

Participant information sheet

Scaffolding Co-Design in the College of Engineering and Computer Science

Researcher:

Hello, my name is Dr. Maya Haviland and I am working in the College of Engineering and Computer Science as Co-Design Lead. I am also leading a multi-sited research project entitled 'Scaffolding Cultural Co-Creativity' funded by the ANU office of the Pro-Vice Chancellor, Innovation through a Translational Fellowship. In these dual roles I am undertaking research looking at processes of CoDesign within the context of the Reimagine investment being implemented by the College of Engineering and Computer Science at the ANU. This research project is called '**Scaffolding CoDesign with the ANU College of Engineering and Computer Science**'

Project title: Scaffolding Co-Design in the College of Engineering and Computer Science

General outline of the project:

In this research project I am investigating what practices, processes and skills are involved in enabling and sustaining collaborative creativity (co-creativity) and CoDesign within the College of Engineering and Computer Science (CECS). I am particularly interested in understanding how co-creative practices might vary across organisational and disciplinary contexts, and how different participants perceive, negotiate and access value from co-creative and co-design processes over time. This research is being undertaken as critical action research as we implement CoDesign activities and projects as part of the Reimagine investment.

The research has two primary goals:

1. To generate practical knowledge about collaborative design and creativity processes that is useful for and has application to the College of Engineering and Computer Science at the ANU and its partners and collaborators, and,
2. To identify principles and methodologies for supporting and embedding co-creativity and co-creation into this and other cultural sector contexts and organisations, drawing on the insights gained from this case study.

Research methods I am using include:

- Observant participation in key activities and day to day processes within the Reimagine initiative. This includes participation in day to day meetings and activities undertaken as part of daily work within the College of Engineering and Computer Science and associated parts of the ANU, as well as observing how things work in specific codesign events and activities that we are implementing through the Reimagine investment.
- Reflective workshops and small group discussions with people involved in implementing Reimagine CoDesign initiatives. These will be documented via notes, minutes, or, where permission is given, via recordings that are then transcribed.
- Semi-structured interviews with participants and facilitators of Reimagine project initiatives. Where permission is given these will be recorded and transcribed, otherwise documented via written notes.
- Process mapping of collaborative design initiatives within the Reimagine initiative. This might involve visual mapping of processes, structures and timelines associated with specific initiatives and activities.
- Analysis of documents and secondary data related to the Reimagine project. Analysis of documents and secondary data will focus on documents that are available for general circulation within the College and exclude any documents or data containing personal information, such as human resource data.

Participants:

In this project I will be undertaking interviews and conversations with individuals and groups; participating and observing within daily work in the College and in specific workshops and events; analyzing project documentation and reports; and, undertaking collaborative activities and action research with people within and beyond the College of Engineering and Computer Science. I will be interviewing around 30-40 people as part of this research, and another 150-200 people are likely to be involved in workshops and other activities which will be the focus of the participant observation parts of the research.

Participants are likely to come from 2 main groups:

1. Staff in key units of the College of Engineering and Computer Science who are involved in inter-disciplinary and collaborative organizational work, such as people working in the Program Management Unit (PMO), the college executive, Deans office, Marketing and Communications and other professional and academic units across the college.
2. People who participating in specific initiatives related to CoDesign of the Reimagine investment, these are groups such as the Reimagine Fellows and people who participate in codesign events and workshops. These people may be staff or students of the College or the broader ANU or be invited participants from outside the ANU.

Use of data and feedback:

In this research I am aiming to:

- Support the implementation of the Reimagine project, with specific focus on implementing collaborative and creative design processes with diverse stakeholders within and beyond the ANU.
- Contribute new knowledge about organizational transformation at scale that supports and sustains co-creativity as a core value, practice and capacity.
- Contribute new knowledge about how processes and skills of collaborative creativity can be effectively taught and embedded as a key way of working within CECS and other organizational contexts.

The data gathered will be used to inform the ongoing design and implementation of the Reimagine project, and to produce research papers, reports and other research outputs. The data will be analyzed to better understand how co-creative processes occur and are enabled both in the Reimagine Project and how this knowledge might apply to other organizational and cultural contexts. Preliminary findings will be fed back into the planning and implementation processes of Reimagine, as well as presented in workshops and project updates to interested participants.

