



COLLEGE OF PHARMACY

Classroom Lecture Recording Policy

FULL POLICY CONTENTS

<p>General Policy Statement Procedures Forms/Instructions Additional Contacts</p> <p>ADDITIONAL DETAILS Definitions Related Information</p>	<p>Effective: October 19, 2011 Last Updated: <i>April 23, 2013</i></p> <p>Responsible University Officer: Chair, College of Pharmacy Technology Committee</p> <p>Policy Owner: College of Pharmacy Technology Committee</p> <p>Policy Contact: Chair, College of Pharmacy Technology Committee</p>
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GENERAL RECORDING POLICY

This defines the COP policy on recording of lectures which may capture audio, slides and/or persons in the classroom. This provides guidance to faculty, staff and students and gives consistency between the courses. It also gives the procedures by which lectures are recorded, stored and destroyed.

1. All COP required course lectures, which are delivered synchronously by ITV to both campuses, will be recorded by the COP ITV staff and available to students for personal viewing.
2. The course lead, or instructor delivering the content, at his/her discretion, may choose not to record lecture(s) (e.g. lectures where patients are used).
3. Elective courses will not be recorded unless requested by the course lead or instructor delivering the content.
4. Recordings will be available only to students enrolled in the course, college faculty and staff.
5. If the material from an ITV course provides instruction that is delivered via non-ITV (i.e. Duluth and TC class split for the day for small group discussions, cases, etc.), then that lecture period may be recorded at the discretion of the course lead or instructor delivering the content.
6. All recordings will be available for only one year following delivery of the course. At that time the recording will be permanently destroyed. For example, lectures from the Fall semester will be permanently deleted at the end of the following Fall semester and Spring semester lectures will be deleted at the end of the following Spring semester.
7. All faculty, students and guest lecturers must be informed of the recording prior to the lecture. It is at the discretion of the course director on the method by which to inform the lecture and students. See suggested Recording Policy Language for the course syllabus in the Procedures.

8. Students enrolled in the class may use the recordings only for the purpose of enhancing their personal learning of the subject matter. No other use is allowed without expressed written permission of the lecturer and course director.
9. College of Pharmacy faculty may restrict or prohibit the use of personal recording devices in his/her classroom, lab, or any other instructional setting. The student must receive written permission to record for personal use. Students recording the lectures must destroy the recorded material within one month of successful completion of the course. This will be enforced through the honor code. Please see the following link for a complete description of the University Policy in more detail:
<http://www.policy.umn.edu/Policies/Education/Education/Classroomped.html>
10. In the event that a lecture is not recorded, such as recording equipment failure, technical difficulties, lecturer preference, the lecture will not be recorded or posted. Students are responsible for materials delivered in the live class regardless of recording availability.
11. Recorded lectures may not be shown or used in an internal or external course offering, or in any other internal or external presentation or event, without written permission of the lecturer and course director.

GENERAL RECORDING PROCEDURE

1. Academic technology support staff will be responsible for recording and posting lectures to Moodle, and iTunes U. Lectures will be available for viewing within 1 business day.
2. Academic technology support staff will be responsible for permanently destroying the recordings and documenting their destruction one year after end of the course. For example, lectures from the Fall semester will be permanently deleted at the end of the following Fall semester and Spring semester lectures will be deleted at the end of the following Spring semester. Students who download recordings via iTunes U to their personal iPod must delete the recording within one month of their successful completion of the course. (See related College of Pharmacy Procedure:
http://www.pharmacy.umn.edu/prod/groups/cop/@pub/@cop/@main/documents/article/cop_article_120167.pdf)
3. Recorded lectures shall be afforded the protection of copyright with the limitation of Fair Use (17 U.S.C. Section 107), which includes reproduction in copies or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Please see the Digital Millennium Copyright Act of 1998:
<http://www.copyright.gov/legislation/dmca.pdf>.
4. If the recorded lecture contains copyrighted materials (e.g. a slide with a figure from a copyright protected document) it is the lecturer's responsibility to assure that proper attribution and copyright procedures have been followed.
5. A standardized notification to students regarding the recording policy must be included in each syllabus and also provided in the student handbook.
6. All lecturers must be notified prior to the lecture of the recording policy verbally or in writing, or receive the syllabus with the recording policy statement, if the course will be recorded.
7. If a lecture is not to be recorded, it is the responsibility of the lecturing faculty, course director or section director to notify the academic technology support staff of the exception.
8. Sample syllabus language related to recording of lectures in the course. This language should be modified as appropriate for each course.

Required courses may be recorded and posted on a secure site to aid the students in learning the material. Elective courses are recorded only at the request of the course lead or instructor. *Lecture archives are not considered a replacement for attending lecture.* Students are expected to attend class. Recorded lectures are supplemental to the live lectures and are available to help students in learning the material. Students are responsible for all material delivered in the live lecture regardless of successful recording and posting.

ADDITIONAL CONTACTS

Primary Contact	Name	Phone Number	Fax/Email
Info Tech Prof - TC	Steve Panizza	612-625-7203	paniz001@umn.edu
Info Tech Prof - Duluth	Sean Hall	218-726-6004	shall@d.umn.edu

DEFINITIONS

COP: College of Pharmacy

COP Faculty: Faculty with regular or term appointments in the College of Pharmacy

RELATED INFORMATION

- Board of Regents: Copyright Policy
<http://www1.umn.edu/regents/policies/academic/Copyright.pdf>
- University Libraries Copyright Information and Education
<http://www.lib.umn.edu/copyright/>

HISTORY

Drafted: 2011, Drafted by College of Pharmacy Technology Committee

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