



<b>Title:</b>	<b>LECTURE RECORDING FAQ FOR LECTURERS FOR YEARS 1 &amp; 2 MD AND DMD UNDERGRADUATE PROGRAM</b>
<b>Reviewed:</b>	August 16, 2010
<b>Audience:</b>	Lecturers for years 1 & 2 MD and DMD undergraduates
<b>Purpose:</b>	To provide answers to frequently asked questions about lecture recording for years 1 and 2
<b>Contact:</b>	MedIT

## 1 What is meant by “lecture recording”?

Starting the first week of the academic year (Sept 2010), in Year 1 & 2 MD and DMD undergraduate courses, lecturers will be asked for their consent for their Power Point presentations to be recorded as “voice-over-PowerPoint” (VOP) presentations. In this type of recording, **lecturers are not visible**. VOP recording will be conducted using the technology that already transmits the visual presentation slides and audio sounds to each distributed site during a lecture.

Note: Lecturers can request a different recording format (e.g. if lecturers use demonstrations or have panel discussions or other activities that would be better captured in other formats). There are many options, depending on how lecturers like to structure their presentations. They may consult the technology experts at [session.coordination@ubc.ca](mailto:session.coordination@ubc.ca).

Provided the individual lecturer is in agreement, his/her VOP presentation will be posted for viewing in a streaming video format on the restricted curriculum web site MEDICOL. The file is not readily downloadable in this format and all users of MEDICOL agree, as a condition of access to the site, not to capture or reproduce any audio or video element (all users will be signing a user agreement, and there will be professional conduct proceedings to investigate any alleged violation of the agreement).

## 2 Why is this being done?

The primary reason is to **enhance student’s learning of the curriculum presented in the lectures** by providing an opportunity to review the VOP presentations following the original lecture. By accessing these recordings, students will be able to:

- Replay parts of the presentation they did not understand the first time (can be replayed as many times as they need)
- Pick up points they missed the first time
- Pay more attention during the lecture instead of trying to write everything down, knowing that they can review the presentation and make more complete notes later

## 3 Who will be able to view the presentations?

Only students and faculty who have password access to the curriculum management site MEDICOL (course resources) will be able to see the VOP recorded presentations. The material will **not** be freely available on the internet, nor will it be detectable through search engines such as Google.



The recorded presentation files will be kept on a secure server with restricted access.

Files 2 - 3 years old (see “Where and for how long ...” section below) will be accessed and reviewed only in the special circumstance of a formal curricular content review. In such a circumstance, permission would be specifically granted by the Associate Dean, Curriculum for an authorized faculty member to review the old file, for curricular **content** purposes only.

#### **4 Will students be permitted to download the presentation off of MEDICOL?**

No. The VOP recordings of lecture presentations will be presented as “streaming video” which means that the files are played and viewed directly on the web site itself. The MEDICOL server is secure and access limited. Users of MEDICOL agree, as a condition of access to the site not to capture or reproduce any part of the lecture recording. Any alleged violation of the agreement will result in a professional conduct investigation and appropriate management.

#### **5 Where and for how long will the recordings be stored?**

Recordings will be replaced on MEDICOL yearly. MEDICOL files are usually archived on the MEDICOL site for 2 school years. After 2 years, recordings will no longer be viewable. The old files are placed in storage (also a highly secure server) for an additional year, after which time the files are destroyed.

#### **6 How will the lecturer’s consent be obtained?**

Detailed information about the VOP recording program will be provided to presenters at the time they are invited to give a lecture. Lecturers will be asked to explicitly provide consent at that time. The response “yes” or “no” will be documented and AV technicians supporting the lectures will be informed. It is hoped that all lecturers will respond as a courtesy. Efforts will be made to obtain a response from all lecturers. If no response is provided, the lecture will not be recorded.

