

UTHSC College of Dentistry Recorded Lecture Policy, August 2018

At the request of Dean Timothy L. Hottel, and later the Administrative Council of the CoD, in 2017-2108, both students and faculty were surveyed regarding the recording of lectures in the CoD. The majority of both faculty and students supported the recording of lectures for student use.

UTHSC Policy FA108 – Recording of Faculty Lectures, Effective Date: 1/14/2016

College-level Recordings Recommendations and Guidelines

1. UTHSC **recommends** that colleges record faculty lectures whenever feasible, with the understanding that such recordings are the intellectual property of the faculty member and that the use of such recordings should be strictly limited to students currently enrolled in the course or program who are provided access for a finite period of time, under specified conditions.
2. Faculty whose lectures are being recorded should receive prior notification when a class will be recorded by a college or program.
3. Faculty should be provided access to their recordings if desired.
4. Access to or use of recordings by other individuals (e.g., tutors, teaching assistants) during the original course requires approval of the Instructor of Record.
5. Re-use of recordings beyond the original course requires approval of the faculty who was recorded.
6. Colleges are expected to develop procedures for recording faculty lectures and making them available. Such procedures should be developed with faculty input

Consistent with FA108, and after reviewing the data, the CoD Administrative Council suggested that that matter be brought to the curriculum committee. Thus:

UPDATED POLICY ON RECORDING OF LECTURES:

1. Consistent with FA108, students currently enrolled in CoD classes may only have access to lecture recordings that are recorded on UTHSC/GEB equipment and subsequently posted to a secure Blackboard site managed by the CoD Ed Tech Specialist
2. Consistent with FA108, re-use of recordings (students previously enrolled, SASSI tutors, other faculty, etc.) requires approval of the instructor of record, and/or lecturers of record.
3. Students **MAY NOT** record lectures on any personal device, unless express written permission is given in the course syllabus.
4. Under no circumstance may students post lectures on any social media or distribute lecture recordings in any form.
5. Consistent with FA108, violations of this policy are considered violations of the UTHSC Honor Code. Students may be subject to additional penalties, including possible dismissal, as the CoD deems appropriate.
6. The CoD mandatory attendance/excused absence policy is still in force.
7. Course directors and/or lecturers may choose **NOT** to have recorded lectures made available to students.

Motion approved by curriculum committee on 7/31/2018.

Approved by Dean James C. Ragain on 8/23/2018