Classroom Lecture Recording Policy

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Classroom Lecture Recording by College of Medicine Instructional Technology Policy

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As part of the ongoing effort to increase student knowledge, learning, and to provide outstanding educational programs, the Office of Medical Education (OME) and the College of Medicine Office of Instructional Technology (COM IT) for the Charles E. Schmidt College of Medicine has determined that the need exists for recording of in-class lectures during the medical curriculum.

The purpose of this policy is to clarify for creators (primarily faculty) and users (primarily students) the policies and procedures related to classroom lecture recordings by COM IT. Schedules, responsibilities and workflow processes for the College of Medicine faculty and administrative staff will be outlined, as well as the posting of recorded lectures and other created learning materials. This policy is limited to the recording of class lectures by the COM and the maintenance and ownership of those recordings by the University. It is not intended to address or conflict with rules related to student recordings of class lectures, as stated in Florida Statute 1004.097 and the COM Recording of Class Lectures by Students Policy.

Currently enrolled College of Medicine students, along with the faculty charged with delivering the lectures and administering the courses, have access to recordings and learning materials provided by the COM. Individuals other than currently enrolled COM students and faculty must receive written permission from the lecturer to access a recording by COM IT or created learning material.

Section 1: Use of Recordings and Posted Materials
Section 2: Recording Schedules and Responsibilities
Section 3: Archiving
Section 4: Copyright and Recording License Agreements
Section 5: Speaker Consent and Release Forms for Recordings

Section 1: Use of Recordings and Posted Materials

Lecture recordings by COM IT and learning materials are intended primarily for use by currently enrolled College of Medicine students, along with the faculty charged

with delivering the lectures and administering the courses. Users also recognize that unforeseen technical and scheduling issues may arise, so lecture recordings are not guaranteed.

Lectures which contain confidential and sensitive data, such as HIPAA or FERPA protected data and information, **will not be recorded** by COM IT. Lecturers with HIPAA or FERPA protected data in their presentations and other media will not be permitted to lecture until the data has been removed from their materials.

Students, staff, faculty and visitors must be aware that lecture halls are recorded areas so all attendees, even those simply asking questions from the audience will be recorded by COM IT.

Section 2: Recording Schedules and Responsibilities

COM IT will record each lecture during the Year 1 and Year 2 curriculum that has been tagged by Office of Medical Education (OME) as "required recording" in the official course schedule found on **OwlMed**. Typically, this will include all non-mandatory lectures, and any sessions deemed by course and clerkship directors as critical for students to be able to review for upcoming exams or clinical experiences.

Tools

- **OwlMed** is the official course management, course delivery, and integrated calendar system for the College of Medicine, Undergraduate Medical Education (UME) program. All classroom lecture recordings for UME will adhere to the calendar system on OwlMed.
- **Mediasite** is the official video capture and management software platform for all classroom recordings. Lectures which are tagged in OwlMed are recorded by Mediasite and available via a link through OwlMed.

Responsibilities

The Office of Medical Education (OME) will:

Develop and manage all course schedules and the calendar system in OwlMed Tag sessions with recording requests in Owlmed with an "R" after the session title per Course/Clerkship Director requests

Actively monitor and resolve any scheduling or room conflicts Update any conflicts and changes in OwlMed

Communicate changes in schedule or calendar as needed to COM IT, the evaluations team, faculty, staff and students

Require that speakers do not include HIPAA or FERPA protected data in their presentations

The Course/Clerkship Directors will:

·Communicate detailed course/clerkship schedule to OME staff (including whegher a lecture should be recorded or not) in order to facilitate entry into OwlMed

·Communicate changes in schedule or calendar as needed to OME staff and students

Students will:

Be aware that “R” designates a “requested recording” in OwlMed Be aware that lecture recordings by COM IT sometimes may not be available
Take responsibility for their own learning in the event that recordings by COM IT are unavailable

COM IT will:

Manage all hardware and monitor storage for all recorded lectures
Provide training and documentation on how to effectively use OwlMed and Mediasite
Provide classroom audio/video through Helpdesk tickets when needed
Respond and remediate any technical challenges which impede curriculum delivery

Section 3: Archiving

College of Medicine, UME learning materials, and recorded lectures by COM IT will be archived for not less than **2 years** after the lecture, accessible to FAU medical students, along with faculty and course/clerkship directors charged with administering the medical school curriculum.

The University’s Office of Information Technology (OIT) houses all archived recorded lectures on secured servers and can make old videos available upon request to COM IT. Any requests for archived videos will take **up to 24 hours** to restore and upload from the archived folder.

Section 4: Copyright and Recording License Agreements

The lecture/learning material and any information contained in the COM IT recordings are protected under copyright laws and may not be copied, displayed, broadcast or published without the consent of the lecturer/creator and without giving proper recognition to the lecturer/creator, except as otherwise provided by applicable law, including but not limited to Florida Statute 1004.097. Any misuse of COM IT recordings/learning materials will be considered unprofessional behavior and appropriate disciplinary action will be taken.

Section 5: Speaker Consent and Release Form for Recordings

Faculty will be asked to sign the consent form below authorizing the recording and archiving of their lecture video by COM IT, and use of the COM IT lecture videos by currently enrolled College of Medicine students and faculty charged with delivering the lectures and administering the courses. Faculty who do not consent to have their lecture recorded by COM IT must indicate their wishes prior to the lecture/session in order for the session to not be recorded by COM IT, and for students to be notified in advance. Lecture recordings by COM IT will be maintained and available to students for up to **2 years** after recording. Should a faculty member wish to rescind use of the COM IT video recording they must submit a written request to the Office of Medical Education.

Lecture Recording Release Form

I,_____(print name), authorize the FAU College of Medicine and those acting pursuant to its authority to: record me, my likeness, voice, and/or presentation materials on video and audio, made on behalf of FAU, which may include, but is not limited to classes, events, lectures, and other functions, for purposes related to the educational mission of the College of Medicine. In accordance with intellectual property policies, faculty members maintain copyright ownership of their lectures, but FAU will maintain ownership of the COM IT lecture recordings and make them available to currently enrolled College of Medicine students and faculty charged with delivering the lectures and administering the courses. I release and waive any claims or rights of compensation or ownership regarding COM IT lecture recordings and understand that all such recordings shall remain the property of the university. I have read the above authorization, release, and agreement, prior to its execution, and I have understood the contents.