



DATE: October 17, 2023
 FROM: Andre Avramchuk, Chair, Academic Senate
 TO: Leroy Morishita, President
 CC:
 SUBJECT: **Proposed Policy Modification: Recording of Classroom Lectures and Classroom Activities, Faculty Handbook, Chapter V**

The attached recommendation was approved by the Academic Senate at its meeting of September 26, 2023 and is being forwarded for your approval.

aa/rr

Attachment

ACTION: Unsigned
 EFFECTIVE: _____
 Semester Year
 SIGNED: _____
 President
 DATE: _____

I am returning the above titled proposal unsigned. It is valuable to update the policy to include current technology and to simplify the statements on compliance with ADA, so the information will remain current if the laws change. Unfortunately, there are sections of the policy that need further consideration and debate. Please revisit the sections listed below and propose new language.

*LMH
12/23*

1. Lines 76-77 give the right to ask to stop recording to the faculty member. The policy is silent regarding a student's right to ask the recording to stop.
2. Lines 86-88 state that the privacy of the students should be maintained, but there is no mechanism to do this. It is unclear how a faculty member can maintain the privacy of students in a recording of classroom lectures and activities.
3. Lines 95-97 refer the faculty member to the "Academic Honest Policy ". It appears that the intention is to refer to the Academic Honesty Policy. That policy deals with cheating and plagiarism not the dissemination of course materials. It is unclear how the Academic Honesty Policy is relevant.

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.

22
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.

- 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. IF A FACULTY MEMBER FINDS A STUDENT HAS FAILED TO COMPLY
96 WITH THIS POLICY, THE FACULTY MEMBER SHOULD FOLLOW THE
97 REPORTING PROCEDURES OUTLINED IN THE ACADEMIC HONEST
98 POLICY.

99 9. STUDENTS WHO FAIL TO COMPLY WITH THIS POLICY ARE SUBJECT TO
100 DISCIPLINARY PROCEDURES INCLUDING ADMINISTRATIVE SANCTIONS.

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