Lecturers who initially consent can decline later by:

- Contacting the Year 1 & 2 Program Manager at their site (Rob Brackenbury in Vancouver [rob.brackenbury@ubc.ca](mailto:rob.brackenbury@ubc.ca) 604.875.4111 [66926], Michelle Oster in Prince George [osterm@unbc.ca](mailto:osterm@unbc.ca) 250.960.5144, or Jeff McLaren in Victoria [jeffmcla@uvic.ca](mailto:jeffmcla@uvic.ca) 250.472.5506) **or**
- Informing the audio-visual technician attending the lecture (preferred earlier)

#### **7 Can I, as a lecturer, change my mind about having my VOP recorded lecture posted?**

If a lecture does not go as planned, resulting in the lecturer no longer wishing to have their lecture recording posted or wanting the file destroyed, he/she may talk to the audio-visual technician in attendance at the lecture. In this case, the file will be immediately deleted. If there is just one part of the presentation that the lecturer does not wish to be kept in the recording for MEDICOL, this can be communicated to the audio-visual technician at the end of the lecture. Arrangements may be made to edit out the comment or section, per the lecturer’s wishes.

#### **8 Will lecturers be penalized or lose their lecturing privileges by declining to participate in the lecture recording program?**



**No.** While participation is encouraged, based on learning theory and evidence in the literature, not all lecturers are comfortable with their presentations being recorded. Lecturers will not be pressured by the program, and they will not lose their teaching positions on the basis of declining to have their presentations recorded.

## 9 What if the presentation includes patients or other guests?

There is a special consent form for patients and other guests.

Guest consent forms for presentation recording will be provided to the faculty member if the audio-visual contact person/Program Manager is aware that guests have been invited. Consent forms will always be available through the Year 1 & 2 Program Manager (Rob Brackenbury in Vancouver [rob.brackenbury@ubc.ca](mailto:rob.brackenbury@ubc.ca) 604.875.4111 [66926], Michelle Oster in Prince George [osterm@unbc.ca](mailto:osterm@unbc.ca) 250.960.5144 or Jeff McLaren in Victoria [jeffmcla@uvic.ca](mailto:jeffmcla@uvic.ca) 250.472.5506).

If presenters responsible for these sessions would like the sessions recorded but are uncomfortable with or unable to obtain consent from patients or other guests, assistance will be provided. If this is felt to be too difficult, or if recording is not desired, the lecturer may simply decline having their presentation recorded.

## 10 Will VOP recordings reduce student attendance at lectures?

Experience at other medical schools in Canada and the U.S. suggests that there is a minimal drop in attendance following implementation of a routine lecture recording policy. Students tend to like live presentations best, but recognize the benefits of being able to review the presentations again later.

## 11 Will I be vulnerable to being sued for copyright infringement if my presentation posted on MEDICOL contains images from copyright-protected resources?

Copyright law in Canada and the UBC Access Copyright license allow certain educational use of images and sound recordings for university courses, such as our Year 1 & 2 courses without the permission of the copyright owner. Permissible use of copyright protected materials is not affected by the fact that the lecture is accessible through MEDICOL. (Movie or video-clips have different rules, and permission from owners is required). Guidelines for use of copyright protected material are on MEDICOL in "All Years – Help & Contacts" to assist faculty in preparing educational materials. The medical school librarians can also assist (please contact Kristina McDavid at 604.822.3393, [kristina.mcdavid@ubc.ca](mailto:kristina.mcdavid@ubc.ca)).

## 12 I would be too nervous knowing I'm being recorded during the lecture. Can I have it recorded privately, using a script?

**Yes.** While most ideal to capture the energy of, and student questions in, the live lecture, the Technology Enabled Learning (TEL) group will arrange for lecturers to do the recording privately, under special circumstances. It would not be logistically possible for a large number of lecturers, though. The TEL group is happy to work out a format or plan that lecturers are comfortable with. They can be contacted at [edtech.med@ubc.ca](mailto:edtech.med@ubc.ca).