



<b>Title:</b>	<b>POLICY ON LECTURE AND SEMINAR RECORDING IN THE UBC MD UNDERGRADUATE PROGRAM</b>
<b>Approved:</b>	December 13, 2011
<b>Audience:</b>	All lecturers providing lectures to students in Year 1, 2 & 4 classes as well as presenters giving seminars in Year 3 core curriculum courses
<b>Purpose:</b>	To clarify details of recording and posting of lectures and seminars to MEDICOL
<b>Contact:</b>	MedIT

## 1 Optional lecture and seminar recording and posting on MEDICOL

The Faculty of Medicine now has the capability of recording lectures and seminars and posting these to the MEDICOL site:

- All lecturers providing lectures to students in Year 1, 2 & 4 classes as well as presenters giving seminars in the Year 3 core curriculum courses will be offered the option of voluntarily having their lectures recorded and posted to MEDICOL
- No lectures or seminars will be recorded or posted to MEDICOL without the explicit consent of the lecturer or presenter (see Consent section below)
- The provision of this capability is meant to offer a value-added adjunct to lecturers who wish to supplement their teaching resources via a recording. Lecture and seminar recording in the Faculty of Medicine is not an expectation for teaching faculty

## 2 Format of recording

- The usual format for recording PowerPoint presentations will be PowerPoint slides with voice over (the speaker's voice can be heard as slides are presented on the screen, but the speaker is not visible)
- Different recording formats can be arranged if speakers plan to use different lecture or seminar formats or additional materials during the lecture (e.g., whiteboard drawings or demonstrations)
- Lecturers and presenters will be routinely contacted regarding their audio-visual needs. Requested changes in recording format will be discussed then, if required
- Recordings posted on MEDICOL will be streaming video format, to be viewed within the MEDICOL website only (file *not* in a format that is generally downloadable, and MEDICOL users, as a condition of access to the site, must agree not to use any means to capture or reproduce them)

## 3 Uses of lecture and seminar recordings

The purposes of lecture and seminar recordings are to:

- Enhance students' learning by allowing self-paced repeated review on MEDICOL
- Assist students who require remediation
- Assist faculty in their lecture planning
- Assist in formal undergraduate curriculum content review
- Share valued resources across all sites of the program



## 4 Access & storage restrictions

Lecture and seminar recordings are/will be

- Accessible to MEDICOL users (password protected, curriculum secure site) as soon as possible after the lectures and seminars
- In Year 1, 2 and 4, new lecture recordings will replace previous year's lectures
  - Copies will be archived on the site for one additional year
- In Year 3, the recorded seminars will be available on MEDICOL for 2 years at which time the Program will judge whether they need to be re-recorded
- (Once removed from MEDICOL) stored electronically on the storage server under strict security, managed by MedIT for one more year, then destroyed
- Accessed from storage only by those authorized by the lecturer or Associate Dean, Curriculum for curricular content review only

As a condition of access to the site, all MEDICOL users must agree not to record or otherwise acquire or share the audio and/or visual elements of the lecture and seminar recordings

- Starting in August 2010, all current and future MEDICOL users will be required to read and agree to these terms of use to gain/maintain access to the MEDICOL site
- Individual users' agreements will be documented (including the date and particulars of the agreement) and electronically stored in a database
- Any breach by an individual of the terms upon which access to MEDICOL is granted will jeopardize the lecture recording program for all students, staff and faculty, and will result in a professional conduct investigation (students through the Professional Conduct Committee and faculty through departmental mechanisms)

## 5 Intellectual property & copyright protection

### Intellectual property

- Lecturers and presenters own the lectures and seminar content they create and copyright provides the lecturer or presenter with the legal right to control the use of their creations. Copyright protects the way lecture content is expressed, not the information itself. Lecture recordings cannot be copied, otherwise reproduced or edited by anyone without the permission of the lecturer
- Recordings cannot be used for any purposes other than as specified above (student learning lecture planning and curriculum review) without the permission of the lecturer or presenter

The MD Undergraduate Program arranges and pays for the recordings, and therefore owns the recordings (files). However, the Program is bound by the intellectual property rights of the lecturer and presenter and by this lecture and seminar recording policy, and will not use the recordings for any purposes other than as stated in this policy, unless the lecturer or presenter explicitly gives permission for that additional use.

### Use of copyright-protected materials in lectures/lecture recordings

- Lecturers and presenters will be provided with copyright information when initial arrangements for recording the lecture or seminar are made (see also [UBC Copyright](#))
- Lecturers and presenters are expected to follow the UBC guidelines



## 6 Consent by lecturers, presenters, students & guests

### Lecturer's and presenter's voluntary consent

When faculty members are invited to lecture or facilitate a seminar, they will be offered the opportunity to voluntarily have their lecture or seminar recorded. The details of the recording program, including the main pros and cons of the recording program will be provided to the faculty member as part of the consent process. Explicit consent must be obtained prior to any lecture being recorded, and will be valid on a one-time basis only. Their wishes will be documented and shared with the AV techs supporting the lectures and seminars.

Lecturers and presenters may:

- Decline to have their lecture or seminar recorded or
- Stipulate that it be used only in curriculum planning/review, not posted on MEDICOL or
- Stipulate that it be posted on MEDICOL but not used for curriculum planning/review

Faculty will *not* lose their lecturing or seminar teaching assignments on the basis of declining to have their lectures or seminars recorded and/posted and/or used in a restricted manner for curriculum management. In regards to student feedback on lectures, any negative comments specifically related to the lack of a recording being available for a given lecture will not have an impact on a faculty's teaching evaluation.

### Student's consent

Students are/will be notified when they start medical or dental school that lectures and seminars are routinely recorded in voice over PowerPoint format. On occasion, their voices may be heard when they ask questions during the lecture or seminar or seen in special recordings when students participate in demonstrations.

### Guest's consent

Guests, including patients, will be formally asked for permission to include them in the recordings. Lecturers or presenters sponsoring the guests will obtain consent from their guests prior to the day of the lecture or seminar. Consent forms for guests will be available from the Year 1-4 Program Managers:

- Rob Brackenbury [rob.brackenbury@ubc.ca](mailto:rob.brackenbury@ubc.ca), Angela Bennett [angela.bennett@ubc.ca](mailto:angela.bennett@ubc.ca) or Deborah Phillips [Deborah.phillips@ubc.ca](mailto:Deborah.phillips@ubc.ca) (VFMP)
- Michelle Oster [osterm@unbc.ca](mailto:osterm@unbc.ca) or Twylla Hamelin [hamelin@unbc.ca](mailto:hamelin@unbc.ca) (NMP)
- Jennifer MacMillan [jmacm@uvic.ca](mailto:jmacm@uvic.ca) or Lynne Fisher [lfisher@uvic.ca](mailto:lfisher@uvic.ca) (IMP)
- Allison Gilbert [allison.gilbert@ubc.ca](mailto:allison.gilbert@ubc.ca) or Elaine Thomas [elaine.thomas@interiorhealth.ca](mailto:elaine.thomas@interiorhealth.ca) (SMP)

## 7 Feedback for continuous quality improvement

Lecturers may be contacted by the TEL group or MD Undergraduate Program faculty/staff members to provide feedback about the lecture recording program for continuous quality improvement of the service.