

AUDIO RECORDING/ NOTETAKING (Remote)

In addition to DSO's [Policies and Procedures manual](#), the DSO has found it necessary to re-develop the following procedures during remote learning and support services operations.

Westchester Community College acknowledges that some students struggle with taking notes for class. Students registered with the Disability Services Office are entitled to **audio record** lectures as their disability may include physical limitations and/or issues related to maintaining attention, focus, and concentration. The DSO encourages students to participate in note taking workshops offered by the Academic Support Center in order to improve notetaking skills. However, for students who continue to have difficulty, the following may also be provided:

Students are permitted to audio record class lectures allowing them to replay the lecture to review and fill in missed gaps in their own class notes. If the audio recording of class lectures does not prove to be successful, the student may request a copy of class notes from the professor. In the case where the professor is unable to provide a copy of class notes, the student may ask the professor to identify a student in the class who is willing to share a copy of their class notes.

Student Responsibilities:

- 1) Register for DSO services at the beginning of each semester. Upon signing up for accommodations, students must sign an audio-recording agreement which states that the **audio recording** will be used only for personal use and will not be shared or posted online.
- 2) Student must inform the professor that he/she will be audio recording class lectures.
- 3) Student may not audio record personal information or conversations of classmates or any other individual. If during class discussions, the lecture becomes personal in nature due to self-disclosure of fellow classmates, the audio recording device must be turned off. A request to turn off the audio-recording device may also be made by the professor. In this case, the professor should indicate when to stop and start recording.

Faculty Responsibilities:

- 1) Check WCC email for email from DSO regarding student with approved accommodations. If during class discussions, the lecture becomes personal in nature due to self-disclosure of a fellow classmate, and the audio recording device must be turned off, please make a general announcement to those students entitled to recording to temporarily stop recording. When the lecture resumes, inform students that audio recording may resume. If you do not wish to make a general announcement, this may also be done through the private chat feature in Zoom. Please make sure you let DSO students know how you will inform them to stop and start recording.

DSO Responsibilities:

- 1) Inform the professor of the approved testing/classroom accommodations through WCC email

Procedure:

- 1) The student registers for accommodations through the online Request for Referral through the DSO website and digitally signs “I agree” to Lecture Recording Agreement indicating:
- 2) Recordings of class lectures are only for the student’s personal use in study and preparation related to the class.
- 3) The student may not share these recordings with any other person, database, or resource.
- 4) The student may not publish or quote the lecture without the written consent of the lecturer.
- 5) The student agrees to destroy all recordings that were made when they are no longer needed for the class for which they were recorded.
- 6) Disability Services Office notifies the professor via email of the approved classroom accommodations/audio recording.
- 7) Student will inform professor that he/she will be audio recording the lecture.
- 8) Student and professor will discuss how the professor will inform the student know if he/she has to stop recording and when they can resume.