



Form devised May 1995; updated May 1997; June 1998; May 1999, Dec 2000, June 2002

**ETHICAL APPROVAL AT DEPARTMENTAL LEVEL OF A  
PROPOSAL INVOLVING HUMAN PARTICIPANTS (CATEGORY B)**

*PLEASE read the important notes appended to this form before completing the sections below*

**NAME OF DEPARTMENT: Higher Education Development Centre (HEDC)**

**TITLE OF PROJECT:** Identifying knowledge and skills of experienced higher education teachers

**PROJECTED START DATE OF PROJECT: Semester 2 2007**

**STAFF MEMBER RESPONSIBLE FOR PROJECT: Dr Sarah Stein**

**NAMES OF OTHER INVESTIGATORS OR INSTRUCTORS:** (Please specify whether staff or student. If student, please give the name of the qualification for which the student is enrolled)

NIL

**BRIEF DESCRIPTION OF THE PROJECT:** Please give a brief summary (approx. 200 words) of the nature of the proposal:-

The knowledge and skill concepts that teachers need to possess about teaching and learning are not defined in succinct ways in the higher education literature, there being a trend towards broad theorization and generalization about teachers' and students' conceptions and the influence of those conceptualizations on behaviours and application of 'good' teaching and learning practices. The consequence is that there is very little guidance for academic staff developers including the developers of courses such as Post Graduate Certificate in Tertiary Teaching courses, who are interested making explicit the specific knowledge and skills that underpin and contribute to the development of the broader qualities and attributes of effective teachers.

This study aims to focus upon the practice of teaching, with a view to identifying the sets of knowledge and skills that are essential for teachers to know and be able to apply in higher education contexts.

The **goal** of this study is to articulate the concepts and processes that make up the knowledge and skills base teachers draw upon and utilize as they teach in higher education settings.

The **specific objectives** are:

1. To develop a theoretical construct that describes the knowledge and skill types involved in teaching.

This will be undertaken by:

- Observation (audio and video recording, and minute by minute analysis of action and interaction) of a group of experienced university teachers planning for their teaching.
  - Interviews (recorded and transcribed) of the teachers to ascertain the knowledges they say they draw upon as they plan for their teaching and practice as teachers in their classrooms.
2. To investigate the applicability of the theoretical construct about knowledge and skill types involved in higher education teaching by using the construct to:
    - re-analyze data from our study undertaken in 2006 (Stein & Spronken-Smith, 2005, CALT funded RUT grant) to determine the nature and extent of the knowledge and skill development of participants in a formal course in tertiary teaching
    - analyse the current HEDC academic staff development courses and workshops to determine the knowledge and skills development support they provide.
  3. Make implications for research and practice in higher education curriculum, teaching and learning, and professional development.

***This application for ethics approval relates to the research activities outlined under specific objective 1, above.***

**DETAILS OF ETHICAL ISSUES INVOLVED:** Please give details of any ethical issues which were identified during the consideration of the proposal and the way in which these issues were dealt with or resolved:-

Ethical issues identified for this study are associated with consent, and with the confidentiality of personal information about participants in interviews and observations.

### **Consent and Confidentiality**

A small group of up to 4 experienced university teachers will be observed as they engage in planning for their teaching. They will be observed as they teach their own students and subsequently interviewed about the knowledge they draw upon and utilise in their teaching.

Teachers will be invited to volunteer to participate. They will be given a written *Information for Participants* sheet and a *Consent Form* to sign. These will alert them to the fact that:

**Reporting Sheet for use ONLY for proposals considered at departmental level**

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- their interview and planning session will be digitally recorded (sound and vision - the teacher planning session; sound - interviews).
- interviews will be transcribed verbatim
- relevant sections of the teaching planning session will be transcribed and described in words.
- quotes from transcriptions and descriptions may be used in any reports or papers on the study
- they may request access to data recorded about themselves at any time

In addition, they will be made aware that they will be free to withdraw at any time and not have their data included in the study.

The *Information for Participants* sheet and *Consent Form* are attached.

**ACTION TAKEN**

- |   |  |
|---|--|
| <input type="checkbox"/> Approved by Head of Department                         | <input type="checkbox"/> Approved by Departmental Committee                      |
| <input type="checkbox"/> Referred to University of Otago Human Ethics Committee | <input type="checkbox"/> Referred to another Ethics Committee<br>Please specify: |

.....

