

**Subject/Title:** Guidelines for Videoconferencing

**Effective Date:** November 1, 2014

**Policy Statement:** Videoconferencing through UTHealth (also known as a *video teleconferencing*) is a set of interactive video services and communication technologies available to all UTHealth SPH faculty, staff, and students, which allow two or more locations to interact via two-way video and audio transmissions simultaneously. Computer screen sharing and additional telephone connectivity are also options when requested. **The standard use for this technology/service is based on individual faculty and student need, and is not intended to replace course instruction via ITV (as of 11-01-2014) nor on-line course content/instruction.**

**Reason for Guideline:** The new meeting system, Meet @ UTH has launched and ITV courses will migrate to this new system. This gives the opportunity for enhanced flexibility, although students must take courses at their designated UTHealth SPH site on campus. Although the proposed system is currently being offered to UTHealth faculty, staff and students that may require Video conferencing for meetings, seminars, classes; to be accessed by means of specific UTHealth established locations and institutions collaborating with members of the UTHealth system, departmental approval is required.

**Exceptions:** If a student needs **ADA accommodations** that would require special course delivery technology, the student must contact the ADA Coordinator at UTHealth SPH in The Office of Academic Affairs and Student Services to arrange formal approval. Or if a student has a serious extenuating circumstance, such as an immediate death of a family member, then a faculty member can contact the Assistant Dean of Academic Affairs and Student Services to request and obtain approval.

**Definitions:** Video teleconferencing – a set of interactive video services and communication technologies

**Scope and Audience:** All UTHealth SPH faculty, staff and students

**Responsibilities and Procedures:** Contact the UTHealth SPH ADA Coordinator in the Office of Academic Affairs and Student Services for ADA accommodations or the Assistant Dean of Academic Affairs and Student Services for requirements outside the scope of ADA accommodations.

**Related Policies, Forms and Information:** N/A

**History:** Approved by Academic Council: January 12, 2015

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