



## Ohio Administrative Code

### Rule 3342-5-11.101 Operational procedures and regulations regarding videotapes, films, and slide presentations.

Effective: March 1, 2015

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(A) All requests for videotapes, films, or slide presentations covered by this rule shall be reviewed by the university video/slide review committee.

(B) Cost estimates for videotapes and slide presentations are written by the instructional resources center, teleproductions and/or AV services, respectively. When the instructional resources center is working with teleproductions on a video, a joint-estimate will be written.

(C) No department, faculty or staff member may produce a videotape, film or slide presentation subject to this rule without initiating such action through the university video/slide review committee. Unless the request for videotapes, films and slide presentations is approved by a major budget officer and the university video/slide review committee, the request to produce a videotape, film or slide presentation will be denied.

(D) The originating department's representative must start at teleproduction's office for videotape-related productions or AV services for slide presentations. The instructional resources center primarily produces videos for the college of education. Procedures are carried through from that point by the university video-slide review committee.

(E) All requests for videotapes/slides/films must be submitted on the form issued through the instructional resources center, teleproductions or AV services and must have signed approval of the major budget officer for that university division requesting the videotape, slide/film presentation.

(F) The instructional resources center, teleproductions, or AV services will be responsible for notifying and scheduling a meeting of the video/slide review committee. Individuals producing films are responsible for notifying and scheduling a meeting of the video/slide review committee.

(G) For the purpose of this rule, the major budget officers are the president; vice presidents of the university; and for academic and student affairs, the appropriate dean or vice provost.



(H) Quality standards are determined by the university video/slide review committee, and all videotapes/slides/films are expected to meet those standards before approval is given.

Videotapes/slides/films may be disapproved for many reasons, such as poor quality of videotape or images, inaccurate information, poorly written copy, poor sound quality, or poor format duplication of another videotape or slide presentation.

(I) If and when differences arise between the originating department and the university video/slide review committee over such a disapproval, the vice president for institutional advancement will recommend a final decision to the major budget officer involved.

(J) Procedures for video/film slide presentations.

(1) Teleproductions (video request) or AV services (slide presentation request) must be provided with a written description of the proposed video/slide presentation, including such details as proposed length and purpose. The instructional resources center must provide the university video/slide review committee with a written description of the proposed video presentation, including such details as proposed length and purpose.

(2) The instructional resources center, teleproductions or AV services then determines a cost estimate, completes the approval request form and transmits a copy to the requesting department.

(3) The requesting department must have the approval request form signed by the departmental head or chairperson and the appropriate major budget officer.

(4) The major budget officer and the departmental head or chairperson each retain one copy of the approval request form and the instructional resources center (video), teleproductions (video), or AV services (slide presentation) retains the third copy. Photocopies of the signed approval request form are forwarded to the university video/slide review committee.

(5) The university video/slide review committee shall proceed with approving or denying the request. A majority decision of the committee is needed for the request to be processed further.



(6) After the request has been initially approved, the university video/slide review committee will be given the script, if applicable, for its approval or denial. A majority decision of the committee is needed for the request to be processed further.

(7) Once the videotape/slide/film presentation has been produced, the university video/slide review committee will review the production or presentation. A majority decision of the committee is needed for the request to be processed further.

(8) When it has been determined that the videotape, film or slide presentation meets university specifications and standards, the director of university news and information representative on the university video/slide review committee will stamp the form "approved by university video/slide review committee."