



POLICY

Classroom Lecture Recording Policy

Policy Owner: College of Pharmacy Technology Committee | Effective Date: **July 21, 2016** | Last Updated: **July 21, 2016**

REASON FOR POLICY

The college is committed to providing students access to course materials in ways that enhance their ability to learn and succeed in the PharmD program.

Students re-watch lectures online in order to reinforce concepts delivered in class and prepare for exams or assignments. Students who are absent from class for legitimate reasons also need access to view recorded lectures in order to learn course material. Viewing recorded lectures online is not a substitute for class attendance.

For the reasons stated above, the college records all required course lectures and makes them available in a timely manner for students to watch online.

PROCEDURES

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 will be 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 private patient data are discussed and/or presented).
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 retained for four years following delivery of the course. At that time the recording will be permanently destroyed.
7. All faculty, students and guest lecturers must be informed of the recording process 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 express written permission of the lecturer and course director.
9. Use of personal recording devices in the classroom, lab, or any other instructional setting is strictly prohibited unless written permission to record for personal use is obtained from the instructor and course director. Any recordings made with permission must be destroyed within one month of successful completion of the course. These stipulations will be enforced via the Honor Code. The relevant university policy can be found at: <https://policy.umn.edu/education/studentresp>.
10. Some lectures might not be recorded due to technical difficulties, such as recording equipment failure. Students are responsible for materials delivered in 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. CoP IT Staff will be responsible for recording and posting lectures to Moodle. Lectures will be available for viewing within 1 business day.
2. CoP IT Staff will be responsible for permanently destroying the recordings and documenting their destruction. Students who download recordings to any personal devices must delete the recording within one month of their successful completion of the course.
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 is included in the centralized syllabus and is 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. 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.

CONTACTS

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OTHER INFORMATION

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

regents.umn.edu/sites/regents.umn.edu/files/policies/Copyright.pdf

- University Libraries Copyright Information and Education

<https://policy.umn.edu/education/studentresp>

<http://www.lib.umn.edu/copyright/>

HISTORY

Drafted: 2011, Drafted by College of Pharmacy Technology Committee Reviewed: 8/10/11 by Educational Policy Committee Approved: 10/19/11 by College Assembly

Effective: October 19, 2011

Amended: April 23, 2013 by College Assembly

Amended: July 21, 2016 by Technology Committee