



Date: November 2, 2022

To: Kris Bezdecny, Academic Senate Chair

From: Mauricio Castillo, Educational Policy Committee Chair

Copies: M. Hawley, C. Pugh

Subject: EPC Memo 20-04: Electronic Recording of Classroom Lectures and Classroom Activities Policy – Chapter V of the Faculty Handbook

With increased use of online and hybrid instruction and their associated technologies, EPC recognized the need to overhaul and expand our existing policy on classroom recordings to encompass more than audio recordings of in-person course activities. In Spring 2021, EPC developed the below policy modifications with the intent of addressing concerns raised by faculty and students around such issues as academic honesty and online harassment. The proposed policy now encompasses both the capture of synchronous classroom activities as well as the sharing of course materials generated by faculty or other students. The proposed policy modifications were completed too late in the semester to be sent to Senate Executive Committee, so were revisited by EPC on October 20, 2021. A memo was sent to the Academic Senate chair on November 2nd, 2021, returned to the EPC Chair for additional clarifications, and is now being re-sent for evaluation by the Academic Senate Executive Committee.

Here are proposed changes by EPC:

- Lines 1-2: The title of the policy is changed to better reflect the expansion of this policy beyond audio recording of face-to-face lectures.
- Line 5-6: This line was deleted, as instructor permission is covered in more detail within the actual body of the policy that follows.
- Line 7: Inserted language to clarify that inappropriate sharing of course materials or recordings can harm faculty and students.
- Line 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 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 68-97.
- 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.
- Line 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.
- Line 78-85: Language was added regarding the need to notify students of recording in progress, and to highlight the potential impacts of recording on student engagement.
- Line 86-88: Language was added to highlight the need to maintain student confidentiality if recordings are re-used by instructors in a subsequent course
- Line 89-91: This item is added to prohibit students from sharing course materials inappropriately (e.g., on social media, chegg, etc.).
- Line 92-94: This item is added to ensure that students do not monetize course materials or recordings.
- Line 95-97: This item was re-worded for clarity as to the consequences of violating the policy.

1 **Electronic Recording AND SHARING OF COURSE MATERIALS of Classroom Lectures**
2 **and Classroom Activities**

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

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

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23 General Policy

- 24 1. Recording is only to involve audio; video recording is not allowed at any time.
25 2. Still photography is allowed by permission of the instructor only.
26 3. Students who would like to record a class lecture or class activity must obtain
27 permission from the instructor prior to the recording. The instructor may choose to
28 decline to permit recording of classroom lectures and classroom activities or
29 teaching sessions (except for those students who meet the eligibility criteria from
30 the Office for Students with Disabilities).

- 31 4. When classroom lectures and classroom activities are going to be recorded, the
32 instructor must announce this to the class.
- 33 5. The instructor reserves the right to ask a student to stop recording at any time.
- 34 6. Students are not permitted to record classroom lectures and classroom activities in
35 the absence of permission.
- 36 7. Students and faculty must be especially sensitive to the recording of classes which
37 are discussion based and where such recordings may compromise the integrity of
38 the course.
- 39 8. Recordings of classroom lectures and classroom activities may be used for
40 educational purposes only. Students are prohibited from making the recordings
41 available on websites, podcasts, broadcasts, or social media platforms.
- 42 9. Recording, dissemination, or publication of academic presentations (including hand
43 written notes) for a commercial purpose are prohibited.
- 44 10. Similar policy applies for the recorded classroom lectures and classroom activities
45 that include student participation; such recordings may not be shared without the
46 instructor's written permission.
- 47 11. Students who fail to comply with the aforementioned policy will be subject to
48 disciplinary action.
- 49 12. Disciplinary action may include, but is not limited to, a report of academic
50 dishonesty to the University Judicial Officer.

51 Students with Disabilities

- 52 1. Students with a verified disability requesting permission to record classroom
53 lectures and classroom activities must meet the eligibility criteria as mandated by
54 the Americans with Disabilities Act of 1990 as amended in 2008 (ADAAA) and
55 the CSU policy on the Provision of Accommodations and Support Services to
56 Students with Disabilities.
- 57 2. Students with verified disabilities who meet the eligibility criteria may request an
58 accommodation for recording classroom lectures and classroom activities from the
59 Office of Students with Disabilities (OSD). Note: students who request this
60 accommodation must sign the recorded lecture agreement with OSD.
- 61 3. Recordings of classroom lectures and classroom activities may be used for
62 educational purposes only. Students are prohibited from making the recordings
63 available on websites, podcasts, broadcasts, or social media platforms.
- 64 4. Similar policy applies for recorded classroom lectures and classroom activities that
65 include student participation. Such recordings may not be shared without the
66 instructor's written permission.

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- 68 1. PER FEDERAL LAW, INSTRUCTORS WILL ALLOW RECORDING BY
69 STUDENTS WHO HAVE BEEN GRANTED AN ACCOMMODATION BY THE
70 OFFICE OF STUDENTS WITH DISABILITIES (OSD). SUCH RECORDINGS
71 WILL BE GRANTED FOR PERSONAL USE.

- 72 2. STUDENTS WITHOUT ACCOMMODATION ARE NOT PERMITTED TO
73 RECORD CLASSROOM LECTURES AND CLASSROOM ACTIVITIES IN THE
74 ABSENCE OF PERMISSION. ANY SUCH PERMISSION MUST BE OBTAINED
75 FROM THE INSTRUCTOR PRIOR TO THE RECORDING.
- 76 3. EVEN IF PERMISSION IS GRANTED, THE INSTRUCTOR RESERVES THE
77 RIGHT TO ASK A STUDENT TO STOP RECORDING AT ANY TIME.
- 78 4. WHEN CLASSROOM SESSIONS ARE RECORDED IN ANY MANNER THAT
79 INVOLVES THE CAPTURE OF STUDENTS' IDENTITIES OR STATEMENTS
80 (E.G., RECORDING FACE-TO-FACE DISCUSSIONS OR ONLINE ZOOM
81 SESSIONS) INSTRUCTORS MUST INFORM THE CLASS AHEAD OF TIME
82 THAT RECORDING IS OCCURRING. FACULTY SHOULD BE JUDICIOUS IN
83 AUTHORIZING THE RECORDING OF CLASSROOM CONVERSATIONS
84 WHEN IT MAY IMPACT STUDENTS' ENGAGEMENT WITH SENSITIVE
85 CLASSROOM CONVERSATIONS.
- 86 5. FACULTY REUSE OF LECTURE RECORDINGS OUTSIDE THE COURSE
87 SECTION IN WHICH THEY WERE PRODUCED SHOULD MAINTAIN THE
88 PRIVACY OF THE STUDENTS IN THE COURSE.
- 89 6. STUDENTS ARE PROHIBITED FROM SHARING RECORDINGS AND
90 COURSE MATERIALS OUTSIDE THE CLASS IN DIGITAL OR PHYSICAL
91 FORM.
- 92 7. DISSEMINATION OR PUBLICATION OF RECORDINGS OR COURSE
93 MATERIALS BY STUDENTS, INCLUDING A STUDENT'S OWN LECTURE
94 NOTES, FOR A COMMERCIAL PURPOSE, IS PROHIBITED.
- 95 8. STUDENTS WHO FAIL TO COMPLY WITH THIS POLICY WILL BE
96 REPORTED TO THE OFFICE OF STUDENT CONDUCT AND SUBJECT TO
97 DISCIPLINARY PROCEDURES.

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