September 23, 2016

RE: Classroom Recording Policy

Dear Faculty,

Because of the overwhelming number of requests that the Media Services department was receiving to release class recordings to individual students, I have approved a revision of the classroom recording policy.

As you know, the classroom audio lecture capture system is not set up to openly share audio recordings. Media Services would only release recordings to individual students for individual absences when that student secured permission from the professor. But as a result of this piecemeal process, Media Services was literally spending hundreds of hours garnering permissions from professors and granting individual access to class recordings.

Thus Media Services will no longer release class recordings to individual students for individual absences. Instead, and only upon faculty request, Media Services will make available to all students in the course a particular class recording. Of course, there are valid reasons why a professor may not want to release a recording to an entire class. Martin Pacholuk in Media Services has modified the system so that if a faculty member wishes to release a single class recording to an individual student, that professor (or his/her faculty support person) can do it from his/her Canvas course site. When you use the system to grant individual student access to a recording, we ask that you email Media Services with notification of the date/time/classroom of the recording that was released.

How-to instructions for granting individual students access are attached, and are also available online: http://uchastings.edu/about/admin-offices/it/teaching-tools/panopto/providing-access.php. A member of the Media Services team will be happy to walk you through the process as needed. I encourage you to learn how to do this yourself (with a tutorial from Media Services if necessary). We would appreciate it if you didn't inundate Faculty Support with requests to provide individual students with access to recordings, but, that said, if the tutorial doesn't work, your faculty support person is there as a backup.

I realize that this procedural change raises anew the question of what is a "valid" absence from class. Within legal limits, that is a matter for your discretion as an instructor. (If there may be a disability issue involved, I encourage you to ask the advice of Lisa Noshay-Petro, who runs the Disability Resource Program.) For those of you who are uncomfortable with exercising this sort of discretion, Jeff Lefstin and I are working on a memo with suggested guidelines. We will distribute that separately.

Thanks,
Evan Lee
Acting Provost & Academic Dean