




DATE: May 12, 2017
FROM: Jayati Chaudhuri, Chair,  Student Policy Committee
TO: Veena Prabhu, Chair, Academic Senate
CC: SPC Members
SUBJECT: **Electronic Recording of the Classroom Lecture**

The electronic recording of classroom lectures policy is included in the Faculty Handbook and was last updated in 1968. The committee found the information to be outdated and that revision was necessary in order to include the recent technological changes, wide availability of portable audio recorders, and students' usage of personal recording devices in the classroom. The recording of lectures presents some serious ethical and legal issues. In consultation with G. Centeno, Director of the Office for Students with Disabilities (OSD) and C. Roberts-Corb, Assistant Dean, Student Conduct, the committee updated the existing policy. It must be noted that V. King, University Counsel, should be consulted regarding these changes.

After careful consideration, Student Policy Committee (SPC) recommends the following changes and locations where SPC redrafted the statement.

- Lines 3-10: Eliminated 1st two paragraphs.
- Lines 11-15: Re-wrote summary of the 1st two paragraphs.
- Lines 16-42: Developed general policy.
- Lines 43-49: Added specific statement for accommodations for students with disabilities.

Attachment.

1 **Electronic Recording of Classroom Lectures**

2 (Senate: 2/20/68; President: 2/27/68)

3 Faculty members may permit their classroom lectures to be recorded. However, for their own
4 protection as well as that of the University, this permission shall be in written form, shall indicate
5 any limitations imposed on future use of the recording, and shall bear the faculty member's
6 signature.

7 The faculty member may retain a copy of the written permission. All of the normal rights of
8 authorship shall be accorded to the faculty member whose classroom lectures have been
9 recorded, though absolute protection of these rights may be extremely difficult to furnish and
10 therefore cannot be guaranteed.

11 CALIFORNIA STATE UNIVERSITY, LOS ANGELES RECOGNIZES THAT THERE MAY BE TIMES WHEN
12 RECORDING A CLASS MAY BE HELPFUL FOR STUDENTS. AT THE SAME TIME, SUCH RECORDING MAY
13 POSSIBLY INFRINGE UPON THE RIGHTS OF FACULTY, STAFF, AND STUDENTS AT THE UNIVERSITY. THE
14 POLICY BELOW PERTAINS TO THE RECORDING OF CLASSES BY STUDENTS.

15
16 **GENERAL POLICY**

- 17 1. RECORDING IS ONLY TO INVOLVE AUDIO; VIDEO RECORDING IS NOT ALLOWED AT ANY TIME.
- 18 2. STILL PHOTOGRAPHY IS ALLOWED BY PERMISSION OF THE INSTRUCTOR ONLY.
- 19 3. STUDENTS WHO WOULD LIKE TO RECORD A CLASS MUST OBTAIN PERMISSION FROM THE
20 INSTRUCTOR PRIOR TO THE RECORDING. THE INSTRUCTOR MAY CHOOSE TO DECLINE TO
21 PERMIT RECORDING OF LECTURES OR TEACHING SESSIONS. (EXCEPT FOR THOSE STUDENTS
22 WHO MEET THE ELIGIBILITY CRITERIA FROM THE OFFICE FOR STUDENTS FOR DISABILITIES)
- 23 4. WHEN LECTURES ARE GOING TO BE RECORDED, THE INSTRUCTOR MUST ANNOUNCE THIS TO
24 THE CLASS.
- 25 5. THE INSTRUCTOR RESERVES THE RIGHT TO ASK A STUDENT TO STOP RECORDING AT ANY TIME.
- 26 6. STUDENTS ARE NOT PERMITTED TO RECORD LECTURES IN THE ABSENCE OF PERMISSION.
27 STUDENTS WHO RECORD LECTURES IN THE ABSENCE OF PERMISSION ARE SUBJECT TO
28 DISCIPLINARY ACTION.
- 29 7. STUDENTS AND FACULTY MUST BE ESPECIALLY SENSITIVE TO THE RECORDING OF CLASSES
30 WHICH ARE DISCUSSION BASED AND WHERE SUCH RECORDINGS MAY COMPROMISE THE
31 INTEGRITY OF THE COURSE.
- 32 8. RECORDINGS OF LECTURES MAY BE USED FOR EDUCATIONAL PURPOSES ONLY. STUDENTS ARE
33 PROHIBITED FROM MAKING THE RECORDINGS AVAILABLE ON WEBSITES, PODCASTS, OR SOCIAL
34 MEDIA PLATFORMS.
- 35 9. UNAUTHORIZED RECORDING, DISSEMINATION, OR PUBLICATION, OF ACADEMIC
36 PRESENTATIONS (INCLUDING HAND WRITTEN NOTES) FOR A COMMERCIAL PURPOSE ARE
37 SUBJECT TO DISCIPLINARY ACTION.
- 38 10. SIMILAR POLICY APPLIES FOR THE RECORDED LECTURE THAT INCLUDES STUDENT
39 PARTICIPATION; SUCH RECORDINGS MAY NOT BE SHARED WITHOUT THE INSTRUCTOR'S
40 WRITTEN PERMISSION.

41 11. STUDENTS WHO FAIL TO COMPLY WITH THE AFOREMENTIONED POLICY WILL BE SUBJECT TO
42 DISCIPLINARY ACTION.

43 **STUDENTS WITH DISABILITIES**

- 44 1. STUDENTS WITH A VERIFIED DISABILITY REQUESTING PERMISSION TO TAPE RECORD CLASS
45 LECTURES MUST MEET THE ELIGIBILITY CRITERIA AS MANDATED BY THE AMERICANS WITH
46 DISABILITIES ACT OF 1990 AS AMENDED IN 2008 (ADAAA) AND THE CSU POLICY ON THE
47 PROVISION OF ACCOMMODATIONS AND SUPPORT SERVICES TO STUDENTS WITH DISABILITIES.
- 48 2. STUDENTS WITH VERIFIED DISABILITIES WHO MEET THE ELIGIBILITY CRITERIA AND HAVE BEEN
49 PRESCRIBED "TAPE-RECORD CLASS LECTURE" AS AN ACCOMMODATION BY THEIR OSD
50 DISABILITY MANAGEMENT SPECIALIST MUST REQUEST THE ACCOMMODATION THROUGH THE
51 NOTIFICATION OF ACADEMIC SUPPORT SERVICES (NASS). NOTE: STUDENTS WHO REQUEST THIS
52 ACCOMMODATION MUST SIGN THE TAPE-RECORDED LECTURE AGREEMENT PRIOR TO
53 INITIATING THE NASS.
- 54 3. RECORDINGS OF LECTURES MAY BE USED FOR EDUCATIONAL PURPOSES ONLY. STUDENTS ARE
55 PROHIBITED FROM MAKING THE RECORDINGS AVAILABLE ON WEBSITES, PODCASTS, OR SOCIAL
56 MEDIA PLATFORMS.
- 57 4. SIMILAR POLICY APPLIES FOR RECORDED LECTURES THAT INCLUDE STUDENT PARTICIPATION.
58 SUCH RECORDINGS MAY NOT BE SHARED WITHOUT THE INSTRUCTOR'S WRITTEN PERMISSION.