



Date: October 3, 2024

To: Andre Avramchuk, Chair Academic Senate

From: Shikha Upadhyaya, Educational Policy Committee Chair

Copies: M. Hawley; M. Garcia; C. Harris; K. Fisher; S. Cordova; K. Hillstrom; R. Roquemoire; C. Pugh

Subject: **EPC Memo 24-04: Recording and Sharing of Course Materials and Classroom Activities Policy – Chapter V of the Faculty Handbook (EPC Memo: 20-04)**

The Education Policy Committee (EPC) initially reviewed and proposed modifications to the policy on the Recording and Sharing of Course Materials during its meeting on October 20, 2021. The Academic Senate approved the policy in its Spring 2024 session and sent it to the President for final approval. The President returned the proposal unsigned on May 16, 2024, along with requests for additional changes.

The EPC met on October 2, 2024, to discuss the President's recommendations for Lines 96-99 and 100-101 (now Lines 100-103).

EPC agreed to incorporate the requested modifications into the policy.

Here are all the modifications added by EPC to the policy:

- Line 1: The title of the policy is changed to reflect the topics addressed in this policy.
- Lines 5-6: This line was deleted, as instructor permission is covered in more detail within the actual body of the policy that follows.
- Lines 7: Inserted language to clarify that inappropriate sharing of course materials or recordings can harm faculty and students.
- Lines 9-21: New policy language was included to define the terms "Recording" and "Course Materials" as they are used in this policy.



- Lines 23-66: The subtitle “General Policy” was deleted to as it was redundant. Since complete revisions to the policy were required, all lines of the previous policy were deleted and the new policy is conveyed in lines 68-103.
- Line 68: A new number 1 sequence begin.
- Lines 68-71: Language regarding federal law was moved to the the beginning of the policy to clarify at the outset exceptions for students with OSD accommodations.
- Lines 72-77: Language was added to clarify need for advance instructor permission to capture classroom activities, and the right of the instructor to revoke such permission at any time.
- Lines 78-86: Language was added regarding the need to notify students of recording in progress, and to highlight the potential impacts of recording on student engagement.
- Lines 87-89: Language was added to highlight the need to maintain student confidentiality if recordings are re-used by instructors in a subsequent course.
- Lines 90-92: This item is added to prohibit students from sharing course materials inappropriately (e.g., on social media, chegg, etc.).
- Lines 93-95: This item is added to ensure that students do not monetize course materials or recordings.
- Lines 96-99: Based on the President’s recommendation, this item was updated for clarity to provide faculty with guidance on reporting students who fail to comply with this policy.
- Lines 100–103: Based on the President’s recommendation, this item was re-worded to clarify the consequences of violating the policy and guidance on reporting students who fail to comply with this policy.



Electronic Recording AND SHARING OF COURSE MATERIALS of classroom lectures and Classroom Activities

(Senate: 2/20/68, 9/12/17; President: 2/27/68, 10/13/17)

California State University, Los Angeles recognizes that there may be times when recording classroom lectures and classroom activities may be IS helpful for students. Faculty members may permit their classroom lectures and classroom activities to be recorded. At the same time, such recordings AND/OR THEIR INAPPROPRIATE DISSEMINATION may possibly infringe upon the rights of faculty, staff, and students at the university. The policy below pertains to the recording of classroom lectures and classroom activities by students. AND/OR THE DISSEMINATION OF THESE RECORDINGS OR OTHER COURSE MATERIALS TO PARTIES OUTSIDE THE COURSE. THE TERM 'RECORDING' HEREIN REFERS TO ANY MEDIUM THAT CAPTURES CLASSROOM ACTIVITIES, INCLUDING (BUT NOT LIMITED TO) AUDIO RECORDINGS, VIDEO RECORDINGS, PHOTOGRAPHS, AND DIGITAL TRANSCRIPTIONS OF LECTURES OR ANY OTHER CLASS MATERIAL. 'COURSE MATERIALS' INCLUDE ALL PHYSICAL AND DIGITAL PRODUCTS CREATED BY THE INSTRUCTOR IN SUPPORT OF THE COURSE, SUCH AS WORKSHEETS, ASSIGNMENT INSTRUCTIONS, STUDY GUIDES, QUIZZES, EXAMS, POWERPOINT PRESENTATIONS, AND LECTURE OR CLASSROOM RECORDINGS. THIS TERM IS ALSO USED HERE TO INCLUDE PRODUCTS (ASSIGNMENTS, DISCUSSION BOARD POSTS, E.G.) GENERATED BY OTHER STUDENTS DURING THE COURSE.

