

Undergraduate Medical Education

Audio and/or Video Recording of Learning Events in the Undergraduate Medical Education Program Policy

Curricular Component: Policy #CC-16 v1

Supersedes: None

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1.0 Background

- 1.1. Technology exists to allow the recording and online distribution of audio and/or video of learning events. This policy provides guidance to faculty, staff and students regarding the recording of UGME learning events.

2.0 Policy

- 2.1. Only lecture (L) segments of learning events may be recorded. Other types of learning events may not be recorded.
- 2.2. Teachers may consent to audio or video recording or both.
- 2.3. Video recording (lecture capture) includes video of the slides synchronized with an audio recording of the lecture. It does not include an image of the lecturer or of students.
- 2.4. Recordings are initiated only after the teacher has given explicit consent.
- 2.5. Even if consent has been given, the teacher may withdraw consent for all or part of any learning event that they are associated with.
- 2.6. Recordings are made available as a link within MEdTech, attached to the password protected learning event.
- 2.7. Recordings are only made available via MEdTech to the cohort of students to which the learning event was delivered unless an emergency requires the use of archived material.
- 2.8. Recordings are archived for 18 months and then removed from MEdTech.

2.9. Students who record or share sessions in violation of the above processes are considered to be acting unprofessionally.

3.0 Policy Renewal and Approval

3.1. This document will be reviewed and updated in two years by the Teaching and Learning Committee for final approval at Faculty Board.