

Effective Date: January 31, 2008

Retired:

Revised: October 1, 2013

Approved by: A. Cherrie Epps, Ph.D.
President and Chief Executive Officer



Subject: Office of Information and Technology - Videoconferencing Policy

SCOPE:

The Vice President for Information Technology (VP) is designated as the institutional officer responsible for identifying standards for access and acceptable use of information technology resources.

Policy Statement: This policy provides guidelines for the appropriate application and use of videoconferencing resources.

Applicability: This policy is applicable to all Meharry Medical College students, faculty and staff and to bona fide associates granted use of Meharry Medical College information resources. This policy applies to all College videoconferencing resources whether individually controlled or shared, stand-alone or networked. It applies to all communication facilities owned, leased, operated or contracted by the College. This includes multi-user videoconferencing systems as well as personal computers, laptops, workstations, servers, long-distance telephone calling and Internet access regardless of whether used for administration, research, teaching or other purposes.

PURPOSE: Video conferencing refers to technology that enables people to communicate by real-time audio and video from disparate geographic locations. It includes systems that project an image to many locations (one-way video), or those that enable participants at different locations to interact with each other (multipoint conferencing). In addition to the transmission of live camera-generated images, video conferencing includes tools that make it possible to communicate a wide variety of information formats from many sources, such as documents and images.

DEFINITIONS:

Authorized Use: Authorized use of Meharry Medical College owned, leased, operated, or contracted computing and network resources is used consistent with the education, research, and administrative mission of the College and is consistent with this policy.

Authorized Users: Authorized users are current students, faculty and staff of the College or others who have been authorized to use a particular videoconferencing resource by the campus unit responsible for operating that resource.

Subject: Videoconferencing Policy

CO: Compliance Officer, the enforcing unit for the Computer and Network Usage Policies at Meharry Medical College.

MMC: Meharry Medical College (alias the College) for which the policy manual applies.

IT: Office of Information Technology, the source for establishing the Computer and Network Policies at Meharry Medical College.

POLICY:

Request for services: Room reservations must be made at least one week in advance in order for staff to be scheduled to conduct the video conferencing session. In the case of recurring weekly sessions, a schedule can be set up for the length of time required to complete all meetings, an annual schedule for example.

Videoconferencing: Staff members who conduct the sessions must know the calling speeds and complete numbers of the parties they are to call. In addition, they must know the location, local or long distance. All staff must speak clearly into the microphone. Attendees must arrive at least five minutes before the session begins.

Appropriate Dress: Attendees should wear pastel-colored clothing to give contrast. Bright color clothing should be avoided.

Responsibilities: Telecommunications is responsible for analyzing need for video, coordination with vendors, and training. Telecommunications coordinates all sessions, including extensive distance learning applications.

EXHIBITS: None.