



OFFICE OF THE EXECUTIVE VICE CHANCELLOR  
ACADEMIC AFFAIRS  
TEL: (858) 534-3130

9500 GILMAN DRIVE  
LA JOLLA, CALIFORNIA 92093-0001  
URL: [WWW.EVC.UCSD.EDU](http://WWW.EVC.UCSD.EDU)

March 25, 2020

DEANS  
ASSISTANT DEANS  
PROVOSTS  
DEPARTMENT CHAIRS  
PROGRAM DIRECTORS  
MSOs

**Subject:** Spring 2020 General Assignment Classroom/Lecture Hall Podcasting System - Planning for Instruction and Timeline

Dear Colleagues,

Please see information below regarding podcasting services available to course instructors. Please distribute to faculty in your units promptly to support the transition to remote instruction.

As was emphasized in the [March 24 campus notice](#): Lectures delivered in real-time must also be made available in an asynchronous format (such as a recording or podcast) via Canvas to ensure students who are ill or in another time zone can fully participate in the course. Remote teaching should be structured to allow for faculty-student interactions through synchronous or asynchronous means (including virtual office hours via Zoom, Canvas chat, etc.) in a manner that approximates the expected total faculty-student contact hours for the regular course.

Instructors may use their own device to self-record a lecture using Zoom or Kaltura. Alternatively, many instructors may choose to utilize the podcasting service provided by Educational Technology Services (ETS) to capture recordings from the classroom. All podcast-capable facilities and support services will be made available during the upcoming quarter in accordance with the university's Schedule of Classes.

**Faculty who are scheduled to teach courses in podcast-capable classrooms or lecture halls and are interested in utilizing the ETS podcasting service, must complete the [Podcast Service Agreement](#) to ensure the room will be kept available for their use.**

## Week 0 (March 23-27, 2020)

- The Registrar's Office is working with department scheduling contacts to identify instructors who will *not* use the ETS podcasting service, even though they may be scheduled in a podcast-capable classroom.
- Educational Technology Services and the Teaching & Learning Commons are available to provide assistance and share best practices for self-recording lectures. Faculty who are not planning to use the ETS podcasting service will be invited to join dedicated webinars with instructions for recording lectures and uploading content themselves.

- Please encourage instructors to utilize, and please make department scheduling contacts aware of, alternate, convenient and fully-supported methods of providing remote instruction, from one's residence or campus office. Information about available educational continuity resources, including guides to using recommended recording tools, is available at [keep-teaching.ucsd.edu](http://keep-teaching.ucsd.edu)

#### Week 1 (March 30 - April 3, 2020)

- All 100+ General Assignment rooms will be open and podcast systems will be ready for instructors' use at their assigned times and locations as designated on the [Schedule of Classes](#). See [Podcast-Ready Lecture Halls and Classrooms](#) for a list of rooms eligible for the ETS podcasting service.
- It will be assumed that any instructors who have *not* utilized the ETS podcasting service by the end of Week 1 have chosen other methods to record their lectures. **After Friday April 3, any instructors who have not utilized the ETS podcasting service as scheduled will no longer have access to the facilities.** The podcast-ready classroom or lecture hall will be secured and ETS podcasting service for the course will be suspended.

#### Week 2 (April 6 – April 10, 2020)

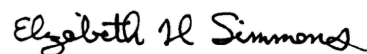
- Anyone wanting to continue recording their lectures at the assigned time will be able to do so; the location, however, may need to be altered.
- Please ensure that faculty notify their department scheduling contacts if instructors no longer plan to use the ETS podcasting service and decide to use alternative recording tools. Room assignments may be adjusted throughout Spring Quarter so that under-utilized campus facilities may be secured and taken off-line for health and safety purposes.

#### **More Information about Podcasting Resources and Support Services**

Please visit the [Podcast Your Course](#) website for more information, including answers to [Frequently Asked Questions About Podcasting](#) and [ETS's Guide to Podcasting](#).

ETS staff will be on campus throughout Spring Quarter to help troubleshoot classroom technical issues and are available to provide remote assistance to faculty related to educational continuity services. For classroom assistance, please contact [classroom-support@ucsd.edu](mailto:classroom-support@ucsd.edu). For assistance with other recording or podcasting issues, please contact [edtech@ucsd.edu](mailto:edtech@ucsd.edu).

With best regards,



Elizabeth H. Simmons  
Executive Vice Chancellor

CC: Adele Brumfield, Associate Vice Chancellor, Enrollment Management  
Steve Ross, Associate Vice Chancellor – Resource Administration  
Alison Sanders, Assistant Vice Chancellor – Academic Affairs  
Gabriele Weinhausen, Faculty Director, Teaching + Learning Commons