If you want specific updates on the research you can, at any time, contact Dr. Maya Haviland (see contacts on final page). Ultimately, this research will inform the development of new knowledge, frameworks and approaches to implementing, sustaining and scaling co-creative processes in cultural organisations and projects.

Project funding:

This study is being funded by the Office of the Pro Vice Chancellor, Innovation, at the Australian National University as well as through funding for the Reimagine Project (CECS ANU).

Participant involvement:**Voluntary participation and withdrawal:**

Your participation in this research is voluntary, and you only have to participate if you want to. You may decline to take part in the research, or pull out of the research without providing an explanation at any time until the work is prepared for public dissemination and/or publication. Importantly, participation is not required by your employer. Even though it is happening within the context of the work of the College of Engineering and Computer Science you are free to choose not to participate. Choosing not to participate in this research will have no repercussions on your present and/or future employment or opportunities for employment at the ANU.

You can also refuse to participate in part of the research; for example, you can refuse to answer a question, or to participate in another research activity, ask to have any of your specific comments redacted at any time before publication, or ask me to stop recording for some or all of an interview. You can also ask me to exclude you from the data I am gathering for participant observation of activities within the College of Engineering and Computer Science.

If you choose to withdraw from the research process wherever possible I will destroy the information you have provided (e.g. individual recordings); when this is not possible (e.g. when it is recorded in a broader group discussion) I will not use your input in public outputs from the research.

As one of the methods of gathering data in the research involves participation and observation by Dr. Maya Haviland you can 'opt out' at any time by simply contacting me to ask for your contributions to specific conversations, activities or events to be excluded from the research. You can do this in person, via phone or email, or using the online form available on the research page for this project. My contact details are provided below.

What does participation in the research entail?

Participation in the research can involve participating in an interview, workshop or action research activity associated with the CoDesign activities or the broader Reimagine investment. It may simply involve being observed during activities related to the implementation of the Reimagine investment at the ANU College of Engineering and Computer Science.

Observant Participation

I am working within the College of Engineering and Computer Science as CoDesign Lead. In this capacity I am undertaking what is called 'observant participation' as part of this research study. This means that my observations and notes from activities in the project will form part of the research data. The purpose of the research is not to assess or audit staff performance. The purpose of the study is to understand the practices, processes and skills that enable collaboration and co-creativity in different organizational and cultural contexts. Observational notes will be only accessible to myself (or a research assistant that has signed a confidentiality agreement) and will be stored securely. If you are likely to be identifiable in research findings drawing on observational data I will check with you before any information is made public, and you will have a chance to add or remove anything that relates directly to you or specifically identifies you.

Interviews

You may be invited to participate in one on one or group interviews as part of the research. With your consent this will be recorded and may also be documented through written notes. Transcriptions may be made of recordings and if any quotes attributed to you are to be used in research outputs you will be given an opportunity to review, redact or annotate them before they are used.

Workshops and action research activities

You may be invited to take part in workshops and other activities which are part of the research and the project. You will be notified at the beginning of the event or activity that it is part of the research, via statements by the researchers or organisers and/or through signs and notices at the event. You are always free to choose not to take part in the activity or ask for your contributions to be excluded. Withdrawing from the study will not disadvantage your work role or jeopardize your participation in future events. If you are likely to be identifiable in research findings drawing on workshop or action research data I will check with you before any information is used in public research outputs, and you will have a chance to add or remove anything that relates directly to you, bearing in mind that your contributions may not be able to be separated from those of others.

Location and duration:

Observation may occur at any time during activities associated with the Reimagine investment, but will be mainly focused on:

- a. Activities related to the development, implementation, management and evaluation of CoDesign workstream and its relationship to other aspects of implementation of the Reimagine investment within the College of Engineering and Computer Science,
- b. Reimagine CoDesign Workshops and Events,
- c. Specific projects and processes undertaken in collaboration with Innovation Institutes and other CECS units such as Role Play Game commission with Cyber Institute or the Reimagine Fellows initiative.

Workshops and group conversations will happen on an invitation basis and may be part of day to day activities in the College of Engineering and Computer Science. The length of these will vary but you will be advised in advance of the expected time commitment.

Interviews will occur in private spaces on the ANU campus, or at another place which you agree to. Generally interviews will be between 1- 1 ½ hours in length and I may ask you to do more than one interview over time. How many interviews you participate in is up to you.

