

Videotaping/Videostreaming Disposition Form For Course Coordinators

Course Information:

Course Name: _____	Semester: F Sp Su 20____
Course Number: PHR _____	Room: PHR _____
Course Coordinator: _____	<input type="checkbox"/> Aus <input type="checkbox"/> SA <input type="checkbox"/> EP <input type="checkbox"/> PanAm
Local Coordinator: _____	<input type="checkbox"/> Aus <input type="checkbox"/> SA <input type="checkbox"/> EP <input type="checkbox"/> PanAm
Local Coordinator: _____	<input type="checkbox"/> Aus <input type="checkbox"/> SA <input type="checkbox"/> EP <input type="checkbox"/> PanAm
Local Coordinator: _____	<input type="checkbox"/> Aus <input type="checkbox"/> SA <input type="checkbox"/> EP <input type="checkbox"/> PanAm
Course Broadcast From (check all that apply)	<input type="checkbox"/> Aus <input type="checkbox"/> SA <input type="checkbox"/> EP <input type="checkbox"/> PanAm
Course Broadcast To (check all that apply)	<input type="checkbox"/> Aus <input type="checkbox"/> SA <input type="checkbox"/> EP <input type="checkbox"/> PanAm

Videotaping/Videostreaming Instructions:

Course Coordinator is to check one of the three major boxes below

- Use default for a “broadcast” course (videotaped as backup *only*; *no* library videos; *no* streaming).

- Use default for a “non-broadcast” course (*no* videotaping; *no* library videos; *no* streaming).

- Videotape *all* lectures and
 - Place ___ copies in libraries *and* videostream for 2 wks post-lecture or for the full semester.
 - Place ___ copies in libraries (*no* videostream) for 2 wks post-lecture or for the full semester.
 - Retain archival copy only.

Exceptions to the above course policy:

- Follow the policy specified above with the following exception(s) (attach course schedule). **Note to Course Coordinators:** Be sure to inform the faculty with exceptions that it is *their* responsibility to inform the class that their lecture taping does not follow the general course policy