



WESTERN NEW MEXICO UNIVERSITY

POLICY NAME	Course Recording Policy	POLICY NO.	AA309
APPROVING BODY	Cabinet/President	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Academic Affairs		
EFFECTIVE DATE	01-JUL-2024	REVIEW/REVISION DATE	12-DEC-2024

PURPOSE:

The Course Recording Policy at WNMU aims to provide clear guidelines and information pertaining to the recording of live classroom sessions within an interactive environment.

POLICY:

Western New Mexico University (WNMU) is committed to fostering personal growth and facilitating a comprehensive understanding within the students' chosen fields. To uphold this commitment, we recognize the importance of creating a culture of respectful exchange of information and ideas, even in instances where classes are recorded or transmitted electronically in real-time.

WNMU is also committed to providing an enriching classroom experience for both students and instructors without undue scrutiny from outside or future audiences.

Classes at WNMU may be recorded for study purposes and are not accessible to those outside of the class. Recordings may be done per faculty, adjunct, or instructor preference, usually through Zoom or Panopto, though other systems may be used for a course. In typical course instruction using live recordings, faculty, adjuncts, or instructors present information, slides, or other instructional material.

The use of live lecture recording does not serve as a substitute for attending classes, as mandated by the class and the faculty, adjuncts, or instructors. Students are strictly prohibited from sharing, distributing, or providing access to class recordings with any individuals outside of the enrolled class. Lecture capture course recordings serve as a program dedicated to recording live course sessions, distinctly separate from pre-recorded materials tailored for online or other modes of course delivery. Its primary purpose is to be used as a study tool/aid and is not to be used as a stand-alone course delivery method.

Students should be informed if individual live classes will be recorded (lecture capture). Course video and/or recordings including lecture capture which includes discussion, visitors, or student involvement are the property of WNMU.

WNMU students who are enrolled at WNMU are required to sign the **WNMU FERPA Consent form** to participate in any online, virtual, or remote courses that involve classroom recordings. However, students should also have the opportunity to attend courses that do not utilize recording technology, whenever such options are available. Upon registration, additional discussion may be necessary based on student requests and the available choices regarding classes.

The Course Recording Policy does not affect the Campus Video Surveillance Policy. This policy does not address recordings created by the faculty, adjunct, or instructor without student collaboration or participation.