General Policy

1. Recording is only to involve audio; video recording is not allowed at any time.
2. Still photography is allowed by permission of the instructor only.
3. Students who would like to record a class lecture or class activity must obtain permission from the instructor prior to the recording. The instructor may choose to decline to permit recording of classroom lectures and classroom activities or teaching sessions (except for those students who meet the eligibility criteria from the Office for Students with Disabilities).
4. When classroom lectures and classroom activities are going to be recorded, the instructor must announce this to the class.
5. The instructor reserves the right to ask a student to stop recording at any time.
6. Students are not permitted to record classroom lectures and classroom activities in the absence of permission.
7. Students and faculty must be especially sensitive to the recording of classes which are discussion based and where such recordings may compromise the integrity of the course.
8. Recordings of classroom lectures and classroom activities may be used for educational purposes only. Students are prohibited from making the recordings available on websites, podcasts, broadcasts, or social media platforms.



9. Recording, dissemination, or publication of academic presentations (including hand written notes) for a commercial purpose are prohibited.
10. Similar policy applies for the recorded classroom lectures and classroom activities that include student participation; such recordings may not be shared without the instructor's written permission.
11. Students who fail to comply with the aforementioned THIS policy will be subject to disciplinary action.
12. Disciplinary action may include, but is not limited to, a report of academic dishonesty to the University Judicial Officer.

Students with Disabilities

1. Students with a verified disability requesting permission to record classroom lectures and classroom activities must meet the eligibility criteria as mandated by the Americans with Disabilities Act of 1990 as amended in 2008 (ADAAA) and the CSU policy on the Provision of Accommodations and Support Services to Students with Disabilities.
 2. Students with verified disabilities who meet the eligibility criteria may request an accommodation for recording classroom lectures and classroom activities from the Office of Students with Disabilities (OSD). Note: students who request this accommodation must sign the recorded lecture agreement with OSD.
 3. Recordings of classroom lectures and classroom activities may be used for educational purposes only. Students are prohibited from making the recordings available on websites, podcasts, broadcasts, or social media platforms.
 4. Similar policy applies for recorded classroom lectures and classroom activities that include student participation. Such recordings may not be shared without the instructor's written permission.
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1. PER FEDERAL LAW, INSTRUCTORS WILL ALLOW RECORDING BY STUDENTS WHO HAVE BEEN GRANTED AN ACCOMMODATION BY THE OFFICE OF STUDENTS WITH DISABILITIES (OSD). SUCH RECORDINGS WILL BE GRANTED FOR PERSONAL USE.
 2. STUDENTS WITHOUT ACCOMMODATION ARE NOT PERMITTED TO RECORD CLASSROOM LECTURES AND CLASSROOM ACTIVITIES IN THE ABSENCE OF PERMISSION. ANY SUCH PERMISSION MUST BE OBTAINED FROM THE INSTRUCTOR PRIOR TO THE RECORDING.
 3. EVEN IF PERMISSION IS GRANTED, THE INSTRUCTOR RESERVES THE RIGHT TO ASK A STUDENT TO STOP RECORDING AT ANY TIME.
 4. WHEN CLASSROOM SESSIONS ARE RECORDED IN ANY MANNER THAT INVOLVES THE CAPTURE OF STUDENTS' IDENTITIES OR STATEMENTS (E.G., RECORDING FACE-TO-FACE DISCUSSIONS OR ONLINE ZOOM SESSIONS) INSTRUCTORS MUST INFORM THE CLASS AHEAD OF TIME THAT RECORDING IS OCCURRING TO ALLOW STUDENTS TO RECUSE THEMSELVES FROM BEING RECORDED. FACULTY SHOULD BE JUDICIOUS IN AUTHORIZING THE RECORDING OF CLASSROOM CONVERSATIONS WHEN IT MAY IMPACT STUDENTS' ENGAGEMENT WITH SENSITIVE CLASSROOM CONVERSATIONS.



5. FACULTY REUSE OF LECTURE RECORDINGS OUTSIDE THE COURSE SECTION IN WHICH THEY WERE PRODUCED SHOULD MAINTAIN THE PRIVACY OF THE STUDENTS IN THE COURSE.
6. STUDENTS ARE PROHIBITED FROM SHARING RECORDINGS AND COURSE MATERIALS OUTSIDE THE CLASS IN DIGITAL OR PHYSICAL FORM.
7. DISSEMINATION OR PUBLICATION OF RECORDINGS OR COURSE MATERIALS BY STUDENTS, INCLUDING A STUDENT'S OWN LECTURE NOTES, FOR A COMMERCIAL PURPOSE, IS PROHIBITED.
8. IF A FACULTY MEMBER FINDS A STUDENT HAS FAILED TO COMPLY WITH THIS POLICY, THE FACULTY MEMBER SHOULD REPORT THE INCIDENT TO THE OFFICE OF STUDENT CONDUCT.
9. IF THE OFFICE OF STUDENT CONDUCT DETERMINES THAT A STUDENT HAS FAILED TO COMPLY WITH THIS POLICY, THE STUDENT WILL BE SUBJECT TO DISCIPLINARY PROCEDURES, INCLUDING ADMINISTRATIVE SANCTIONS.