Recommendations of the Task Force on Lecture Recording, July 8, 2008

1) All lectures will be recorded unless a lecturer specifically requests that their lecture not be recorded, but only lectures for which signed Lecture Posting Authorization forms have been received will actually be posted. Access to recorded files that are not posted will be restricted to key personnel in OIS and MSTL with administrator privileges for the lecture recording system. Files of lectures that have been recorded but not posted will not be released to anyone else without written authorization of the lecturer.

   a) Lecture recordings will be posted until the end of July to allow their use by students enrolled in summer review and then will be permanently deleted from the lecture recording system. Archiving of lectures will be considered in future years if there is a need.
   b) In year one of a particular lecture, the default option will be that the lecture will not be posted unless the faculty member has turned in a signed consent form. In subsequent years, the default will be the option that the faculty agreed to in year one, unless the faculty member signs a new consent form.
   c) Course directors will notify faculty, distribute and collect lecture posting authorization forms and turn those forms in to James Lindsey in MSTL. MSTL will archive the lecture posting authorization forms for at least 5 years after that faculty member is no longer giving the lecture. A link will be added to the curriculum web site that will provide a listing of the lectures for which the UNC SOM has received advanced permission to post.
   d) The deadline for making an advance decision on whether or not to allow one’s lecture to be posted to the web site should be one month prior to the start of the course.
   e) Faculty members, who have previously declined to have their lectures posted, can change their mind at the end of their lecture and agree to have their lecture posted. To do so they would sign a lecture posting authorization form that can be obtained from MSTL personnel immediately following their lecture.
   f) We will ask university legal counsel to provide a one page summary on fair use policy to guide faculty decisions on the preparation and dissemination of their lecture material.
   g) We will also ask university counsel to provide us with a standardized use and distribution disclaimer that every faculty member can insert in their PowerPoints if they wish before posting them to the curriculum web site.
   h) In future years we will replace the paper lecture posting authorization forms with electronic forms.

2) Posted lectures will be available in both streaming format and downloadable format.
3) The lecture recording system will be set up so that it automatically records each lecture as scheduled plus all except the last minute of the time scheduled between that lecture and the beginning of the next lecture so that the majority of lectures that run a little long will be recorded intact. In addition:

a) A protected web site will be created where a schedule of the lectures will be posted. James Lindsey in MSTL will update the schedule of lectures to be posted as Lecture Posting Authorization forms are received. Anything not authorized will not be posted unless a Lecture Posting Authorization form is signed by the faculty member immediately after the lecture.

b) James Lindsey in MSTL will send CDs a link to the schedule of lectures to be posted and ask them to check it for accuracy several times prior to the beginning of the course. If events that should not be posted (e.g. Patient presentations, team learning exercises, portions of a scheduled lecture to be given by a faculty member who has not granted permission for lecture posting) are not clearly indicated on the schedule the CD should notify James Lindsey in MSTL (postlecture@listserv.med.unc.edu) at least a week in advance so that the event is not recorded.

c) If last minute changes in schedule are known to the CDs at least 24 hours in advance they should notify Ken Perkins in MSTL (postlecture@listserv.med.unc.edu) so that the recording schedule can be changed accordingly.

d) If recordings inadvertently contain any segments that should not be posted the CDs need to notify James Lindsey in MSTL (postlecture@listserv.med.unc.edu) within 2 hours of the end of classes for that day. James Lindsey will then remove the faculty member’s name and lecture from the list, which would ensure that the lecture is not accessible to students. The entire recording would not be posted unless arrangements could be made to edit out the non-authorized segment.

4) Students will be required to sign a student attestation form (attached) that clearly states the limitation of their usage of the posted lecture recordings and other course material on the SOM MS1 and MS2 curriculum web site. Collection and archiving of these forms would be performed by the Office of Student Affairs. The forms will be distributed and collected during MS1 and MS2 orientation, and lecture recordings will not be posted unless all registered students have turned in a signed form.

a) The proposed form allows the student to download posted lecture recordings to their personal computer for the entire time that they are a registered medical student at UNC. This acknowledges that some of this information may be helpful for them in years 3 and 4 or for academic research projects while a medical student at UNC.

b) The proposed form acknowledges the fact that some students currently record lectures on their own and that students with learning disabilities might be authorized to record all lectures by the Office of Student Affairs.
5) For the 08/09 academic year access to the entire MS1 and MS2 curriculum web site will be limited to MS1 and MS2 students, core teaching faculty in the undergraduate medical curriculum and key faculty and personnel from the Dean’s office. Course Directors and Clerkship Directors will provide Karen Stone in OME with a list of course faculty authorized to access the site and Dr. Ellen Roberts in OED will provide Karen Stone with a list of authorized Dean’s office faculty and personnel. Karen Stone will then provide a list of authorized users to Dennis Schmidt and Eve Juliano in OIS.

Other faculty and students trying to gain access to the curriculum web site would receive a message saying that they need to contact Karen Stone in OME to obtain permission. She will consult with the CDs if necessary and would then, if they had an appropriate need to access the site, notify OIS that their name can be added to the list. In future years access will be expanded to include MS3 and MS4 students who have signed the student attestation form. The Dean’s office and CDs will still be able to provide Eve Juliano of OIS with the names of “visitors” to the site who will be given access privileges for a limited period of time.

6) In selecting the MS1 and MS2 curriculum management software system for future academic years we recommend that a system be selected that would allow patient protected information to be restricted at a higher level of security than other curriculum materials and that would allow archived lecture recordings to restricted differently from other archived curriculum materials.

7) The student forum will be restricted access starting in the 08/09 academic year. Access to the forums will be set up in the same manner as access to the curriculum system.

8) The recommendations for student wikis are as follows:

   a) A link for student wikis that contain or discuss course materials will be created on the curriculum web site that will allow students to create and control their own wikis.

   b) It would be an honor code violation to copy answers to small group problem sets and post them on the student wikis or other electronic study forums without the consent of the course director, and it would be an honor code violation to post exam questions or answers on student wikis under any circumstances.

   c) Access to the student wikis will be set up in the same manner as access to the curriculum system.

9) There are not sufficient resources for a full evaluation of lecture recording at present, but discussions are ongoing about smaller-scale evaluations.