



ETHICS COMMITTEE Minutes

04 August 2020 9:30 – 11:00

Blackboard Collaborate (virtual session)

Attendees: Peggy Seriés (Chair), Arno Onken, Lexi Birch-Mayne, Kami Vaniea, Victoria Lindström, Sam Bishop (secretary).

Apologies: Chris Lucas

No.	Item	Action
1.	Approval of Previous Minutes The minutes of the previous committee were approved as a fair representation of the meeting.	
2.	Matters Arising from previous meeting <ul style="list-style-type: none">● Advice on group applications – Completed● Qualtrics PDF functionality – partially completed by CS from computing support but will need access to the form submission project in Qualtrics. Action: VL to email KV and CS to prompt resolution of task.● Wording on prior REC approval in Qualtrics – Not completed, action carried forward.● VL to contact ARMA representative to seek more details on the training workshop and whether the training can be tailored to cover Informatics specific case studies. – Completed (w case study request on agenda)● VL to distribute draft FAQs and answers to committee for approval, and then publish on FAQs page of the Ethics website. – Completed.	VL (KV/ MW)
3.	Application review – standing item Ethics applications for MSc projects are up on previous years but still relatively low compared to the total number MSc projects. It was unclear whether this was due to poor engagement or whether the projects do not require ethics approval. A communication should be sent to current MSc students pointing to the Ethics webpage FAQs. Communications should be scheduled for the new cohort of MSc Students and supervisors to be sent out in March 2021. Action: PS to send out communication pointing towards to Ethics FAQs. Action: Schedule Ethics communications to be sent out in March 2021 for new MSc students and MSc project supervisors.	PS PS
4.	Qualtrics edits <ul style="list-style-type: none">● The automatic reply for the Qualtrics ethics application process is currently stating that they will be a maximum 5 day turnaround on applications. This is incorrect and should be changed to 10. Action: KV to correct information on Qualtrics automatic reply.● Some applicants are not completing their applications in Qualtrics due to thinking the process is completed when they get to a particular page but in	KV



	<p>fact there is one more step to complete. This page should be edited to make apparent to applicants that there is another step to take. Action: KV to edit page in Qualtrics to indicate another step is needed to complete applications.</p>	KV
5.	<p>External Ethics training The materials for Ethics Training obtained from ARMA are nearly ready to be rolled out but more Informatics appropriate case studies are required. The committee suggested suitable cases and requested that they be sent to the ARM representative. Action: VL to send new case studies to ARMA representative.</p>	
6.	<p>Template PIS/consent form updates (incl. web blurbs) Edits were discussed to the example/template PIS and consent forms displayed on the Ethics webpages including some entries to the FAQs. Changes were agreed. Action: VL to action agreed changes to PIS/consent forms and FAQs on Ethics webpages.</p>	VL
7.	<p>AOB Some committee members are experiencing issues with their permissions in the RT ticketing system. Action: VL to liaise with computing support to resolve RT issues.</p>	VL
8.	<p>Date of next meeting: Tuesday 1st September, 09:30-11:00</p>	