**Summary of the Provost's Office response to the Faculty Congress Executive Committee's letter of December 15, 2022**

ULC has been around at Villanova since 2018 and is now in 83 classrooms on campus. Faculty may have concerns about using this technology and have always been able to opt out and control how they wish to use any recordings made. In the Fall of 2022, over 500 faculty utilized ULC. It is always important to hear about issues and concerns and we will of course attempt to address them. However, the number of complaints has been quite low, and faculty will always be able to opt out and control how they wish to use any recordings made (unless a specific student has an LSS/ODS accommodation requiring lecture recordings). Recorded lectures can be a great way for students to get material they missed due to absences, revisit complex topics or get clarity on points they may have misunderstood, allow students to focus on engaging in discussions during class rather than taking notes, and also to help students prepare for assessments.

Responses to specific recommendations are below.

1. *Consult with the Faculty Congress and other faculty governance committees prior to major changes to the ULC program or other classroom technology changes.*
   - The Vice Provost of Teaching and Learning (VPTL) will provide a once-a-semester update to Faculty Congress on current projects and initiatives.
2. *ULC emails to instructors should be sent at least two weeks before the semester starts. We recommend continuing the practice of sending additional emails before the first day of class. The opt-out link should be clear and early in the email announcement.*
   - The VPTL's office will always attempt to send notification to faculty teaching in ULC classrooms at least two weeks before classes start, but this will not always be possible due to the complexity of the class allocation process. Especially in the Spring semester, UNIT does not always receive class allocations from the Registrar's Office in time to send out the notifications two weeks before classes start. FC's request that faculty be given at least two weeks' notice was conveyed to the Registrar's Office. In addition, there will be a notice in Campus Currents as soon as possible before the spring semester about ULC in general.
3. *Explore mechanisms that would allow for entire departments or programs to opt out.*
   - Whole departments or programs may opt out of ULC. FC received preliminary information on how this could be done. FC plans to provide this information to department and program chairs shortly.
4. *Provide My Mediasite access to all instructors in team-taught courses that use ULC.*
   - The Mediasite system does allow professors to be added as "editors," with similar control over the class recordings as the primary "owner." Currently, however, editors have to search manually for class recordings; they do not appear automatically on their site in the way they do for the owner. Adding editors manually would be time-consuming for UNIT, but UNIT will look into seeing if this can be automated in the future.
5. *Improved signage should be placed in all Villanova classrooms with ULC, clearly informing occupants that the ULC is in place and that they may be recorded. Additionally, the room signage could be clearer about whether the potential recording is automated or instructor-initiated (ULC vs. Zoom recordings, for example).*
   - Clear signage informing students that the ULC system is in use and that they may be being recorded should be in place by the start of the Fall 2023 semester.

6. *Language should be added to the Student Handbook specifying that sharing recordings of classes without the instructor's permission is a violation of the Code of Conduct with appropriate consequences. Faculty Congress will discuss specific wording suggestions with the Dean of Students.*
   - The Provost's office will work with FC's Faculty Rights and Responsibilities Committee (FRRC) on language to be added to the Student Code of Conduct prohibiting the sharing of class recordings without permission. We hope to have this completed by the end of the Spring 2023 semester.

7. *Language should also be added to the Faculty Handbook specifying that recordings of classes are the property of instructors and cannot be accessed by any other member of the Villanova community without the instructor's permission. The Faculty Rights and Responsibilities Committee is currently working on a first draft of these changes.*
   - The Provost's office will also work with FRRC on language for the Faculty Handbook specifying that class recordings are the property of instructors. We hope to have this completed by the end of the Spring 2023 semester. The Provost's office noted that UNIT administrators may need to access digital items on any Villanova systems, including Mediasite, to troubleshoot and fix technological issues or help students with LSS/ODS accommodations, but they will not share content.

8. *Improve the boiler-plate language provided to faculty to include in their syllabi, explaining the ULC system and the use of automated recordings during in-person courses for undergraduate and graduate courses on campus.*
   - Boilerplate language regarding ULC for faculty to include in syllabi will be updated prior to the start of the Summer 2023 semester.

9. *Continue to provide opportunities for synchronous and asynchronous Mediasite training for faculty and advertise the sessions in Campus Currents and in the beginning of semester emails from the office of the VPTL.*
   - UNIT will continue to offer training sessions on using Mediasite, though attendance has typically been low. These are already advertised on Campus Currents and in the emails sent to faculty who are teaching in ULC classrooms at the beginning of the semester.

10. *UNIT should be tasked with developing a cost-effective, efficient method for faculty to opt in to ULC to replace the current opt-out system.*
    - An instructional technologies staff member from UNIT will investigate the viability of changing ULC into an opt-in rather than opt-out system, including a timeline and cost estimate for consideration.

11. *As part of a new opt-in system, automatic emails should be sent to students enrolled in a course that has been opted in to ULC; the email should inform students that the class will be recorded and that recordings may be shared with students in the class at the discretion of the instructor.*
    - In the same investigation, UNIT's instructional technologies staff will also explore the possibility of informing students by email that they are in a classroom that uses ULC.

12. *Could there be a light added to ULC rooms that turns on when the system is recording and turns off when it is not? This would alert students and occupants of a room precisely when a recording is being captured.*
    - The university's General Counsel advised against installing a light that would go on in classrooms when recordings are in process, since the university might be liable to legal action were the lights to fail. The blanket signage was deemed preferable.

13. *Could there be a button added to ULC classroom systems that allows recording to be paused, in case of sensitive discussions or during breaks in the class?*
    - Adding pause buttons would be costly and could cause problems because faculty may forget to press restart. But UNIT will explore the possibility and report by Fall 2023. Faculty are reminded that they can edit the recordings in Mediasite and exclude portions of the class at that stage.
14. *A robust cost-benefit analysis of the ULC system should be conducted in two or three years to ensure that the system is worth the expense of running and maintaining it.*
    - The VPTL agreed to conduct a cost-benefit analysis of the ULC system in the future.