

Lecture Capture Policy

Office of Accountability:	HSIMS
Office of Administrative Responsibility:	HSIMS
Approver:	Senior Management Committee
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Definitions

Lecture Capture	A video of the PowerPoint slides of a lecture synchronized with an audio recording of the lecture. A lecture capture does not include images of the instructor or students.
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Overview

Lecture capture, which involves providing verbatim recordings of lectures to students, can play a major role in enhancing the student experience with course material and exam preparation. Lecture capture technology is available in two (2) lecture theaters in the Medical Education Centre for those instructors who wish to record their lectures for student viewing. Although lecture capture may significantly augment student success, the Faculty of Medicine (FoM) recognizes that not all teaching styles are suitable for capture. Lecture capture is provided to supplement the student experience and will not replace student contact hours with instructors.

Purpose

To provide guidance to instructors and students regarding the recording of lectures.

Scope

All instructors and students within the FoM at Memorial University of Newfoundland (MUN). Lecture capture technology is currently installed in the Dr. Richard Fagan Lecture Theatre

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(1M101) and the Frank and Eileen Gronich Lecture Theatre (1M102) of the Medical Education Centre. A portable lecture capture device is also available for instructors to use on a sign-out basis.

Policy

- 1.0 The use of lecture capture technology is at the discretion of the individual instructor.
- 2.0 As per section 26.26 in the [MUN/MUNFA Collective Agreement](#), no lectures will be recorded without written permission from the instructor (see **Appendix A** for the instructor consent form).
- 3.0 Instructors are responsible for starting and stopping their own lecture capture. See **Appendix B** for step by step instructions. These instructions will be placed with the lecture capture technology in the lecture theatres.
- 4.0 If an instructor decides they do not want their lecture capture to be posted to Brightspace (D2L) for student viewing, they can contact HSIMS and indicate such within 24 hours after the end of the lecture.
 - 4.1 Once posted to Brightspace (D2L), a lecture can be removed at any time at the request of the instructor.
- 5.0 Lecture captures will only be available to the students who are registered in the course for which the lecture capture was made.
- 6.0 HSIMS will not edit lecture captures unless under exceptional circumstances.
- 7.0 A lecture capture will be kept until the end of the academic year, after which it will be destroyed.
- 8.0 Instructors are not to disclose personal information about patients, students, etc. during lecture captures. Instructors must be mindful of patient and student privacy and confidentiality at all times.



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9.0 Copyright

- 9.1 The information contained in lecture captures is protected under federal and international copyright law and any violation of these rights by an individual may subject them to discipline under the [Use of Copyright Materials Policy](#) or subject them to liability under copyright law.

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APPENDIX A

Lecture Capture Consent Form 2017/2018

Instructors, please sign this consent form EACH TIME you wish to lecture capture.

I agree to the following:

I agree to notify the students attending the lecture(s) listed below when the lecture is being recorded.

I agree that the captured lecture(s) will be made available to students in the specific course section through the Brightspace-D2L course site.

I understand that I have control over starting and stopping all lecture captures.


I understand that I can request to HSIMS, within 24 hours after the end of the lecture, not to post a recorded lecture to Brightspace-D2L, or I can request, at any time, that any posted lecture capture be removed from student access.

I understand that I have ownership of the content in the captured lecture(s) except for content already under copyright restrictions.

I understand that I can choose to discontinue capturing lectures at any time.

I understand that the recordings will be deleted at the end of the academic year.

I have read and understand the above consent form. I agree to have my lecture(s) captured.

LECTURE NAME	TIME OF LECTURE	DATE OF LECTURE	SIGNATURE
<i>Ex: Amino Acids</i>	<i>9:00 AM</i>	<i>September 12, 2017</i>	

APPENDIX B
Lecture Capture Instructions

How To Lecture Capture

STEP 1 PLEASE SIGN THE CONSENT FORM PRIOR TO STARTING YOUR LECTURE CAPTURE.

Use Lecture Capture Lapel Mic

STEP 2



Please **USE** Lecture Capture **lapel mic** during the recording and **REMOVE** lapel mic **after** you stop the recording.

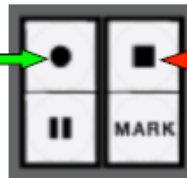
Please ensure the lapel mic is turned on when in use.
Ask a student tech rep for assistance.

The Lecture Capture device is located inside cabinet. It looks like the device you see here.



STEP 3

Press Start button to record lecture



Press Stop button to stop recording lecture

- PLEASE SIGN THE CONSENT FORM PRIOR TO STARTING YOUR LECTURE CAPTURE.
- Only screen content and audio from the Desktop PC are captured during a lecture capture. Class questions/discussions will not be recorded unless the speaker(s) are in close proximity to the lapel mic.
- A link to the lecture capture will be shared in the Brightspace (D2L) course shell within 2-3 business days.
- Please notify D2L@med.mun.ca within 1 business day if you do NOT want the lecture capture posted.
- Lecture captures containing copyrighted audio or video tracks will not be posted.
- Recordings will be deleted at the end of the academic year.

Lecturers are responsible for starting and stopping their own lecture capture. There is no automation.