# Brief for a Lecture Capture Policy Review

V1 9th February 2016, v2 20th April 2016, v3 6th May 2016

## Terms of Reference

This is a fixed life task-and-finish group with the objective to create a formal Lecture Capture Policy

This will require the group to:

* identify and address areas of concern, escalating those that are beyond the remit of the Policy to solve
* take input from both within and beyond Warwick (a full consultation is not in scope)
* decide on the scope of the revised Policy
* draft key instruments of implementation such as consent forms

This group reports to AQSC.

## Membership

Christina Hughes, PVC, CHAIR

Charlie Hindhaugh, Education Officer SU

Steve Luci Matthews, UCU

Simon Gilling, Legal Advisor

Clair Henrywood, Teaching Quality

Jonathan Owen, Service Owner for Lecture Capture

Amber Thomas, Academic Technology Manager, TEL SG Chair

Kate Owen, WMS, representing WMS

David Wood, Maths, representing Sciences

Jeremy Smith, Economics, representing Social Sciences

Sarah Richardson, History, representing Arts

## Drivers for a Review

An implicit policy (see below) that needs making explicit

Scrutiny from staff, need for greater clarity of the university's position desire for more transparent policy making

Pressure from students to staff to record lectures, need for greater clarity on the university's position, desire for increase in recorded lectures

## Existing Policy (Implicit)

There is a consent form: <https://www2.warwick.ac.uk/services/its/servicessupport/av/lecture_capture/staff/consent>

There is the student policy: <https://www2.warwick.ac.uk/services/aro/dar/quality/recordinglectures/>

The retention period of 2 years, which is part of the explanation we give about the uses of the recording

The access arrangements via single sign on and moodle integration

The DSA reasonable adjustments flag on the student request form <https://www2.warwick.ac.uk/services/its/servicessupport/av/lecture_capture/students/interest> and the processes that triggers

Department-specific arrangements about embargos and departmental statements on the strength of mandate, some confusion when people discuss policy

## Policy Framework

Please see: [Lecture Capture Policy Framework](https://livewarwickac.sharepoint.com/sites/its-academictech/_layouts/15/guestaccess.aspx?guestaccesstoken=gfWhVQoypKaUy%2brciSwyUC%2bNPgexoun6owytfDe%2fYI8%3d&docid=2_11a927d42b4c74cc88dcbf837c9c5ac90).

## Outputs of the Review

Identify decisions that need making, and who can make them, and get decisions made

Implement any changes to support the revised policy

A single written policy document in an appropriate location (the Teaching Quality site?) - this might be approved in parallel with any implementation steps

## Structure for the Review

Create a Task and Finish Group with appropriate membership and ToR

Start the Review in February 2016 with a target of consulting AQSC on 13th June, completing the Review by July 2016

Dates:

MTG1 Wednesday 27th April, 10.00 – 11.00 CMR1.2, UH

MTG2 Monday 23rd May, 2.00–3.00 CMR0.3, UH

MTG3 Tuesday 21st June, 10.30–11.30 CMR0.3, UH

MTG4 Wednesday 13th July 15:00-16:00 CMR0.3, UH

Milestones:

* AQSC 22nd February approve ToR & membership of Policy Review Group
* MTG1 27th April agree work of group and prioritise first draft
* MTG2 23rd May first draft revision: assess feasibility of submission to AQSC
* Note: AQSC 13th June
* work underway
* MTG3 21st June final draft revision
* MTG4 13th July sign-off