Lecture Capture

This paper describes the work of the Lecture Capture Working Group since the Education and Student Committee in June 2017 and proposes next steps for the expansion of the lecture capture service.

Recommended action

Educational Quality Committee is asked to:

i. discuss the paper
ii. agree the proposed next steps in section 2.
Summary
This paper describes the work of the Lecture Capture Working Group (LCWG) since the June Education and Student Committee and makes recommendations for the expansion of the lecture capture service at City.

1. Update
The Lecture Capture Working Group previously presented a paper at Education and Student Committee (15.06.17) to propose a plan of action for the increase in the use of lecture capture at City. Following approval by ESC, the Lecture Capture Working Group proceeded to carry out the following activities

1. **Strategic timetabling:** Raise awareness of how to request lecture capture enabled room.
   This work was done via Schools through the provision of guidance about how to request a lecture capture enabled room.

2. **Policy:** Review and recommend updates to the current lecture capture policy.
   A review of the policy has taken place alongside a review of lecture capture policies in the sector and in line with guidance around GDPR and consent. A revised policy has been drafted, but requires further refinement.

3. **Increase the number of rooms:** Install lecture capture into all Year 1 (summer 2016) and Year 2 DALI (summer to January 2017) rooms that do not already have this, numbering 16 in total.
   A business case was compiled to request funding for hardware to expand the system into additional rooms, however as part of reviewing the infrastructure and support for lecture capture, it was identified that there would be a significant impact on the current service levels if other aspects (such as automated timetabling and staff resource) were not addressed. It was agreed that IT and LEaD would need to undertake a systematic review of lecture capture provision, which has led to the production of a roadmap for expanding the service.

4. **Consult with Schools, Professional Services, DALI board and other stakeholders on how to grow lecture capture from 2018/19 onwards and make a recommendation in time for budget planning.**
   This work was put on hold due to the outputs from item 3.

2. Next steps
Refinement of the roadmap for expanding the service, to include:
- Better utilisation of existing lecture capture enabled spaces (based on analysis of utilisation data)
- Development of an automated approach to scheduling recordings
- Trialling an opt-out approach from both a technical perspective and to understand staff concerns
- Production of a policy in line with GDPR and an opt-out approach.
- Review of the technical infrastructure for lecture capture.
- Review of the support model for lecture capture.