

## Lecture Capture Policy

<b>Approving authority</b>	Academic Committee
<b>Approval date</b>	21 May 2015 (4/2015 meeting)
<b>Advisor</b>	Leigh Stevenson   Manager Learning & Teaching Systems   INS l.stevenson@griffith.edu.au   (07) 373 54097
<b>Next scheduled review</b>	2020
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Lecture%20Capture%20Policy.pdf">http://policies.griffith.edu.au/pdf/Lecture Capture Policy.pdf</a>
<b>TRIM document</b>	2015/6008017
<b>Description</b>	This policy provides the parameters that encourage and guide the use of lecture capture. It complements the University's 'Guidelines for Staff Engagement with Learning@Griffith'.

### Related documents

[Intellectual Property Policy](#)

[Student Recording of Lectures and Other Classes Policy](#)

[\[University Recording of Lecture\]](#) [\[Availability of Recorded Lectures\]](#) [\[Non Recording of Lectures in Enabled Facilities\]](#) [\[Intellectual Property\]](#) [\[Student Recording of Lectures\]](#)

## 1. UNIVERSITY RECORDING OF LECTURE

Within its blended learning framework the University supports the recording of lectures (lecture capture) to complement face-to-face teaching as part of its commitment to engaging students in their learning and increasing access for students to learning resources.

It is standard practice at Griffith University that all lectures timetabled in lecture capture-enabled venues are recorded and made available to students in the relevant course site on Learning@Griffith.

Where lecture capture is not available, lecturers have the option of manually recording lectures and making them available to students via the relevant course site.

## 2. AVAILABILITY OF RECORDED LECTURES

Under normal circumstances, recorded lectures will be made available on the relevant course site within 24 hours after the conclusion of the lecture.

To assist students with course revision and examination preparation, lecture recordings should remain accessible on the course site until after the final examination.

## 3. NON RECORDING OF LECTURES IN ENABLED FACILITIES

The University recognises that there may be some circumstances where it may be inappropriate to record lecture content using the lecture capture system.

Where lecturers want to stop recording during lecture capture (for example, due to privacy, confidentiality, or copyright issues) within a class, they may pause and resume the recording. Lecturers are also able to edit a recording after it has been published to improve its quality or to delete inappropriate content.

If there are substantive reasons for not recording a lecture series in enabled facilities, the lecturer may apply to the Dean (Learning and Teaching) of the relevant Group prior to the commencement of the course and the publication of the Course Profile not to use the automatic recording of lectures.

Lecturers may request approval to not use the automatic recording of lectures in the following circumstances:

- the lecturer will record the lectures using other methods as supported by the University and will make the lectures available to the students on the relevant course site; or
- the lecturer has strong and justifiable reason for not recording the lecture

Students are to be advised in the Course Profile whether or not lecture capture is to be used for a course.

---

#### **4. INTELLECTUAL PROPERTY**

The University holds ownership of all teaching materials including lecture content. Refer to the Intellectual Property Policy for further information.

---

#### **5. STUDENT RECORDING OF LECTURES**

A student may seek permission to record a lecture that will not be recorded by the Lecture Capture Service, according to the Student Recording of Lectures and Other Classes Policy.