



#### **TITLE OF POLICY**

Lecture Capture and Use of Educational Materials

#### **PURPOSE AND SCOPE**

This policy establishes the service level of Lecture Capture and the appropriate use of educational materials. All incoming medical students are required to attest that they understand and will comply with this policy.

#### **RESPONSIBLE PARTY AND REVIEW CYCLE**

Foundation Phase Committee will review this policy with input from the Office of Information Systems (OIS) in odd-numbered years.

#### **LCME REFERENCE(S)**

NA

#### **HISTORY OF APPROVALS AND UPDATES**

Approved by the Foundation Phase Committee June 2017

#### **POLICY**

##### **Lecture Capture Intent and Service Level**

Lecture Capture is intended as a secondary resource to students, not a primary one used in lieu of attendance.

Service level entails:

- The UNC School of Medicine will make stream-only versions of recorded lectures available to students to minimize the distribution of material.
- Some lecturers may not record lectures due to concerns about Protected Health Information (PHI), copyrighted material, and Intellectual Property (IP).
- Streamable recordings populate a block's learning management system site as soon as they complete processing, and that processing can take up to eight hours after the end of lectures.
- If there is time-sensitive or critical material (i.e., the lectures just prior to an exam), the Office of Medical Education strongly encourages students to attend the live lecture since the timely



posting of streamable lectures cannot be guaranteed.

- Lecture recordings may be truncated by pre-programmed start and stop times due to the unpredictable nature of lecturers. As a standard practice, OIS adds an additional eight minutes to the end of every recording. OIS cannot guarantee that material will not be cut, and the only way to ensure students receive all content is to attend the live lecture or consult a classmate.

### **Use and Respect of Educational Materials**

Educational materials may contain sensitive, confidential information that may be protected by state and federal laws as well as University of North Carolina at Chapel Hill policy, and that these lectures are made available for educational purposes only and may not be further shared or disclosed. The UNC School of Medicine requests that lecturers minimize the use of sensitive data or take steps to remove or obscure the data.

Students cannot share or disclose the PowerPoint files and streamable lectures or parts thereof via any means, including but not limited to posting to social media, sending via email to non-classmates, and/or placing on third-party storage/sharing solutions (e.g., DropBox). Any violation of this policy is an UNC Honor Code offense.

### **PROCEDURE(S):**

For service concerns about lecture capture, please contact School of Medicine Classroom Services in Information Technology at [lecture\\_capture@med.unc.edu](mailto:lecture_capture@med.unc.edu).

### **DEFINITION(S):**

NA