

Departmental Policy

**OSLER - LECTURE CAPTURE AND LEARNING MANAGEMENT
SYSTEM FILE RETENTION**

<p>Classification Operations</p> <hr/> <p>Approval Authority Associate Dean, UME</p> <hr/> <p>Implementation Authority Manager, Curriculum & Administration</p> <hr/> <p>Effective Date December 12, 2014</p> <hr/> <p>Latest Revision December 9, 2014 November 19, 2013; Effective date: March 21, 2011</p>	<p>Table of Contents</p> <p>Purpose 1</p> <p>Scope 2</p> <p>Definitions 3</p> <p>Policy Statement 4</p> <p>Special Situations 5</p> <p>Responsibilities 6</p> <p>Appendices 7</p> <p>Procedures 8</p> <p>Instructions/Forms 9</p> <p>Standards 10</p> <p>Parent Policy 11</p> <p>Related Policies 12</p> <p>Related Information 13</p> <p>References 14</p> <p>Approval 15</p>
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- Purpose** **1** To provide a standard for duration of file retention in a learning management system and lecture capture system used in UME.
- Scope** **2** This policy applies to OSLER file retention.
- Definitions** **3** In this policy:
- a. Student means person accepted into UME program at U of C, whether in program or on leave of absence (academic, personal, otherwise).
 - b. Staff means UME personnel.
 - c. UME - Undergraduate Medical Education program.
 - d. Faculty means a person involved in teaching in the UME program i.e. MD, nurse, allied health care professional, resident, fellow etc.
 - e. Learning Management System a web-based system for curriculum management in the UME. Currently, the learning management system used is call OSLER (Online Schemes, Learning and Educational Resources).
 - f. Lecture Capture is recordings (audio, video and/or both) made of formal learning events in UME that are provided to faculty, staff and students for educational purposes.
 - g. Inactive files are files which the students do not have access to however continue to be keep on OSLER for seven year.
- Policy Statement** **4** a. Files (e.g. lecture notes, clerkship rotation schedules, and auxiliary readings) in OSLER will be changed to “Inactive” on December 1st of the

graduating class.

- b. All files in OSLER will be kept for seven (7) years and accessible to students and faculty upon request.
- c. Lecture recordings (“lecture capture”) will be retained for a period of 14 months by UME, after which they will be deleted. Lecture recordings will be available to OSLER, faculty, staff and students for 14 months after the event via UME’s podcast distribution website.
- d. Files or recordings made in support of ongoing program needs e.g. help videos (Dr. Mort Doran anatomy lectures) will not be deleted. Videos of this nature, and /or Lecture Capture videos will be available at the discretion of the course chair(s). Help videos will be updated as needed.
- e. Files and recordings made in the UME will be retained in accordance with the University of Calgary policies and procedures. If the above sections a. and b.) are in contradiction with the University of Calgary policies and procedures, the policies of the institution will be followed.
- f. **Lecture slides should not be uploaded to other websites without permission of the UME and the content owner.**

Special Situations	5	Special situations will be brought to the attention of UME Management for approval.
Responsibilities	6	Approval Authority – ensure appropriate rigor and due diligence in the development or revision of this policy. Implementation Authority – ensure that University staff is aware of and understand the implications of this policy and related procedures. Monitor compliance with the policy and related procedures. Regularly review the policy and related procedures to ensure consistency in practice. Sponsor the revision of this policy and related procedures when necessary.
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Instructions/Forms	9	Accounts will be made inactive using the “end date” feature in OSLER. Once all accounts for expiration have been confirmed as correct, the username, ID, and associated date (names, addresses, phone numbers, emails, etc.) are to be deleted from the database.
Standards	10	
Approval	15	<i>Approved:</i> Dr. Sylvain Coderre, Associate Dean – UME UME Management e-Learning Team <i>Date:</i> December 12, 2014