Goucher College WebEx Retention Policy

Purpose

WebEx is a cloud-based meeting application allowing groups to share audio conversations and a desktop-sharing experience. Meetings are synchronous, but can be recorded and archived for future viewing. The purpose of this policy is to define how long archived recordings contained on the College's hosted WebEx site will be retained.

Guiding Principles

- To retain archived recordings for a period of time sufficient for the needs of instructors and students based on the academic course schedule.
- To ensure the storage space is used efficiently.
- To minimize the impact of increasing disk storage needs on the College's financial and personnel resources.

Policy Statement

Archived recordings will be removed from the College's WebEx server on a 6-month schedule that does not interfere with the current academic semester according to the Undergraduate Academic Calendar. On or after June 15th, recordings prior to January of the same year will be removed from the server, and on or after January 15th, recordings prior to June of the prior year will be deleted.

Instructions will be provided by Information Technology at the end of each semester to assist instructors in downloading their own archived recording files to their computer. Instructions will also be provided for reusing these recordings in future semesters.

Retaining copies of these recordings is the sole responsibility of the instructor. Information Technology will not automatically store any recordings prior to deletion. Deleting a recording from the WebEx server permanently removes it so that it is no longer accessible.

Policy Review

This policy will be reviewed annually by Goucher College Information Technology in conjunction with appropriate departments as deemed necessary by the Director of the Center for Teaching, Learning, & Technology (CTLT). Faculty will be notified of any changes thereto.

Instructions

- To download and save a recording from Goucher.Webex.com
- To convert a WebEx recording to a standard video file type (.MP4)
- To upload an audio or video file to Goucher's Panopto site