**Trinity College Dublin**

**The University of Dublin**

# MEMORANDUM

To: Continuity of Learning and Student Activities Working Group

From: Dean of Graduate Studies

Date: 20th September, 2021

Reference: **Recording of Lectures**

A Working Group on Recording and Captioning of Lectures was established in October, 2020, to respond to the pressing demand to enhance accessibility of lectures for students in the context of the pandemic. The Working Group issued guidelines that were approved by TLC and were implemented across the remainder of the academic year. These guidelines indicated that all lectures should be recorded and made available through the VLE and offered specific supports on both the process of recording and storing and the parameters within which recordings should be available to students.

In planning for the academic year 2021-22, it was agreed that the guidelines should remain in effect, given the uncertainty about the public health environment and the extent to which reliance on remote teaching and learning might persist.

With the planned return to full in-person teaching from week 8 of Michaelmas Term, questions have been raised about whether the guidelines should remain in place. Concerns have been raised about the practicalities of recording lectures during face-to-face teaching, and particularly the availability of necessary technical support and resources within all the teaching rooms.

Recognising the logistical and practical challenges that may arise in many teaching spaces, the proposal is that the guidelines should remain in effect where possible – i.e., lectures should be recorded and made available through the VLE where possible and practicable, for the remainder of the academic year. Approval of this proposal would (a) offer clarity, and (b) ensure flexibility in the event that increased remote teaching becomes necessary, without the need for further discussion and review.

Martine Smith, PhD

Dean of Graduate Studies