

## **Access and Distribution of Recorded Instructional Materials**

### **Policy**

For the purpose of providing quality distance delivery of classes to students, faculty and staff of Great Basin College shall record certain classes or presentations to be used in classes. Classes shall be recorded primarily under two circumstances. One is the recording of interactive video (IAV) class sessions for the purpose of using the recordings for technical backup. The second is instructor use of recordings for editing and redistribution through the Internet as a “lecture capture” segment of an online, [live](#), or [hybrid](#) class. In some cases, recordings may be used for both purposes. Recordings are made either on video tape (IAV) or through a MediaSite digital recording (IAV or lecture capture).

Other class-related uses of class recordings shall be under one of the following conditions, and should generally only be necessary for IAV classes:

1. The instructor requests the use of the recording for use in reviewing or evaluating presentations made within a class. A “Class Recording Release Form” must be filled out by the instructor for this purpose.
2. By filling out a “Class Recording Release Form,” the instructor of a class may give permission for a student or group of students to view a recording.
3. For faculty members in their probationary period for tenure or mentoring, members of the tenure or mentoring committees may view recordings that are parts of classes. This is to assist in the mentoring process and assure quality of instruction. The instructor should be given notice when recorded material within classes is going to be viewed.

Otherwise recordings shall not be viewed by others except with due cause regarding prohibited activities within a class setting. The only persons authorized to view recordings under such conditions shall be administrators supervising the position instructing the class or those designated by the President of the College. Recordings shall not be retained deliberately for review without cause and shall not be viewed otherwise unless authorized by the instructor.

This policy shall in no way violate intellectual property or academic freedom policies of GBC or NSHE.

### **Procedures**

1. IAV Class Recordings
  - a. IAV classes will be recorded for technical backup in the event of disruptions or loss of broadcast of the synchronous signal to one or

more class delivery sites. Recording may be either on video tape or through a MediaSite digital recording.

- b. Recordings will be retained for at least 24 hours, or in the case of video tape, until they are recorded over.
- c. In the event a site does not receive an IAV broadcast, the recording will be made available to students registered in the class at that site. If the recording is on video tape, it will be transferred to DVD to be sent to the site.
- d. If the recording is available as a digital recording (MediaSite), the link shall be made available to students [by the instructor](#) for viewing [until it is deleted by the instructor](#).
- e. Students may only view the backup DVD recording at the GBC delivery site where the student is registered.

## 2. Lecture Capture Recordings Using MediaSite

- a. Lecture capture recordings may be created either in a stand-alone studio setting or as a recording in the presence of an IAV, [face-to-face, or hybrid](#) class. If the recording is used for the dual purpose of technical backup for the IAV class, it must be available for that purpose.
- b. After the original lecture capture recording has been made, it may then be [deleted or](#) edited for use within its intended online class or as a class enhancement. There is no requirement of retaining segments of a recording that is edited out.

## 3. Viewing of Recordings Outside of Class Use

- a. Only administrators supervising the position instructing a class or those designated by the President of the College are authorized to initially view a recording. This shall only be for cause.
- b. A written request to view the recording shall be sent from the supervising administrator or other person designated by the President to the Office for Classroom Technology.
- c. The faculty member and/or student(s) involved will receive notification of viewing the video.
- d. The Office for Classroom Technology will provide a secure copy of the recording to the administrator or President's designee.
- e. If it is determined that others should view the recording, it is the responsibility of the supervising administrator or President's designee to determine who may view the video. A record of who views the video shall be kept.

The following is advised of all instructors using recordings that may have students within any part of a recording:

- Add a privacy statement in the class syllabus indicating that it is the students' moral and ethical (DRAFT NOTE: legal?) responsibility not to redistribute recorded content in the course unless specifically authorized by the instructor; and if applicable
- Discuss how class recordings are used for educational purposes, and any person who does not wish to physically appear in recordings should sit in designated areas for non-recording.

## Original Language of Distance Education Committee

1. All Interactive Video (IAV) classes will be recorded for technical backup and copies will be distributed if the class could not be delivered to the receiving site or if access was denied to the student at the receiving site. These circumstances would include network transmission problems, local technical equipment failures, building lockouts, closing of the facility due to inclement weather or natural disaster, and other problems within the responsibility of GBC.
  - a. In case of any of the described scenarios above, only registered GBC students can view the recordings at a GBC facility.
2. Instructors can request video copies of their classes for their own review. Instructors have access to MediaSite recordings and can delete/edit recordings at any time.
3. Students may request access to a class recording, but distribution of the recording is solely at the instructor's discretion.
  - a. If the instructor chooses to release the recording, he/she must submit the 'Class Recording Release' form to the Office for Classroom Technology.
  - b. If the recording is available through MediaSite, the link will be distributed to the appropriate site, otherwise, the Office for Classroom Technology will send the DVD to the student's site.
  - c. Unless otherwise indicated by the instructor, students can only view the recordings at a GBC facility.
4. The Vice Presidents of Academic Affairs, Student Services, Financial Services or the President may access classroom recordings.
  - a. A written request preferably by email, from the administrator to review the recording will be sent to the Office for Classroom Technology.
  - b. The faculty member and/or student(s) involved will receive notification about viewing the video.
  - c. The Distance Education Department will provide a secure copy of the recording to the administrator.
  - d. It is the responsibility of the Vice President or President to determine who will view the video and will keep a record of who views the video.

The Distance Education Committee advises instructors to:

- add a privacy statement in their syllabi indicating that it is the students' moral and ethical responsibility not to redistribute recorded content in the course unless specifically authorized by the instructor; and if applicable

- discuss how class recordings are used for educational purposes, and any person who does not wish to physically appear in recordings should sit in designated areas for non-recording.

## Class Recording Release Form

Date: \_\_\_\_\_

Class Name: \_\_\_\_\_

Class Date(s): \_\_\_\_\_

**I approve the duplication and release of the recording described above for the use of:**

Student Name: \_\_\_\_\_

Student's Site: \_\_\_\_\_

Specific Instructor Conditions for Student Access (return date, incomplete assigned if recording isn't returned, etc):

Instructor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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To be completed by the student:

I, \_\_\_\_\_, understand it is my moral and ethical obligation not to distribute or share the recording(s) with anyone or post the recordings in social media venues.

Student Signature: \_\_\_\_\_

