regarding academic integrity.

Organizers: Members of the AICO Executive will coordinate and facilitate these ‘chats’. These events will take place virtually using a video conferencing platform such as Zoom or MS Teams. The event will last for one hour at a time and will run once a month for an indefinite period based on the level of interest and participation. Participation is voluntary. The organizers will take brief notes on the general themes discussed and will make these available to the participants following the meeting. The ‘chats’ will not be recorded nor will the notes be made publicly available.

Participants: Open to any members of the Academic Integrity Council of Ontario (AICO) or others who have been specifically invited by the organizers (e.g., a subject matter expert or academic colleague that is not a member of AICO etc.).

Event etiquette:

- Organizers will start and end the event on time
- Common guidelines for video conferencing will be followed such as keeping your mic muted unless you are speaking, using the chat box for sharing information or asking questions etc.
- Only one person will speak at a time, each participant will be given an opportunity to speak, if they wish
- All participants will engage in the spirit of sharing and for the benefit of all
- Participants will treat each other with mutual respect, engage in lively debate and honour each other’s differences
- Organizers reserve the right to moderate participants should their behaviour disrupt the positive flow or intent of the event

¹ Based on the original work of Eaton, S. E. (2020). Integrity Hour: A Guide to Developing and Facilitating an Online Community of Practice for Academic Integrity. Calgary, Canada: University of Calgary.