


Memorandum

To: Faculty Senate
Seton Hall University

From: Karen E. Boroff, Ph.D. 
Interim Provost and Executive Vice President

Re: Recording Policy

Date: April 8, 2019

The Office of the Provost is in receipt of the Faculty Senate's Recording Policy, which was approved on June 3, 2016.

In August 2018, I asked the Faculty Senate Executive Committee to review this policy to recast the policy in terms of supporting a learning environment that would allow for a free exchange of ideas, to protect the privacy of everyone in the classroom and to guard intellectual property rights.

We all realize the struggles that individuals may have in expressing themselves in public. Part of the educational process is to have discussions, which allow for clarifications or exchanges among students and faculty. Indeed, faculty may adopt a contentious point of view to encourage more participation in a class. These exchanges could potentially be used out of context and cause harm to those involved. Our students, as they try to verbalize their thoughts, may be chilled to express their ideas or do so unartfully and intend no disrespect. As we have come to know, a course is the embodiment of an entire relationship over months between and among faculty and students, both inside and outside the classroom. It is safe to assume that no 60 second clip can fully capture that comprehensive relationship.

At the same time, there can be situations where recordings are appropriate and necessary for students who require educational accommodations. This policy outlines the use of such recordings and how the recordings should be handled once the course has concluded.

While I think we have made some progress with this policy, there are still some clarifications that need to be addressed:

Policy item 1: Audio or visual recordings made by the student are addressed, but recordings made by faculty as part of a course assignment are not. An instructor may wish to record a presentation in order to debrief with a student after the class and give some additional guidance on presentation skills. That practice has to continue.

Policy Item 2: The purpose of recording appears to be authorized solely for individual or group study. Thinking of the above example, the recording made by faculty could be used as part of a grade.

Policy Item 3: “Recordings of classes, course materials, or lecture notes may not be exchanged or distributed for commercial purposes...” While this may speak to copyright infringement issues, I am not certain this belongs here in a recording policy.

Policy Item 4: The sentence, “The student will present these documented needs...” needs to be clarified.

Disability Support Services determines the level of accommodation that should be provided, and it is this documentation that should be provided to the instructor.

I will be happy to consider a revised policy which includes the situations outlined above.