



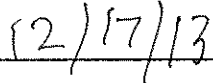
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Policy and Procedure: Oklahoma State University Center for Health Sciences (OSU CHS); Policy and Procedure on Lecture Capture; November 2013


November 25, 2013

  
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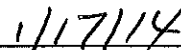
Chairman, Curriculum Oversight Committee  
Randy Wymore, Ph.D.

  
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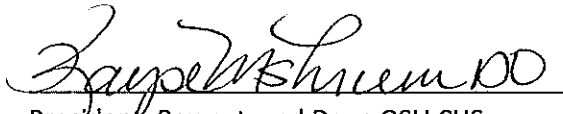
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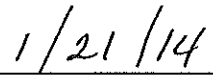
Chairman, Curriculum Advisory Committee  
William J. Pettit, D.O.

  
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Date

  
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President, Provost, and Dean OSU CHS  
Kayse Shrum, D.O.

  
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Date



## Oklahoma State University Center for Health Sciences (OSU-CHS) Policy and Procedure on Lecture Capture November 2013

### Introduction

OSU-CHS is committed to efficiently using education technology to benefit our academic environment. The purpose of this policy is to allow students attending OSU-CHS to have the lectures presented to them be available to review for purposes of studying and preparation for testing. Lecture capture can provide students with enhanced learning opportunities and serve as a useful resource for students that can be used to (among other things): provide a study aid for review; help accommodate different learning styles; assist students who have particular educational needs; and serve as a mechanism to continue to provide lectures in the event of inclement weather or other emergencies.

### University Intent

With the initiation of our new biomedical-clinical integrated systems curriculum in the fall semester of 2013, OSU-CHS has hired staff and equipment to securely record and capture all lectures for internal use only with the primary intent of meeting the educational needs of our students.

### Expectations

All faculty and administrative leadership members are expected to abide by the purpose and the universities intent to promote student excellence; recording each lecture and making them available to students will assist in accomplishing our educational mission.

### Policy Guidelines

This policy has been created to establish guidelines for the use of lecture recordings within the OSU-CHS organization.

1. Lectures in the OSU-CHS curricula that are presented in educational facilities which allow lecture capture shall be automatically, electronically recorded using the Tegrity lecture recording system. The default format will be slide/audio, but individual lecturers may choose another format if more appropriate.
2. Lectures shall be made accessible to students enrolled in the class being recorded.
3. Students are responsible for maintaining security of access to the lecture recordings and lecture recordings themselves.
4. Under normal circumstances, recorded lectures will be made available on the relevant D2L course site within 24 hours after the conclusion of the lecture.
5. Lectures will be available to students at least until the end of each semester and for remediation.
6. Course Directors shall place a standardized statement (Appendix A) in the syllabus for each course that provides recordings to students.

7. Individual faculty members are responsible for appropriate use of copyrighted material within lectures.
8. Recorded lectures remain the intellectual property of the University. This policy does not transfer to the University any rights the instructor has over the recorded lectures beyond those stated in the Oklahoma State University policy on "Intellectual Property" located at <https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Intellectual%20Property.pdf> . Further use beyond the OSU-CHS organization, as appropriate, will only occur following amendment of this policy or agreement between the school and individual faculty member.
9. Where lecture capture is not available, lecturers have the option to manually record lectures using Tegrity and make them available to students via the relevant D2L course site. The Office of Educational Development can help with this process.

### **Non recording of lectures in enabled facilities**

The University recognizes that there may be some circumstances where it may be inappropriate to record lecture content using the lecture capture system (i.e. privacy, confidentiality, assessment activities, etc.). Lecturers are able to edit a recording before it is published to delete inappropriate content by contacting the Office of Educational Development immediately after the lecture has concluded.

If there are substantive reasons for not recording a lecture or series of lectures in enabled facilities, the lecturer may apply to the Chair of the Year 1 and Year 2 Committee at least two weeks prior to the scheduled lecture with strong and justifiable reason for not recording the lecture. Approval must be granted by the Year 1 and Year 2 Committee prior to the lecture. Students are to be advised in advance of the lecture period if lecture capture is not to be used.

### **Approval**

This policy shall be approved by the Curriculum Oversight Committee, Curriculum Advisory Committee, and the President, Provost, and Dean of OSU CHS and shall be reviewed yearly and revised as necessary.



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William J. Pettit, D.O.  
Interim Senior Associate Dean for Academic Affairs

Date: 12/12/2013

## Appendix A

### Syllabus Statement Pertaining to Lecture Capture

OSU-CHS has the ability to capture lectures given in the main lecture halls and make them available on the appropriate D2L course site for students. Course directors and lecturers will attempt to keep students informed about captured lecture availability and it is likely that such information will be made available within 24 hours *after* the lecture has been presented. Please be aware of the following and note that students assume the risk of relying on web based lectures:

- a. Students are expected to follow appropriate university policies and maintain the security of passwords used to access recorded lectures. Students are granted access to recorded lectures on an individual basis; sharing of passwords is expressly prohibited.
- b. Recorded materials available on any university site may not be reproduced, duplicated, downloaded, or otherwise exploited without the express written consent of the author and the university. Doing so would be a breach of copyright and a breach of the Student Ethics and Conduct code.
- c. The course director may at any time decide to not make a particular lecture available based on an approved, justified reason. Consequently, do not assume all lectures will be available for any given course, even if some lectures are available for that course.
- d. This technology is not perfect and, in spite of the best efforts of the lecturer and the staff of Office of Educational Development, the lecture may not be captured due to technical problems. As a result, do not assume the lectures will be captured even if you are informed that they will be captured.
- e. The technology may not capture everything that happens in the classroom; for example, items written on the white board or class demonstrations may not be visible and student questions may not be audible. Faculty, also, have the right to edit parts of the lecture that are deemed to compromise privacy, confidentiality, or assessment procedures.
- f. The students' likeness, voice, or both may be captured on the lecture video. As such, by default, attendance and participation in the lecture, lecture discussions, and lecture activities assumes consent to both the students' likeness and voice being recorded and distributed as part of the video on the D2L course site.