

Faculty Video Media Procedures

We aim to support faculty throughout the video production process—from inception to delivering the final product. Transparency and constant communication allow us to work efficiently with faculty to achieve video goals, deadlines, and an overall enjoyable experience. With that in mind, we ask faculty to participate in the following ways:

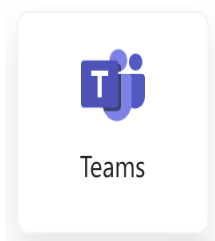
1. Communication
2. Content Planning
3. Equipment
4. Dress
5. Editing

1. Communication

Communication plays a vital role in creating successful educational videos, serving as the cornerstone of efficient production and high-quality results. Have a discussion with the VPS team prior to filming to ensure the best final video. The most successful video production studios foster an environment where open dialogue is encouraged, feedback is constructive, and all team members feel comfortable voicing concerns or suggesting improvements.

2. Content Planning

Faculty members should submit their visual media, digital content, and scripts prior to the scheduled recording whenever possible. Visual media and digital content can be (but is not limited to) documents, PowerPoint slides, images, or videos. By submitting prior to recording, it helps the VP team prepare the set up and consider the best mode to present the content during the recording process.



Many times, the media is too large to send via email so it must be uploaded to a cloud drive. You can upload these files to Microsoft Teams and send us a link or drop the file directly into a Teams chat. If you need assistance, please let us know. We are happy to help at any step in the process.

***If you are unable to furnish digital content prior to or during the recording, please get it to us as soon as you are able. Please note that without your digital content, the editing process will be delayed.



SCRIPTS: When sending your scripts, keep in mind that formatting will be stripped by the teleprompter software (**bold**, *italicized*, underlined, bulleted, indented, and some other formatting). Scripts should be shared as a Word or pdf document. Please email to Amanda Jackson at ajackso22@ju.edu

Failure to provide the VPS team content can delay the final video product.

3. Equipment

The VPS has a versatile array of equipment to accommodate diverse instructional content needs. Have a conversation with the VPS team to discuss your needs and best use case scenarios. Our inventory includes:

- Studio or on location camera setups
- Animation integration
- Green Screen
- Document Camera
- Windows or Mac Computer w/ touch screen monitors
- Learning Glass
- Laptop Filming (NDI Screen Capture)

4. Dress

The general recommendation is to wear solid colors and avoid noisy jewelry or accessories. If you are using the green screen to film, avoid green clothing. If you have any questions, please reach out to the VPS team.

5. Editing

Communication and feedback remain critical to ensure an efficient post-production workflow. Initial editing timelines will be established based on project complexity, with standard lectures typically requiring 5-7 business days. More complex productions involving multiple cameras, special effects, or extensive graphics may need 2-3 weeks for completion. Faculty will receive a first draft for review, where they can add timestamped comments and specific revision requests/feedback.

Once feedback is received, the VPS team will revise the video for final approval. Standard editing services will go through two rounds of revisions. Clear deadlines for feedback help maintain the project momentum. The VPS and faculty will discuss and set revision and feedback timelines. Projects requiring extensive revisions or last-minute content changes may need to be rescheduled based on overall studio workload and existing project commitments. Regular communication between the VPS team and faculty throughout the post-production process, whether through email updates or brief virtual check-ins, helps prevent misunderstandings and ensures the final product aligns with educational objectives.