Media Production Group - Services & Charges

Introduction
Teaching, Learning + Technologies’ (TLT) Media Production Group includes the Faculty Media Lab and Television Services. Our mission is to support course related instruction with professional technical assistance and video production services; provide faculty access to presentation creation tools, training in use of presentation software, and assistance with new instructional technologies. The current staffing level (one production person) is inadequate for the high demand for television services and must be supplemented with external contractors, commonly called overhires or freelancers. TLT will assume the cost for these contractors for mission critical projects within budgetary constraints but must pass the contractor and material costs for non TLT mission critical services on to the client. These charges are at cost (see rates on our web site) and generally significantly lower than an external service provider would charge. Duplications, consumable supplies and other “out of pocket expenses” will be billed at cost for all projects.

Priorities for resource allocation
1. Directly supports a Stony Brook credit bearing course as listed in the University Course Bulletin.
   a. The material is a part of regular classroom instruction and is required study material for the students as define by the course syllabus.
   b. The material is required study by an educational program e.g. an undergraduate college supporting Stony Brook students.
   c. The material is used for supplementary instruction and not required in the syllabus.
2. Supports non credit bearing instructional programs.

Free support will not be provided for:

- Developing materials for student class presentations or other assignments.
- Materials that are intended for non-educational purposes such as entertainment, programmatic promotional materials or materials to be resold or distributed (websites, DVD, CD, VOD) to those not registered in a Stony Brook University course.
Note: Per SUNY copyright policy 8 NYCRR 335.29, all materials produced by TLT are the property of Stony Brook University. University personnel utilizing TLT services will be required to sign an acknowledgement that effect.

Services include:

1. Faculty Media Lab – Access to presentation development tools (poster printers, scanners and software) that might be too expensive for individual departments to purchase. Professional assistance and training in the use of these systems and best practices in creating presentation material.
   Lab staff can spend up to 20 hours per semester per course creating course content
2. Television Services – Provides access to professional video production services. Professional staff work with faculty & staff to shoot, edit, subtitle (for material produced by TLT) and distribute video programs.

Project approval process for course related instructional material:

a. Production staff meets with client to determine project requirements.
b. A production request form is completed by the production staff and approved by the Director of Educational Technologies and the client. This form outlines the goals of the project, educational significance (how the material will improve student learning) resources required, project timeline, client responsibilities and estimate of costs.

c. Production staff and director of Educational Technologies determine if resources exist to produce program.
d. All change orders must be approved by client and the Director of Educational Technologies (or designee) before project continues.
e. Although classroom instructional projects are not billed for services, TLT will track costs associated with these projects and provide the client with a summary of costs at the end of the project.
f. When total annual projects for a course total less than $2,500 in materials and labor – no additional approval.
g. $2,500 - $5,000 in materials and labor – require letter from department chair supporting project and defining educational significance
h. $5,000 or more require letter from Dean supporting the project and defining educational significance

Approval process for projects that will incur charges

a. Production staff meets with client to determine project requirements.
b. A production request form is completed by the production staff and approved by the Director, Educational Technologies. This form outlines the goals of the project, resources required, project timeline, client responsibilities and estimate of costs.

c. Production staff and director of Educational Technologies determine if resources exist to produce program.

d. If resources are available, project is approved by the Director of Educational Technologies. Priority will be given to classroom instructional projects.

e. Client signs the Production Services Request and submits a signed Material Services Requisition/Voucher (with valid account number) prior to production.

f. All change orders must be approved by client and Director of Educational Technologies (or designee) before project continues.

g. Larger or long term projects may be billed quarterly, semiannually or after the first draft of the video is presented to the client for approval. This allows TLT to pay our vendors and temporary labor.

**Invoicing**

All users of the media production group’s services will receive an invoice. For projects that are funded by TLT the invoice will indicate “No charge”. Department chairs and deans will receive an annual summary of the services provided to their area. These invoices are intended to communicate the benefit to the course, department and dean’s area and help TLT track where its resources are being applied.

Approvals:

President

Provost

CIO