



North Hennepin Community College

Policy Information

Number: 3.26

Name: Intellectual Property

Effective Date: May 13, 2022

Next Review Date: AY 2026–2027

Regulatory Authority

- [Minnesota State Board Policy 3.26 – Intellectual Property](#)
- [Minnesota State Board Policy 3.6 – Student Conduct](#)
- [Minnesota State Board Policy 5.22 – Acceptable Use of Computers and Information Technology Resources](#)
- [Minnesota State Board Policy 3.27 – Copyrights](#)

Part 1. Policy Background.

This policy manages intellectual property created by faculty members and students and seeks to preserve a balance of intellectual property rights, privacy rights, and the educational goals of NHCC.

Part 2. Definitions.

Subpart A. Classroom Capture

A recording of a learning experience in which students are present. Classroom capture recordings may only be posted through a platform provided by NHCC or Minnesota State.

Subpart B. Classroom Lecture.

Classroom lectures are lectures provided by a faculty member in his or her role as an instructor in a classroom or classroom setting as part of a course with enrolled students. Classroom lectures are the intellectual property of the faculty member.

Subpart C. Collaborative Work.

Collaborative work is any work in which students and/or faculty members have contributed or share ownership. Collaborative work is the intellectual property of the student(s) and/or faculty member(s).

Subpart D. Coursepack.

A collection of materials assembled by a course instructor and sold to students.

Subpart E. Faculty Member-Authored Materials.

Materials authored by the faculty member teaching a course and adopted as assigned reading. Faculty member-authored materials are the intellectual property of the faculty member.

Subpart F. Public Lecture.

Public lectures or presentations by a speaker in his or her professional role as a scholar or expert rather than as an instructor as part of a course. Public lectures are typically open to the public and are the intellectual property of the speaker.

Subpart G. Recommended Instructional Materials.

Materials that enhance a student’s learning experience within the classroom. Recommended materials are optional purchases for students.

Subpart H. Recorded Lecture.

Classroom lectures that have been recorded for non-profit educational uses by North Hennepin Community College (NHCC).

Subpart I. Required Instructional Materials.

Materials that are necessary for a student to successfully complete a course.

Subpart J. Student-Authored Course Materials.

Work completed by students as part of assigned work in a course for which the student is registered. Student-authored materials are the intellectual property of the student.

Part 3. Campus Review.

Review Action	Date(s)
Diversity, Equity, and Inclusion Committee Review:	4/25/2022—4/29/2022
Campus Community Review Period:	3/7/2022—3/23/2022
AFSCME Review:	4/1/2022—4/29/2022
MAPE Review:	4/1/2022—4/29/2022
MMA Review:	4/1/2022—4/29/2022
Shared Governance Council Review:	4/15/2022
Student Senate Review:	4/21/2022
President Rolando Garcia Approval:	5/13/2022
Campus Community Dissemination:	5/23/2022

History

- Fall 2016: new policy combining:

- NHCC V.01.01 – Video and Audio Recording of Classroom Lectures
 - Adopted 12/13/2010 by President John O'Brien
- NHCC VI.03.01 – Copyright
 - Adopted 02/08/08 by President Ann Wynia
- NHCC VI.03.02 – For-Profit Teaching Materials
 - Adopted 03/27/2006 by President Ann Wynia
- NHCC VI.03.03 – CoursePack
 - Adopted 03/27/2006 by President Ann Wynia
- Reviewed Spring 2022