



MD Undergraduate Program

Policy and Procedure

Title:	Lecture and Seminar Recording	Number:	035
Approved By:	Undergraduate Medical Education Committee		
Approval Date:	May 17, 2021	Next Review:	June 1, 2024
Effective Date:	May 18, 2021		
Audience:	Learners, staff, faculty and presenters involved in the design, development and implementation of teaching approaches.		
Purpose:	To describe the rights and responsibilities associated with the recording and sharing of lectures and seminars		
Related Policies:	1. UBC Copyright Guidelines		
Exclusions:	None		
Calendar Statement:	None		
Contact:	Director of Curriculum Senior Manager, Educational Technology		

Preamble

Lecturers in Years 1, 2 and 4 and seminar presenters in Year 3 of the MD Undergraduate Program (MDUP) are offered the option of voluntarily having their lectures recorded and shared through a secure learning platform. The purpose of lecture and seminar recording is to:

- Enhance learning by allowing self-paced repeated review of the lecture
- Assist learners who require remediation
- Allow learners to access academic material when they are unable to attend lectures while on rural, community, or out-of-province elective rotations; are post-call; or have an excused absence
- Assist faculty in their lecture planning
- Assist in formal MDUP academic curriculum content review
- Share valued resources across all sites of the program
- Support students with barriers to lecture attendance
- Accommodate students with learning differences

Policy

1. Lecture and seminar recording in the MDUP is voluntary. Being recorded is an expectation but not a requirement of teaching faculty. Negative learner comments related to the lack of a recording being available for a given lecture will not have an impact on a faculty's teaching evaluation.
2. Lecturers and presenters must provide explicit consent prior to their lectures and seminars being recorded or posted.
3. Consent to record or post a lecture or seminar may be withdrawn at any time.
4. Patient consent must be obtained prior to the use of patient personal information in presentations.
5. Guest consent must be obtained prior to including them in the recordings.
6. Students are notified and sign a release when they start medical school that lectures and seminars are routinely recorded. Their voices may be heard when they ask questions during the lecture or seminar or seen in special recordings when students participate in demonstrations.
7. Lecturers and presenters own the content they create. Copyright provides the legal right to control the use of their creations.



8. Recordings cannot be used for purposes other than student learning, lecture planning and curriculum review without the permission of the lecturer or presenter.
9. Recordings cannot be copied, otherwise reproduced or edited without the permission of the lecturer or presenter.
10. Lecture and seminar recordings are posted on and accessed through the Faculty of Medicine's (FoM's) password protected learning management system (LMS) only.
11. Users of the FoM's secure learning management system must read and agree to the terms of use in the Individual Users' Agreement. A breach of the terms may result in a professional conduct investigation.

Procedures

1. Recording Formats

- 1.1. The usual format for recording presentations is PowerPoint slides with a picture-in-picture (small window) view of instructor with associated audio. When viewing, the student can switch between presentation materials and presenter.
- 1.2. Alternate recording formats are available if lecturers or presenters plan to use a different presentation or seminar format or require access to other resources such as whiteboard drawings or demonstrations, or "voice- over PowerPoint" where the speaker's voice can be heard as slides are presented on the screen, but the speaker is not visible.
- 1.3. Lecturers and presenters are routinely contacted regarding their audio-visual needs. Requested changes in recording format will be discussed then, if required.

2. Access and Storage Restrictions

- 2.1. In Years 1, 2 and 4 new lecture recordings replace the previous year's lecture. Copies of the previous year's lecture recording are archived for one additional year. In Year 3, recorded seminars will be available for two years at which time the MDUP will judge whether they need to be re-recorded.
- 2.2. Once removed from the learning management system, the recordings are stored electronically on a secure server under strict security (managed by FoM Digital Solutions) for one (1) year and then destroyed. Access to the stored version may be authorized by the lecturer or Director, Curriculum for curricular content review only.
- 2.3. Under exceptional circumstances, and at the request of the MDUP course leadership, recordings may be used for a period longer than two years.
- 2.4. The Individual Users Agreement includes the date and details for access and is electronically stored in a database. Any breach by an individual of the terms upon which access is granted (including the agreement not to record or otherwise acquire or share the audio and/or visual elements of the lecture and seminar recordings) will jeopardize the lecture recording program for all students, staff and faculty. A breach may result in a student being referred to the Regional Student Promotions Subcommittee for further consideration.

3. Intellectual Property and Copyright Protection

- 3.1. Copyright protects the way lecture content is expressed, not the information itself.
- 3.2. The MDUP arranges and pays for the recordings, and therefore owns the recording files.

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- 3.3. Lecturers and presenters are provided with copyright information when initial arrangements for recording the lecture or seminar are made. Lecturers and presenters are expected to follow the [UBC guidelines](#).

4. Consent by Lecturers, Presenters, Students, Patients and Guests**Lecturer and Presenter Voluntary Consent**

- 4.1. Details of the recording program, including the purpose of recording, are provided to the faculty member by the program staff as part of the consent process. Lecturers and presenters may approve or decline to have their lecture or seminar recorded or posted as stated in the policy section above.
- 4.2. Lecturers' or presenters' wishes will be documented by the program staff and shared with the AV technician supporting the corresponding lecture or seminar.
- 4.3. In extenuating circumstances, such as disruption of delivery of a lecture/seminar at another site, a lecturer/presenter who has not previously consented may be asked for permission to record to prevent loss of learning.

Guest Consent

- 4.4. Lecturers or presenters sponsoring guests must obtain consent from their guests prior to the delivery of the lecture or seminar. Consent for guests is obtained by the Year 1-4 Program staff.

Patient Consent, Confidentiality, Protection of Patient Information

- 4.5. Lecturers or presenters using patients must obtain consent from their patients prior to the day of the lecture or seminar. The Canadian Medical Protective Association's [patient consent form](#) has been adopted.
- 4.6. The College of Physicians and Surgeons of BC has [Guidelines](#) on the Photographic, Video and Audio Recording of Patients:
- The patient should clearly understand that the recording may be shown to people with no direct responsibility for the patient's health care.
 - The patient must be offered the opportunity to view the recording, in the form in which it is intended to be shown, before the recording is used. The patient has the right at this stage to withdraw consent to the use of the recording.

5. Feedback for Continuous Quality Improvement

Lecturers may be contacted by FoM Digital Solutions or MDUP faculty/staff members to provide feedback about the lecture recording program for continuous quality improvement of the service.

Review & Approval

Action	Committee	Date	Status
Review	MED IT / Assistant Dean Curriculum	July 28, 2017	Amended
Review	Policy Advisory Subcommittee	August 10, 2017	Endorsed
Review	MD Undergraduate Education Committee (MDUEC)	September 18, 2017	Approved
Review	Program Managers & Admin Directors (for procedures section 4)	30 October 2019	Amended
Review	Legal Counsel	November 2019	Endorsed
Review	Policy Advisory Subcommittee	7 November 2019	Endorsed
Review	Undergraduate Medical Education Committee	18 November 2019	Approved
Revised	Policy Advisory Subcommittee	15 April 2021	Endorsed



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Reviewed	Legal Counsel	28 April 2021	Endorsed
Reviewed	Undergraduate Medical Education Committee	17 May 2021	Approved