



## NEW YORK MEDICAL COLLEGE

<b>TITLE: Faculty Lecture Capture Policy and Procedure for NYMC SOM</b>		
<b>EFFECTIVE:</b> <b>March 10, 2019</b>	<b>SUPERSEDES:</b> July, 2015	<b>REVISED:</b> March 10, 2019

### **I. POLICY**

New York Medical College School of Medicine (NYMC SOM) is committed to efficiently using education technology to benefit the academic environment. It is the policy of NYMC SOM that all lectures provided by NYMC faculty members during undergraduate medical education curriculum are to be recorded by a lecture capture system. Student representatives (MS1 and MS2) will be appointed to serve as student ambassadors of lecture capture. One ambassador will be present at every lecture to make sure the lecture capture is working properly, and to ensure the uploading of the file to the NYMC SOM learning management system for students to view. Under no circumstances will content be released to the general public, or to anyone without NYMC credentials and login. All faculty and administrative leadership are expected to abide by the purpose, and the intent of this policy to promote student academic excellence; recording each lecture, and making them available to students will assist in accomplishing the educational mission of the institution.

### **II. PURPOSE**

Lecture capture is a learning tool that can enhance student learning in various ways.

- A. It gives students the opportunity to review lecture material at their own pace, which can help students fill in knowledge gaps, and clarify confusing and/or complex concepts after attending the lecture.
- B. This technology is intended as a supplement for student learning. NYMC SOM faculty value and expect student attendance in class; direct interaction with faculty and peers is critical to professional education.

### **III. SCOPE**

This policy will apply to all faculty members who teach NYMC SOM courses. All students, faculty, and staff who have login access credentials to the learning management system will be able to view and/or listen to the recorded lecture material.

### **IV. DEFINITIONS**

In this policy:

- A. "Student" means person enrolled in a SOM course at NYMC, whether currently in the program or on leave of absence
- B. "Staff" means NYMC SOM personnel
- C. "Faculty" means a person involved in the NYMC SOM teaching program, whether MD, PhD, nurse, allied health professional, resident, fellow or other
- D. "Approval authority" means the office or officer responsible for approving NYMC policies and procedures
- E. "Implementation authority" means the office or officer responsible for implementing SOM policies and procedures as well as monitoring compliance



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- F. “Learning management system,” means a web-based system for curriculum management in the first and second year medical education program
- G. “Lecture capture” is recordings (audio, video and/or both) made of lectures in the undergraduate medical education curriculum that are provided to faculty, staff, and students for educational purposes

### V. POLICY AUTHOR(S)

- A. Office of Undergraduate Medical Education
- B. Office of Student Affairs

### VI. RELATED POLICIES

- A. Intellectual Property Policy
- B. Related Forms
  1. Lecture Capture Opt Out Request Form: NYMC Faculty
  2. Consent Form for Lecture Capture: Non-NYMC Faculty

### VII. PROCEDURE

The NYMC SOM policy for digital audio or video recording of university lectures is as follows:

- A. NYMC SOM will record each lecture given during the first and second year curriculum. The students enrolled in the block or course/clerkship at the time of the recording, the course/clerkship directors, and the teaching faculty of that course/clerkship are intended to have exclusive use of recordings.
- B. Student representatives (MS1 and MS2) will be appointed to serve as student ambassadors of lecture capture. One ambassador will be present at every lecture to make sure the lecture capture is working properly, and to ensure the uploading of the file to the NYMC learning management system for students to view. In the third and fourth year course/clerkships the Student Liaison Committee members, or their designee(s), will serve as the student ambassadors of lecture capture for their respective clerkships. The Liaison Committee Chair will be the ambassador for the fourth year clerkships.
- C. Course and Clerkship directors will contact lecturers with information about the recording policy, and provide an opt-out form at least one month prior to their scheduled lecture(s). Faculty who do not wish to be audio and/or audio/video recorded must submit the NYMC SOM Lecture Capture Opt Out Request Form to the course director, and the Senior Associate Dean for Undergraduate Medical Education to include a strong and justifiable reason for not recording the lecture at least 48 hours prior to the lecture(s). The opt-out requires the approval of both the course director and the Senior Associate Dean of Undergraduate Medical Education. The course/clerkship director or faculty member opting out of the



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- recording is also responsible for sending an email to the class no less than 48 hours prior to the lecture, informing them that the upcoming lecture(s) will not be recorded.
- D. Faculty who provide multiple lectures may choose to opt-out of recording only select lectures, but must go through the same opt-out procedures.
- E. Absent the lecturers' denial of permission in writing, NYMC SOM assumes that the faculty member agrees to the policy that their lecture(s) may be recorded without additional authorization.
- F. Any non-NYMC SOM faculty, external contributors, and/or guest lecturers must sign a NYMC SOM Consent Form for Lecture Capture to have their content made accessible to NYMC SOM students via lecture capture. Students should therefore not assume that all guest lectures are going to be recorded.
- G. Recorded lectures will be posted on the SOM-operated learning management system as soon as possible after the lecture is delivered. Lecturers will have one week thereafter to ask that portions of the lecture be edited.
- H. Recordings may only be accessed through the SOM-operated learning management system. NYMC SOM will take reasonable measures to prevent inappropriate use of such recordings, but cannot guarantee against possible misuse.
- I. All users of the recordings (e.g. students, faculty, and staff) must agree to the terms and conditions of this policy prior to being allowed access to the learning management system. The lecture(s) and any information contained in the recorded lecture(s) are protected under copyright law and may not be reproduced, displayed, broadcast, or published without the consent of the lecturer, and without giving proper attribution to the lecturer. This prohibition includes placing the recording on any webpage or anywhere on the Internet for use by, or access to, any person, including the student. In addition to any legal ramifications, misuse of recordings will be considered unprofessional behavior, and appropriate disciplinary action will be taken, according to NYMC policy and procedures.
- J. All recorded lectures will be maintained on university servers for up to four years with materials accessible exclusively to the students in the SOM and enrolled in the course at the time of the recording. All faculty involved in teaching SOM curriculum will also have access to the recorded lectures.
- K. Ownership of intellectual property is governed by the terms of the NYMC Intellectual Property Policy. NYMC will maintain the routine recordings of these lectures. No recorded lecture material, university maintained or otherwise, may be shared by NYMC with any individual or organization within or outside NYMC without prior written permission from the lecturer, even if the lecturer has left the institution. Recordings are for educational use only.



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### VIII. REFERENCES

None

### IX. TYPE OF POLICY

Medical Students: Academic Support  
Curriculum  
Resources  
Faculty Affairs

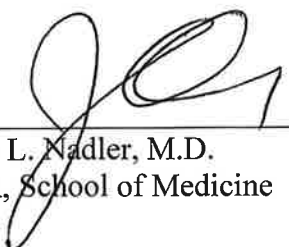
### X. APPROVALS

Education and Curriculum Committee

### XI. POLICY MANAGEMENT

Responsible Executive: Dean of the School of Medicine  
Responsible Officer: Senior Associate Dean for Medical Education,  
Responsible Office: Office of Undergraduate Medical Education and Primary Care

### ACCEPTED AND AGREED TO:

  
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Jerry L. Nadler, M.D.  
Dean, School of Medicine

  
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Date