



<b>Title:</b>	<b>RECORDING FAQ FOR YEAR 3 CLERKSHIP SEMINARS</b>
<b>Reviewed:</b>	September 19, 2011
<b>Audience:</b>	Presenters for Year 3 Clerkship Seminars
<b>Purpose:</b>	To provide answers to frequently asked questions about seminar recording
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## 1 What is meant by “seminar recording”?

We have the technology to record didactic presentations during Year 3 academic ½ days. Recordings are usually in the format of “voice-over-PowerPoint” (VOP) presentations. In this type of recording, presenters are not visible; just the slides are visible and the presenter’s voice can be heard. VOP recording is conducted using the technology that transmits the visual presentation slides and audio sounds to other sites so there are no distracting lights and cameras or tech people needed in the room in order to capture the recording.

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

Many of our smaller sites (e.g. integrated clerkships in small communities in BC) do not have very many faculty members who can regularly provide academic ½ day sessions and the academic ½ days may be on different days of the week due to scheduling of faculty and clinic/offices/OR. We would like to be able to share Year 3 didactic seminar recordings with students at all sites, so they can be viewed asynchronously (any time they can and not necessarily on the same day as the seminars are being held live). If the individual presenter agrees, his/her VOP presentation will be posted on the restricted (password-protected, internal) curriculum web site MEDICOL. The format of the recordings is a streaming video format. The file is not readily downloadable in this format. 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 reasons are to share our valued resources (faculty experts, good teachers) across all sites of the program, including small integrated clerkship communities who may run their academic ½ days on different days due to scheduling differences. Enhanced access will also allow students to review the presentations repeatedly when studying and go back through things they didn’t understand the first time. It also allows them to pay more attention when they are worrying less about writing everything down ... knowing they can go through it again to pick up missed points the first time.



### 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 presentations will be provided 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 presentation 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?

Files are usually archived on the MEDICOL site for 2 school years. The arrangements are flexible depending on faculty judgment with respect to how current the content is, etc. After 2 years, usually recordings are placed in storage (also a highly secure server) for an additional year, after which time the files are destroyed.

### 6 How will the presenter’s consent be obtained?

Detailed information about the VOP recording program will be provided to presenters by the clerkship staff. Presenters will be asked to explicitly provide consent at that time. The response “yes” or “no” will be documented by the clerkship staff and AV technicians supporting the seminars will be informed. It is hoped that all presenters will respond as a courtesy. Efforts will be made to obtain a response from all presenters. If no response is provided, the presentation will not be recorded.

Presenters who initially consent can decline later by:

- Contacting their Clerkship Staff, **or**
- Contacting the Year 3 Program Manager at their site **or**
- Contacting the audiovisual technicians (1.877.266.0666 or [medit.servicedesk@ubc.ca](mailto:medit.servicedesk@ubc.ca))

### 7 Can I, as a presenter, change my mind about having my VOP recorded presentation kept?

If a presentation does not go as planned, resulting in the presenter no longer wishing to have their presentation file destroyed, he/she may talk to the clerkship staff. In this case, the file will be immediately deleted.



## **8 Will presenters be penalized or lose their privileges by declining to participate in the presentation recording program?**

**No.** While participation is encouraged, based on learning theory and evidence in the literature, not all presenters are comfortable with their presentations being recorded. Presenters 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 3 Program Managers.

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 presenter may simply decline having their presentation recorded.

## **10 Will VOP recordings reduce student attendance at presentations?**

Experience at other medical schools in Canada and the U.S. and now in Years 1 & 2 at UBC, suggests that there is a minimal drop in attendance following implementation of a routine presentation recording policy. In the case of Year 3 seminars, attendance will be monitored. Students tend to like live presentations best so they can ask questions and connect with the presenters. They also like 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?**

Guidelines for use of copyright protected material are available at <http://copyright.ubc.ca/> to assist faculty in preparing educational materials. We now had considerable experience with recording lectures in Years 1 & 2. The medical school librarians can also assist (please contact Kristina McDavid at 604.822.3393, [kristina.mcdavid@ubc.ca](mailto:kristina.mcdavid@ubc.ca)) if you are not sure.

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

**Yes.** While most ideal to capture the energy of, and student questions in, the live presentation, the Technology Enabled Learning (TEL) group will arrange for presenters to do the recording privately, under special circumstances. The TEL group is happy to work out a format or plan that presenters are comfortable with. They can be contacted at [edtech.med@ubc.ca](mailto:edtech.med@ubc.ca).