

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 9.4.2

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| Title: Digital Media Distribution | |
| Originated by: Director of IT | |
| Signature | Date |
| Approved by: | |
| Signature | Date |
| Reviewed on: | Revised on: September, 20 2011 |

Policy Statement: Adjunct faculty, faculty, and staff members should only distribute instructional video via MATC controlled outlets.

Rationale: Adherence to this policy will ensure the security of MATC's intellectual property from being used by outside sources without permission. Consideration will be given to faculty to enter the Open Education Resource (OER) market.

Procedure:

1. Adjunct faculty, faculty and staff will only use MATC Online to distribute videos of lectures, labs, and in-class activities. This will give students access to the video material anywhere they have access to a computer. This will also protect intellectual property from being used improperly.
2. Videos published for public access must be for marketing purposes only. Videos containing personal information about the faculty, staff, or students of MATC should never be posted for public access without prior approval.
3. All marketing videos must be approved by MATC Administration BEFORE they are posted on the internet.
4. Exceptions may be based on grant stipulations requiring such. (e.g., iTunesU, TeacherTube, YouTube, Merlot, Industry specific websites)
5. Interest in entering the OER market begins with approval at the departmental level. All proposals move forward with approval by the Vice President of Instructional Services. Final approval will be given by the President of MATC.