Risks: Although the research is not focused on assessment of staff performance, there is still a risk information about how people undertake their jobs and roles may be shared and this could have negative consequences in cases where behavior is contrary to organizational policies and procedures.

Another risk in research involving participant observation is that private and personal information may become public. With this in mind you should make sure you clearly state if some information should not be included as part of research data. If you are uncomfortable with any aspects of the research or questions unintentionally make you feel uncomfortable please tell me and I will stop immediately or adjust the way I am conducting the research.

If you experience any distress or discomfort associated with this research please contact ANU Counselling for students on (02) 6125 2442 or for ANU staff emailing staff.adviser@anu.edu.au or visiting the [Employee Assistance webpage](https://services.anu.edu.au/human-resources/wellbeing/employee-assistance-program) (<https://services.anu.edu.au/human-resources/wellbeing/employee-assistance-program>). You can also contact Lifeline at any time on 131114.

Benefits: This study will benefit the College of Engineering and Computer Science by supporting action learning

about collaborative and co-creative practices with a range of people, groups and organisations associated with, and working in, the College of Engineering and Computer Science and the ANU. It will provide valuable new knowledge about implementing co-creative processes with diverse stakeholders at scale and over time. It will contribute a detailed case study that will help us develop new insights about the iterative relationships between collaboration, creativity, organizational design and culture, and experiences of value from co-creative initiatives in different organizational and disciplinary settings. This research will be used to inform the design and development of new frameworks, tools, organizational processes, and curricula to support and build capacities for co-creativity in diverse and complex organizational settings.

Confidentiality:

This research is not premised on the goal of full confidentiality as it will not be possible to provide confidentiality of identity to all participants in this research. The Reimagine investment and the ANU is relatively high profile, and of a very specific nature, so it will be impossible to hide the research setting in research outputs. It is important that you are aware that full confidentiality cannot be guaranteed as there may be a chance that participants will be identifiable to some people (e.g. because they are in a particular leadership role at the time of research or they use a particular expression a lot their colleagues might recognise them, or if they say something in a workshop others will know what they've said). The focus of the research is not on specific individual behavior, rather it is seeking to understand collaborative dynamics and what enables and constrains them.

I will try to obscure specific peoples identities in the majority of research outputs (through techniques such as generalization or blending of narratives), but there is still a chance that people familiar with the ANU at the time of the study may be able to identify people due to their organizational role.

If you are willing to be identified in research outputs you will be given a chance to review and amend any quotes or material directly attributed to you before they are used in public. Interview recordings and transcripts may be kept in a form that has participants name on them in order to maintain coherence of data. However research data, such as interview recordings, transcripts and consent forms will only be accessible to the researcher or to research assistants who sign confidentiality forms.

If you do not wish to be identified in any of the research I will store permission forms separately from the recording, and do everything I can to ensure that you are not personally identifiable within published outputs.

Privacy notice (required by Australian privacy law):

In collecting your personal information within this research, the ANU must comply with the Privacy Act 1988. The ANU Privacy Policy is available at https://policies.anu.edu.au/ppf/document/ANUP_010007 and it contains information about how a person can:

- Access or seek correction to their personal information;
- Complain about a breach of an Australian Privacy Principle by ANU, and how ANU will handle the complaint.

Data storage:

Where: All electronic data will be stored in equipment that is password-protected and locked in secure premises at the ANU. All audio transcripts, typed notes and documents will be stored in the ANU hardware and backed up by a secure cloud-based service.

How long: Data from this research will be stored for at least five years after any publication arising from it.

Handling of data following the required storage period: After the storage period, the written materials may

be archived by Dr. Maya Haviland for use in later research. Audio recordings will be destroyed after 5 years.

Queries and concerns:

Contact details for more information: If you have any questions about the research, or want to add any more information, please me on #0418 366 699 or maya.haviland@anu.edu.au.

Ethics committee clearance:

The ethical aspects of this research have been approved by the ANU Human Research Ethics Committee (Protocol 2019/751). If you have any concerns or complaints about how this research has been conducted, please contact:

Ethics Manager
The ANU Human Research Ethics Committee
The Australian National University
Telephone: +61 2 6125 3427
Email: Human.Ethics.Officer@anu.edu.au