



<b>UT Health Science Center:</b>	
<b>COM111 Media Capture of Live-Lecture Sessions in the Pre-Clerkship Phase - COM Medical Education</b>	
<b>Version 2</b>	<b>Publication Date: 04/24/2023</b>

<b>No./Title:</b> COM111 Media Capture of Live-Lecture Sessions in the Pre-Clerkship Phase	<b>Resp. Office:</b> Medical Education <b>Approval Body:</b> CUME	<b>Effective Date:</b> 03/16/20
<b>Category:</b> COM/UME	<b>Last Review:</b> 4/17/23	<b>Next Review:</b> 4/17/26
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<b>Related Policy:</b>	<b>Program:</b> Medicine (M.D.)	

## POLICY

It is the policy of the University of Tennessee Health Science Center (UTHSC) College of Medicine (COM) that media capture methodology be used to record live didactic lecture or flipped classroom sessions in each course in the pre-clerkship phase of the curriculum. These recordings will be made available to students enrolled in those courses for purposes of off-site review.

## RATIONALE AND PROCEDURE

1. Faculty are encouraged to record/podcast all live-lecture sessions in COM pre-clinical courses.
  - a) Media capture options include video recording, audio recording, and/or photography where feasible.
  - b) Sessions will be broadcast as secure on-line streaming media as they are being recorded.
  - c) Recordings will be stored on Mediasite (or similar UT-sanctioned server) and made available to the students currently enrolled in those courses.
  - d) Session recordings may be used by the administration and/or course directors for purposes of quality improvement, faculty development, curricular review/revision, or in rare cases, as a substitute for a live lecture.
  - e) Faculty may decline to capture/podcast specific sessions, including those that:
    - i. serve as important capstone or summary sessions for the course;
    - ii. include details about an actual patient;
    - iii. serve as reviews for exams;
    - iv. involve a team learning exercise;
    - v. contain materials from third-party resources that are copyrighted;
    - vi. are best held in a classroom incapable of media capture.
2. Notice will be provided to students regarding exceptions to the routine availability of recorded sessions.
  - a) Non-recorded calendar events will be designated "N.R." in eMedley, and the designation "NOT RECORDED" will be included in the description for that event.
  - b) Should there be a change in status such that an anticipated recording will not be available, it is the responsibility of the faculty instructor to notify the course director far enough in advance to provide a minimum 30 day notice so that students may plan to attend the live

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session, if desired. In the event that these notifications are not provided, sessions should be recorded and podcast as originally planned.

- c) Such notifications are not required for events excluded from an expectation of recording such as laboratory sessions, SDL, team based learning or other small group sessions, clinicobasic science and clinicopathologic conferences, and SPEDS or other standardized-patient encounters.
3. Access to recorded lectures is subject to the following guidelines:
- a) Students who do not attend mandatory events that are recorded, and who have not submitted an Excused Absence/Wellness Day form will not be provided the recording.
  - b) All recorded lectures will be hosted on a UTHSC secure server and accessed via an official UTHSC web site, and will require login using NetID and password.
  - c) Students may not make video or audio recordings of lectures on any personal device without the express consent of the instructor. Screenshots of copyrighted materials or detailed patient information are not allowed. Students who have received permission to create or download personal copies of lecture recordings are required to destroy these copies after the course has concluded.
  - d) Lecture recordings may not be disseminated to individuals outside the course. Under no circumstances may students post lectures on any social media platform.
  - e) Improper use and distribution of faculty lecture recordings will be considered violations of the Honor Code.

## **APPROVAL HISTORY**

Effective: 3/16/2020

Revised: 4/17/23