Policy: Release of Content to Students

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
October 2017	May 23, 2025	• Curriculum Committee o Foundational Education Subcommittee

POLICY STATEMENT

Access to class material must be made available in CanvasMed prior to each class session, with preparatory material for active learning sessions posted at least one week in advance. All sessions with optional attendance should be recorded and the recording released to students within 24h after the sessions. Recordings of mandatory sessions may or may not be released at the discretion of the course/unit director.

SCOPE

This policy applies to all Academic Year 1 and 2 courses.

REASON FOR POLICY

To support curriculum management

DEFINITIONS

TERM	DEFINITIONS

RESPONSIBLE PARTIES

Course Directors (for courses) or Unit Directors (for units)
Course Coordinators
Assistant Dean for Foundational Education
IT team
Foundational Education Subcommittee

RELATED RESOURCES

CONTACTS
Questions about this procedure should be directed towards the Assistant Dean for Foundational Education and Associate Director, Academic Support Services, Office of Medical Education.

POLICY HISTORY
Initial Effective Date: October 2017 **Review Dates** (*review performed, no updates*): **Revision Dates** (*updates made to document*): May 23, 2025 **Comments on Revision** (*if applicable):*

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PROCEDURE STATEMENT

A. Release of all course material occurs via CanvasMed. This includes sessions' PowerPoint presentation (B), study material assigned outside class (C), and video recordings (D).

B. All large-group class sessions must have a power point presentation.

- Faculty must have a power point presentation for lectures.
- For each session, the IT team requests presentations directly to faculty using a HWCOM-IT ticket.

   o The course director (CD, longitudinal courses) or unit director (UD, units) and Course Coordinator are also included in the ticket.

           ○   Faculty replies to the ticket with the presentation by 2PM the day before the session at the latest.

- For active learning sessions, faculty may submit a different version of the presentation (e.g., student version), omitting case/problem details or answers to preserve the integrity of the sessions, while leaving a framework for students to take notes and follow along.

C. All the material assigned to be reviewed outside class (e.g., tutorial, online recordings, preparatory material for active learning sessions, etc.), must be posted in CanvasMed at least 1 week in advance.

- The CD/UD is responsible for ensuring this by communicating directedly with the IT team (or via the coordinator).
- Additional material, not solicited by a HWCOM-IT ticket, should be approved by the CD/UD before posting.

D. In-class session recordings should be released to students within 24h.

- All sessions with optional attendance should be recorded.
- Mandatory sessions and assessment reviews are not recorded. Exceptions may be granted by the CD.
- Certain presentations containing sensitive material (e.g., patient information, assessments, etc.) may not be released, even if they are recorded. In these cases an announcement should be posted for the students to clarify that these sessions will not be recorded.

E. Failure to comply with this policy is reported by the IT team to the Assistant Dean Foundational Science and reviewed by Foundational Education Subcommittee.