

Appendix I: RECORDING – VIDEO, AUDIO, STILL IMAGE, DIGITAL

Recording an individual's voice and/or image creates unique handling and storage issues, particularly if the content may be considered sensitive. Subjects must be informed ahead of time that such recording will occur. Subjects must also be provided with information about the storage, confidentiality, and future use of the resulting tape. Only what is necessary for the purpose of the study should be recorded.

If a research protocol involves the recording of research subjects, complete the questions listed below:

1. What type of recording will be utilized?

An audio recorder will be used.,,likely digital.

2. What identifiers will be recorded, e.g., partial facial features, full facial features, subject's name?

None, only oral content will be captured or noted in this study.

3. Is the recording necessary for participation in the research? If so, why?

We will be talking over lunch, in a more casual setting, so the recorder will allow the facilitator to focus on the participants without have to take very detailed and specific notes.

4. What additional risks to the subject may arise from the recording?

A risk that something that was said (inappropriate or embarrassing) is recorded rather than forgotten immediately.

5. Who will have access to the recording(s)?

Only the principal investigator and the Cross Chair in SoTL. An outside transcriptionist may be used, and that person would sign a confidentiality agreement before given access to the recording.

6. How will the recording(s) be used, e.g. educational or commercial purposes, analysis by the research team, future unspecified use? Please note that any public use of the recordings requires separate, explicit consent for such use.

The recording will not be used. After transcribing the recording, it will be erased.

7. What mechanisms in place to protect the confidentiality of the person(s) being recorded?

Students will not introduce themselves on the recording.

8. Will the recording(s) be kept indefinitely? If not, provide a clear indication of when and how they will be destroyed.

As soon as the recording is transcribed it will be erased.

9. Will the subjects receive any compensation for allowing themselves to be taped? If so, describe the amount and the method of compensation.

Participants in the focus group discussion will be fed lunch in exchange for their participation.

Additional Informed Consent Requirements: In addition to the standard elements of informed consent, consent forms for projects involving recordings must make specific mention of the elements included above.

- If the recording is an optional procedure, the subject must have the choice of participating in the recording. The consent for this is separate and distinct from consent to participate in the project, therefore separate signature and date lines are required.
- If the recording is an integral part of the research and not an optional procedure, a separate informed consent document is not required. However, documentation of the considerations listed above must be still be included within the body of the informed consent document, as well as any additional risks that may arise due to the recording.