

Lecture Recording Policy

September 2017

1. Purpose

This document sets out the university's policy and practices for the automated recording of lectures and other teaching and learning activities.

2. Scope

The policy applies to audio and video recordings made through the centrally-supported recording facilities offered in equipped venues by ICTS and CILT.

The opt-out provision of the policy applies to undergraduate courses taught on Upper and Middle campus.

3. Effective date

The policy applies with effect from the start of the academic year in 2018.

4. Background

Lecture recording is available in 88 larger venues on Upper, Middle and Health Sciences campuses. Over 600 lectures are recorded each week, and over 12,500 students make use of recorded lectures each semester.

Lecture recording is highly valued by students, does not significantly affect attendance, and makes lectures more accessible for students with disabilities.

Since the introduction of the service in 2012, lecture recording volumes have grown by over 40% each year, and changes are needed to reduce administrative overhead and keep the service sustainable.

5. Opt-Out

Timetabled lectures will be recorded by default for **undergraduate courses taught on Upper and Middle Campus**, unless the Head of Department or course convener of the course concerned **opts out** of recording.

Lecture recording may not be appropriate for all courses. Reasons for opting out may include (but are not limited to):

- where teaching activities are discussion-based or highly interactive, and a recording would hold little benefit for students;
- where ethical issues or the use of sensitive material make recording inappropriate;
- where recording may constrain student participation in class to the detriment of the teaching and learning process.

Course conveners are expected to make an informed choice about whether to use lecture recording at the start of each course. Heads of Department are expected to exercise oversight and ensure that where the course convener opts out, the reasons for doing so are appropriate.

Prior to start of each semester, an email will be sent to each Head of Department (or Head of Section), at which point the **HoD may opt out** of automated lecture recording for all courses taught by the department or section (exceptions may still opt-in on request or set up lecture recording through self-service).

In participating departments or sections (i.e. those who have not opted out), an email will then be sent to each **course convener who may opt out** (no recording except for self-service or by subsequent request).

Recordings will be scheduled automatically from the online timetable in supported venues **for all participating courses** (i.e. courses which have not opted out). Where possible, the recording schedule will update automatically when the timetable and/or venue allocations change.

6. Self-Service

Lecture recording is a self-service facility. The recording schedule is managed through the Vula site of the respective course, and may be adjusted at any time by staff with appropriate rights to the course site (typically the course convener and staff who have been delegated authority to manage the site), for both opt-out and opt-in courses.

7. Recording Consent

The **course convener** is responsible for ensuring that each person who teaches the course is aware that lectures will be recorded.

Individual lecturers may decline to be recorded (by notifying the course convener), in which case the course convener (or delegate) is responsible for adjusting the recording schedule in advance through self-service to exclude those lectures from being recorded.

ICTS and CILT will not verify consent prior to publication to a Vula course site **for any timetabled lecture recording**. Recordings that have been published incorrectly to a Vula site will be removed on request.

Presenter consent will be verified prior to publication for non-timetabled recordings, special events and public recordings.

8. References

UCT General Rules and Policies 2017

http://www.students.uct.ac.za/usr/downloads/uct.ac.za/apply/handbooks/Handbook3_2017.pdf
(G16.1, "Classes may be recorded for teaching and learning purposes.")

Venues equipped for automated lecture recording (August 2017):

<https://ictsapps.uct.ac.za/lectureRecording.php>

University of Cape Town Intellectual Property Policy (July 2011)

https://www.uct.ac.za/downloads/uct.ac.za/about/policies/intellect_property.pdf

University of Cape Town Student Mental Health Policy (April 2017)

<https://www.uct.ac.za/downloads/email/MentalhealthpolicyDRAFT.APRIL2017.pdf>
(4.1.4 "Reasonable accommodations ... may include the use of lecture recordings")