North Hennepin Community College

Policy Information

Number: 3.26.1

Name: Intellectual Property Effective Date: 26 May 2021

Next Review Date: AY2025 2026

Regulatory Authority

- Minnesota State Board Policy 3.26 Intellectual Property
- < Minnesota State Board Policy 3.6 Student Conduct
- Minnesota State Board Policy 5.22 Acceptable Use of Computers and Information Technology

Faculty have the freedom to control their recorded lectures, to delete them after the semester, or preserve them for use in a future semester. The college will retain a copy for a period of one year from the end of the term in which the recording was made, unless otherwise requested by the faculty member.

Subpart B. Classroom Capture.

Classes will only be offered in the classroom capture format at the request of the faculty member teaching the class. No faculty member will be assigned to teach a classroom capture format without their consent.

Students who enroll in a course designated as classroom capture consent to being recorded. Students shall also sign an NHCC consent form allowing their voice and likeness to be recorded and the recorded lecture to be used only for non-profit educational purposes at NHCC. The intent to record the classroom lectures must

Part 2. Instructional Materials.

Faculty members have the right to select and develop the materials used to meet the course outcomes of the courses they teach. Faculty members shall use their best judgment to choose materials that are of the highest quality and value for students.

Faculty members have the responsibility to ensure substantive use of all required course materials. Any course materials that are not required for the successful completion of the course shall be designated as recommended materials.

Faculty members may use self-authored materials for which they receive royalties as long as the materials substantively meet the course outcomes of the course.

Faculty members who wish to use faculty member-assembled coursepacks may distribute coursepacks through the online learning management system or through the college bookstore. Coursepacks distributed through the college bookstore cannot be sold for an amount higher than the actual cost of duplication and copyright fees.

Faculty members are responsible for ensuring that their use of instructional materials complies with the Minnesota State Board Policy 3.27 Copyrights and System Procedure 3.27.1 Copyright Clearance and follows the guidelines established by Minnesota State.

It shall be standard practice that substitute and replacement faculty members will only have access to faculty-developed curriculum and faculty-

- 2. Work is shared among faculty members (within and beyond the NHCC campus) for the purposes of learner outcome assessment. Student identifying information will be removed.
- 3. Work is shared among faculty members for the purposes of norming.
- 4. Work is shared with the Code of Conduct officer in cases of suspected academic dishonesty.
- 5. Work is shared with appropriate officials as a part of Title IX mandatory reporting.
- 6. Work is shared with Behavioral Concern

- NHCC VI.03.01 Copyright Adopted 02/08/08 by President Ann Wynia
- NHOC VI.03.02 For-Profit Teaching Materials Adopted 03/27/2006 by President Ann Wynia
- o NHCC VI.03.03 CoursePack

Adopted 03/27/2006 by President Ann Wynia

- Fall 2017: added Part 3, Subpart A, #7.
- Fall 2020: updated language about recording class meetings to align with MinnState General Counsel recommendations; added language about social media after Campus Comment period to address current need; policy shifted to expedited review to go through full review Spring 2021.
- Spring 2021: Moved social media to Postings and Displays (5.36 & 5.36.1). Adopted 5/26/2021 by President Rolando Garcia.