

GaUCHoCast

Service Description

Monday, October 1, 2012

GaUCHoCast is a service provided by Instructional Development, in partnership with Collaborate, for the recording, editing, and distribution of streaming audio and video content on the web. The service provides for lecture capture with multiple inputs (e.g. Lecture audio, synchronized Powerpoint/Keynote slides, document camera, demonstration camera) from any suitably equipped general assignment classroom, or laptop with the recorder software installed. In addition, it allows faculty members to record their own instructional podcasts from their office, or any other location, for later distribution on the web. The service is integrated with GaUCHoSpace (the campus course management system) to allow for single sign-on from GaUCHoSpace to access secured streaming videos in GaUCHoCast. On the appropriate platform, GaUCHoCast streams can generate a live broadcast stream while recording. GaUCHoCast also provides for publicly accessible streaming audio and video content which has been created on campus. Students can access multiple formats on either their computers or their mobile devices. Faculty members are strongly encouraged to contact the Instructional Consultants in Instructional Consultation for information on most effective uses of this technology in teaching.

I. Requests for Service

- A. Requests for GaUCHoCast service, either for instruction or event dissemination, must be received by the GaUCHoCast Liaison in Media Equipment at least seven days in advance of the first class, or the event, for which the service is being requested. This advance time provides for the creation of necessary service accounts on the GaUCHoCast server, as well as time for basic instruction in the use of the recording software, and individual stream and folder settings on the server.
- B. GaUCHoCast service for courses listed in the General Catalog is free of charge.
- C. GaUCHoCast service for events is provided on a cost recovery basis. Rates for the service are posted on the Instructional Development rates web page.

II. Retention of Hosted Recordings

A. Instructional Recordings

- I. Instructional recordings are of two types. First are instructor produced learning modules which can be used as stand-alone learning experiences. They can also consist of captured live lecture performances for any course listed in the official Schedule of Classes in the time and place scheduled.

2. Course Modules will be retained on the server for a period of four academic quarters after the quarter in which the material was recorded. Due to the longer potential utility of these types of recordings, they can be renewed on a yearly basis by request of the content producer or their academic department.
3. Lecture Capture Recordings will be retained on the server for a period of four academic quarters after the quarter in which the material was recorded. It is possible to archive these recordings on request, before the end of their active period.

B. Recordings Made and Hosted on a Recharge Basis

- I. Recordings that are made and hosted as part of a series, or as a one-off event, on a recharge basis will be retained for one calendar year after the recording was initially made or the series was initiated. A series, or a recording of a one-off event, may be renewed for an additional year on request, provided that the standard fee for this hosting service is paid.

III. Scheduled Maintenance

- A. Weekly scheduled downtime of an hour every Friday for system maintenance from 6:00-7:00 AM. This maintenance window will be scheduled, but may not always be needed. The maintenance schedule will be posted on the GauchoCast, Instructional Development and Collaborate websites.
- B. Other maintenance windows may be announced as required to ensure optimum system performance and reliability.

IV. Unscheduled Maintenance

- A. A best effort will be made to announce irregular system downtime for maintenance/repair on the GauchoCast web site and the Instructional Development web site.
- B. A best effort will be made to restore the system to reliable operation as soon as possible, depending on the nature of the outage.

V. Client Communication

- A. The GauchoCast Administrator will maintain an opt-in announcements mailing list for dissemination of critical or informational announcements to clients of the system.
- B. The GauchoCast Administrator will maintain an opt-in discussion mailing list for community questions and discussion.

VI. Data Integrity

- A. The system will be regularly backed up to alternate hardware.

- B. Although regular backups will be made, we can make no guarantee as to the continued availability or integrity of recordings.

VII. Access

- A. Access to recordings is the content producer's responsibility. The system provides access control mechanisms that are content producer manipulable.

VIII. Content

- A. The content producer is solely responsible for the content posted using this service. This includes adherence to University Policy and all applicable State and Federal laws.
- B. Any single recording will be limited to no more than three hours without written approval by the GauchoCast Administrators at least one week prior to the event to be recorded.