**DATE OF CONSIDERATION:** .....

**Signed (Head of Department):** .....

**Please attach copies of any Information Sheet and/or Consent Form**



## **IDENTIFYING KNOWLEDGE AND SKILLS OF EXPERIENCED HIGHER EDUCATION TEACHERS**

### **INFORMATION SHEET FOR PARTICIPANTS**

Thank you for showing an interest in this project. Please read this information sheet carefully before deciding whether or not to participate. If you decide to participate I thank you. If you decide not to take part there will be no disadvantage to you of any kind and I thank you for considering my request.

#### **What is the Aim of the Project?**

Experienced teachers have developed their knowledge and skills over a number of years and in a variety of teaching contexts. While there is much written about “good teaching” and the behaviours and qualities of good teachers, such behaviours and qualities are mostly written about in quite general terms. This project seeks to analyse the behaviours and qualities of good teachers with a view to offering a more analytical description. I wish to examine these behaviours and qualities more closely in order to present a rationale for an integrated view of the knowledge utilised by experienced teachers, but one that is, simultaneously, a clearer reflection of the more specific types of thinking and practice that experienced teachers engage.

#### **What will Participants be Asked to Do?**

Should you agree to take part in this project, you will be asked to plan a teaching session in collaboration with your colleagues. You will be then be invited to an individual interview about the planning session and about the knowledge that you use when you engage in any aspect of your teaching.

#### **Can Participants Change their Mind and Withdraw from the Project?**

You may withdraw from participation in the project at any time and without any disadvantage to yourself of any kind.

#### **What Data or Information will be Collected and What Use will be Made of it?**

The planning session will be recorded (vision and sound). It is envisaged that at least 1 hour of the session will be recorded. Relevant sections of the recorded planning session will be transcribed and verbatim and/or described in writing.

The interview, of up to one hour in length, will be recorded on audio recorder and transcribed verbatim. You will be invited to provide further comment on the transcribed interview.

Data from all interviews will be analysed alongside the planning session data. Quotations from the planning session and from your interview may be made in reports or papers on the

study but your name and identity will be kept confidential and anonymous. Only the researcher, Dr Sarah Stein, will have access to the data you provide and the data will not be used for any other purpose than this research. A transcriber will be given access to recorded data for the purposes of transcribing only.

The results of the project may be published and will be available in the library but every attempt will be made to preserve your anonymity.

You are most welcome to request a copy of the results of the project should you wish.

The data collected will be securely stored in the University office of the researcher and on a password protected space on a University server. Only the researcher will be able to gain access to it. At the end of the project any personal information will be destroyed immediately except that, as required by the University's research policy, any raw data on which the results of the project depend will be retained in secure storage for five years, after which it will be destroyed.

**What if Participants have any Questions?**

If you have any questions about the project, either now or in the future, please feel free to contact me:-

**Dr Sarah Stein**

Higher Education Development Centre

University of Otago

Tel: (03) 479 5360

Email: [sarah.stein@stonebow.otago.ac.nz](mailto:sarah.stein@stonebow.otago.ac.nz)

*This proposal has been reviewed and approved by the Higher Education Development  
Centre, University of Otago*

UNIVERSITY  
of  
OTAGO



*Te Whare Wānanga o Ōtago*

**IDENTIFYING KNOWLEDGE AND SKILLS OF EXPERIENCED HIGHER  
EDUCATION TEACHERS**

**CONSENT FORM FOR PARTICIPANTS**

I have read the *Information Sheet* concerning this project and understand what it is about. All my questions have been answered to my satisfaction. I understand that I am free to request further information at any stage.

I know that:-

1. my participation in the project is entirely voluntary;
2. I am free to withdraw from the project at any time without any disadvantage;
3. the raw data on which the results of the project depend will be retained in secure storage for five years, after which it will be destroyed;
4. the results of the project may be published and available in the library but every attempt will be made to preserve my anonymity.

I agree to take part in this project.

.....  
(Name of participant)

.....  
(Signature of participant)

.....  
(Date)

*This proposal has been reviewed and approved by the Higher Education Development  
Centre, University of Otago*