

MEMORANDUM

To: Faculty, University of Toronto Scarborough
Cc: Deans, Chairs & Directors, University of Toronto Scarborough
Deans, Chairs & Directors' Assistants
Departmental/Undergraduate Coordinators & Assistants
Shelby Verboven, Registrar & Assistant Dean Strategic Enrolment Management
Adon Irani, Manager, Education Innovation & Academic Initiatives
Blake Markle, Manager, Event, Filming, & Classroom Experience

From: Professor Katherine R. Larson, Vice-Dean Teaching, Learning & Undergraduate Programs
Professor David Zweig, Interim Vice-Dean Recruitment, Enrolment & Student Success

Date: 4 November 2022

Re: **Winter 2023 Web Option, Automated Lecture Capture and Continuity**

Note: For distribution broadly to sessional instructors and within departments

Dear colleagues,

It has been good to see you in recent weeks as the campus as returned to in-person classes.

We are continuing to monitor the COVID situation as the weather cools and more activities move indoors. All faculty should continue planning their courses with academic continuity in mind so that students who fall ill or need to self-isolate can continue their work.

To help ensure academic continuity for the Winter 2023 term we will again be prioritizing lecture recording support for all courses with section enrolments of 200+. This will help to promote continuity in our largest classes by making recorded lectures available for students who are ill, since they should not come to campus to attend classes in person until they recover.

To ensure faculty consent for recording, we are following an **opt in** process for the Winter.

For the first time in Winter 2023, we have two options available for this support:

1. **WebOption Videography:** WebOption support will be prioritized for all Fall courses with section enrolments of 200+. Other WebOption units will be allocated by faculty request, with priority based on a) class size b) sections of large-enrolment courses and c) specific pedagogical needs. [Requests for WebOption for Winter 2023](#) courses should be sent to the Centre for Teaching & Learning **no later than 1 December**.
2. **Automated Classroom Lecture Capture:** In Fall 2022, we installed new camera recording systems in 10 of our mid-size classrooms. These new camera systems are designed to track the movement of instructors and will also integrate slides, videos, and other teaching tools into the recording. Testing is complete and we are pleased to be launching this new state-of-the-art system in the following 10 classrooms:

HL-B101, HW215, IC200, IC212, IC230, MW120, MW160, MW170, SW128, SW309



Recording will be automated, uploaded to Kaltura, and made immediately available in your course's Quercus media gallery.

If you are teaching in one of these classrooms, and would like to make use of this new system, you will need to [request automated recording](#) through the Centre for Teaching & Learning no later than **1 December**.

Please note that as of Winter 2023, WebOption may only be requested in these classrooms if there are unique pedagogical needs that cannot be met by the new camera system.

Over time, we will be drawing down our WebOption units and be retrofitting existing classrooms with the new camera infrastructure. Phase 2 is scheduled to be in place in select large classrooms for Fall 2023.

For faculty who wish to record and post their own lectures, webcams are available at all fixed classroom podiums, supported by Information & Instructional Technology Services (IITS). We have a small number of 360-degree panoramic webcams (Meeting Owl Pro) available that are suitable for small-to-medium seminar-style classes and can be reserved through IITS - contact av@utsc.utoronto.ca. Academic continuity can also be provided through notes, slides, and other means; academic continuity should also be factored into assessment design (e.g. dropping the lowest quiz mark).

We continue to recommend designing your courses and assessments with [Universal Design for Learning](#) principles in mind to support the success of all students.

A handwritten signature in cursive script that reads 'Katherine R. Larson'.

Katherine R. Larson
Vice-Dean Teaching, Learning &
Undergraduate Programs

A handwritten signature in cursive script that reads 'David Zweig'.

David Zweig
Interim Vice-Dean Recruitment, Enrolment &
Student Success