

Minnesota State University, Mankato University Policy

Policy Name: Electronic Recording of Lectures and Materials	Effective Date of Last Revision: New Policy
Custodian of Policy: Provost and Senior Vice President for Academic Affairs	Date of Last Review: New Policy
Date of Adoption: August 1, 2015	Date of Next Review: September 2021

Policy

Students are not permitted to ~~record make unauthorized, electronic recordings of~~ lectures or ~~make~~ electronic copies of course materials (e.g., ~~PowerPoints slides~~, formulas, lecture notes) using personally ~~owned~~-recording devices (e.g., smart phone, ~~tablet~~, computer, digital recorder) unless prior ~~written~~ permission from ~~faculty the instructor or lecturer~~ is obtained, and ~~there are~~ no objections from other students ~~who may in the recordings or course materials~~.

Permission is limited to ~~the a~~ student's ~~own personal educational~~ use ~~and for educational purposes only during a course~~. ~~Recordings and ed lectures or copied materials~~ must be destroyed at the end of ~~the each~~ term ~~or semester~~.

Unauthorized downloading, file sharing, distribution of all or part of a recorded lecture or course materials, or using information for purposes other than the student's own learning may be deemed a violation of ~~Minnesota State University, Mankato's "Statement of Student Responsibilities"~~ this policy and subject to disciplinary action.

ADA Accommodations

~~In compliance with the Americans with Disabilities Act (ADA), students may record and retain classroom lectures and instructional materials as part of an approved accommodation plan coordinated by the Office of Accessibility Resources in consultation with the student and faculty. However, as stated elsewhere in this policy, recorded lectures or copied materials must be destroyed at the end of each term.~~

Procedures

Student requests ~~for permission~~ to record lectures or copy ~~images electronically that involve only the instructor's or speaker's faculty materials,~~ shall be handled by the instructor ~~of the course or the speaker~~. Lectures or presentations ~~that include involving~~ student participation ~~also~~ require consent from ~~other each~~ students ~~involved shown~~ in ~~the a recording class or activity~~.

Faculty may voluntarily record ~~ing of their~~ classroom lectures ~~for instructional purposes related to their courses at Minnesota State Mankato~~. ~~Courses that include~~ Recordings with student participation require the signed consent of ~~each~~ student ~~involveds allowing their voices and likeness to be recorded,~~ and ~~the recording~~ can only be used for non-profit educational purposes at Minnesota State Mankato. ~~The Any~~ intent to record classroom lectures should ~~also~~ be referenced in the course syllabus and discussed during the first ~~class period~~ of the course.

~~Recorded lectures will be made available to students in a streaming audio or video format through D2L or other formats as deemed appropriate by the instructor. Students with access to a recorded lecture are prohibited from downloading the recorded lecture content to a computer or any other electronic device,~~

uploading the content, circumventing technology controls, or distributing any of the recorded information or any portion thereof to anyone others by other means.

~~Exception: In accordance with the Americans with Disabilities Act, students may record and retain classroom lectures and instructional images as part of an accommodation plan coordinated by Accessibility Resources in consultation with the student and instructor. However, as stated above, recorded lectures or copied material must be destroyed at the end of the course or semester.~~

Rationale

This policy protects ~~manages the recorded~~ classroom lectures ~~in the same manner as and~~ course materials developed by faculty ~~members~~. Pursuant to MnSCU Board 3.26 – Intellectual Property, faculty members own their scholarly work, which includes the course materials they develop. Second, the policy provides compliance with Article 27, Section C, subd. 4 in the Master Agreement between Minnesota State Colleges & Universities (MnSCU) Board of Trustees and the Inter Faculty Organization (IFO).

This policy ~~also serves to preserve~~ provide a balance of students' educational goals, the privacy rights of students in a classroom, and the intellectual property rights of the faculty member, the privacy rights of the students present in the classroom, and the educational goals of Minnesota State Mankato. d

History of Revisions
8/1/2015 – Policy Adopted