

## AC205 Universal Capture of Learning Experiences

<b>Policy Title:</b>	Universal Capture of Learning Experiences
<b>Policy Number:</b>	AC205
<b>Owner:</b>	Senior Vice President Academic
<b>Approved by:</b>	College Executive Team
<b>Effective Date:</b>	September 2024
<b>Reference:</b>	Universal Design for Learning (HEQCO) Accessibility for Ontarians with Disabilities Act (2005), Ontario Human Rights Code (1990), Ontario Human Rights Commission’s Guidelines on Accessible Education, (2004), Policy on Preventing Discrimination Based on Mental Health Disabilities and Addictions (2014)
<b>Links to Other Policy:</b>	AC202 Academic Accommodations for Students with Disabilities

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

## BACKGROUND

### Definitions:

**Ontarians with Disabilities Act (AODA)** is a legislative Act designed to develop, implement and enforce standards for accessibility related to goods, services, facilities, employment, accommodation and buildings.

**Ontario’s Human Rights Code (OHRC)** is a legislative Code under the Ontario Human Rights Commission prohibiting actions that discriminate against individuals based on one of fourteen (14) protected grounds under multiple protected social areas.

**Universal Design for Learning (UDL)** is an inclusive, universal educational approach founded in evidenced-based learning sciences that supports a maximum number of diverse students in becoming expert, motivated, strategic learners to successfully achieve learning outcomes. UDL functions under three primary principles: multiple means of representation of information; multiple means of student action and expression; and multiple means of student engagement. Recording of learning experiences is one

universal approach to ensure: equitable access to curriculum content; increased inclusive practices to support the complex and diverse needs of all students; and improved learning experience and outcomes.

**Learning Experiences** includes a variety of active learning techniques (e.g., lectures, laboratory training, experiments, demonstrations, debate, discussion, role play, etc.) that students will engage in either in-person or digital learning environments.

**Universal Capture of Learning Experiences** is the audio [and/or video](#) recordings of Learning Experiences.

**Purpose:**

The purpose of this policy and procedure is to create a framework for College sanctioned capture, use, disclosure, retention and disposition of recordings of learning experiences. The advancement of this universal practice is intended to advance inclusive pedagogy in support of inclusivity, student belonging and positive academic outcomes. This policy guides faculty, staff and students in a universal recording approach that benefits the complex and diverse needs of all students and their academic success.

The purpose of this policy and procedure is to design a consistent framework for creating, managing, and distributing college sanctioned recordings of learning experiences. These recordings play an instrumental role in supporting SLC's commitment to universal design for learning by providing students with multiple means of engagement, representation, and expression. This policy guides faculty, staff and students in the proper use of recording practices that will benefit the complex and diverse needs of all stakeholders.

**Scope:**

Based on our commitment to positive and successful learning outcomes and experiences for all students and embedded in the principles of Universal Design for Learning, all learners benefit from recording of learning experiences. Recording of learning experiences allows all students the opportunity to focus attention on the content being presented rather than on the physical mechanics and/or the multiple other cognitive processes required to access and retain information and provides a static record of information for student access, where it may have been missed or not understood, when initially presented in class.

Further, in keeping with the province of Ontario's Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA), the College's Universal Capture of Learning Experiences Policy balances the needs of all students; with and without

disabilities, together with the rights of the employees, while adhering to privacy legislation.

The College recognizes that faculty and students may have concerns about confidentiality and data protection with the recording of learning experiences; as such, recordings will occur in adherence to this policy, ensuring individual privacy and adherence to recording expectations and the Student Code of Conduct.

## **POLICY STATEMENTS**

1. All recording of learning experiences, whether conducted in person or virtually, must occur in accordance with all SLC policies and procedures.
2. Faculty should apply a universal approach to recording learning experiences to support academic success for all students.
3. In instances where recording of learning experiences relates to an individual academic accommodation plan for a student with disability, under OHRC, the institution has a duty to accommodate, and faculty shall support that implementation.
4. All recordings are to be used by students and faculty solely for their personal learning use.
5. Faculty are responsible for starting, stopping and distributing learning experience recordings to students in a means that is compliant with this policy.
6. Faculty will advise all parties at the commencement of any learning experience that it will be recorded. Students not consenting to being recorded will be given alternate means to provide feedback and/or participate in learning experiences that will be recorded.
7. Course Outlines/Learning Plans will denote that academic learning experiences shall be recorded.
8. Faculty shall make every effort to avoid the capture of non-curriculum-related information from recording (e.g., to mitigate capture of personal student experience or information).
9. Students may not record any portion of a learning experience without the prior knowledge and consent of faculty or as determined by individual academic accommodation plan.

10. No party, in any manner, in part or whole, shall post, re-publish, alter, or share the recordings without the prior written consent of faculty. Students who fail to adhere to the requirements in this policy and procedure will be investigated and subject to disciplinary sanction under the Student Code of Conduct Policy. Employees who fail to adhere to the requirements under this policy may be subject to discipline under the Employee Discipline Policy.
11. All recordings of learning experiences shall be destroyed at the end of each semester unless otherwise agreed to by the parties. Faculty shall not re-use recorded learning experiences content from other courses or faculty (with the exception of specific supplemental instructional videos containing no student recorded content).
12. The intention of recordings of learning experiences is to augment and support other forms of planned learning experiences. Except where permitted by faculty, or in other specified academic accommodation requirements identified by Student Wellness & Accessibility, students should be attendance for learning experiences. Recordings are not intended to replace student participation and attendance on an ongoing basis.
13. Faculty have the authority to record and disseminate experiences that occurs within their own classes for legitimate pedagogical and/or assessment purposes. This may include, but is not limited to, the evaluation of students' performance. Faculty will notify students in advance that they are to be recorded.
14. Recordings of learning experiences by College employees at all times remain the intellectual property of the College.

## **MONITORING**

This policy shall be reviewed every five years or as required with needs arising throughout the academic calendar year.

## **NEXT POLICY REVISION DATE**

September 2029