

SOP-U-0010	DE Rich Media Mini-Studio Use	
SOP Type:	<input type="checkbox"/> Internal SOP - DELTA-level that does not directly affect entities outside of DELTA <input type="checkbox"/> External SOP - DELTA-level that affects these entities: <input checked="" type="checkbox"/> Unit SOP - DELTA individual unit(s) affected: Distance Education	
Contact:	DELTA Business Office	
Effective Date:	May 22, 2009	Last Revision Date: April 5, 2017

1. Introduction

The purpose of this SOP is to establish guidelines for scheduling, access, and use of the rich media mini studio in DELTA’s Center for Technology and Innovation office.

2. Mini Studio Schedule

Scheduling of the mini-studio is managed by Larry Evans and supported by Media Production Support Services. Reservations can be requested via mediasite-help@ncsu.edu.

Priority use of the room is assigned in the following order:

- a) Faculty currently teaching or updating content for a DE credit course.
- b) Guest lecturer or other content recording for a current DE credit course.
- c) Faculty recording of credit course content in urgent, unforeseen circumstances.
- d) Faculty recording introductory information for a DE credit course.
- e) Faculty recording content for a future DE credit course.
- f) Guest lecturer or other content recording for a future DE credit course.
- g) Faculty recording content for a current or future campus-based course.
- h) Faculty recording content for extension, engagement, or other non-credit activities.
- i) Other recordings that have a correlation to NC State’s land grant mission.

The Media Production Support Services team will establish the mini studio schedule for recurring, semester-length courses at least three months in advance of the semester start. Short term or one-time room usage should be scheduled as early as possible to ensure space availability.

3. Mini Studio Training and Support

Training and support for faculty and other users in mini-studio technology and functionality are the responsibility of the Media Production Support Services unit.

4. Access to Mini Studio

The mini studio schedule operates during NC State’s normal business hours, 8:00 am until 5:00 pm, Monday through Friday, excluding University holidays.

CTI Building hours are Monday through Friday from 7:00 am to 6:00 pm. A fob is needed to enter the building outside of these hours. Support outside of these hours is an exception as it requires support staff be present.

Access to the mini studio door must be granted via Security Applications Technology (SAT) using a campus ID. The Media Production Support Services team will inform the Business Operations Specialist of the details of the faculty member including the day(s) and time(s) needed for recording. SAT will then be contacted to provide the access. The faculty member will only have access during the said time period.