

# Oklahoma State University Policy and Procedures

**CABLE CHANNEL 17 - ACCESS TO PROGRAM  
AIR TIME**

**5-0805  
ADMINISTRATION AND  
FINANCE  
August 2004**

## INTRODUCTION AND GENERAL STATEMENT

1.01 Cable Channel 17 is provided to Oklahoma State University by Stillwater COX Cable Company for educational purposes. Cable Channel 17 is located at and administered by Educational Television Services (ETS) in the Telecommunications Center. Cable Channel 17 is a program distribution system and not a production facility.

1.02 Oklahoma State University Cable Channel 17 will provide free access Monday – Thursday from 8:00 am until 9:00 pm and Fridays from 8:00 am until 5:00 pm for playback of programs submitted by OSU departments and recognized organizations. Requests for air time outside of the stated hours may incur a playback fee.

## POLICY

2.01 OSU departments (excluding School of Journalism and Broadcasting; see Section 2.09) or recognized organizations may request program air time.

A. An OSU department is defined as an official faculty or staff department.

B. A recognized organization is defined as follows:

1. Has a purpose which relates directly to the academic mission of the University, demonstrated through affiliation with a college, student council, or department, or is an organization recognizing scholarship or leadership.

2. Has been granted status by the University administration. These organizations are Student Government Association; Interfraternity Council and its associated fraternities; Panhellenic Council and its associated sororities; Residence Halls Association and

components thereof; the Off-Campus Student Association; and the Student Union Activities Board.

2.02 Requests for program air time must support OSU's mission of teaching, research, and public service.

2.03 Official requests must be made in writing and submitted to the Manager, Operations/Production, ETS, Telecommunications Center.

A. Requests must be submitted ten business days prior to desired air time.

B. Recognized organizations may request not more than two program air times per calendar month.

C. OSU departments may request unlimited program air times.

D. Requested air times that interfere with ETS scheduled programming will not be approved.

E. The Manager of Operations/Production, ETS, will have final approval of air time and dates.

2.04 Requests must list the official OSU name of the department or recognized organization requesting program air time.

2.05 Programs are subject to review of program content and technical standards by a subcommittee of the CATV Advisory Board. This subcommittee (Program Review) is comprised of: Director, Educational Television Services; Manager, Operations/Production, Educational, Television Services Director, Public Information; Representative, Faculty Council; and Representative, Student Government Association.

A. Programs deemed to contain inappropriate material may be rejected. Materials and a letter of explanation will be returned.

B. Technical problems due to physical damage of the tape, camera, or tape machine, head-tracking alignment, etc. will result in the videotape being rejected. Materials and a letter with suggested corrections will be returned.

C. The producer and the organization submitting the program must be identified on screen.

2.06 Production facilities are available for a fee through ETS. Contact the Manager, Operations/Production for details.

2.07 Programs must not contain paid advertisements.

2.08 Opposing points of view of previously aired programs will be considered for air. They must meet the above requirements.

2.09 The School of Journalism/Broadcasting (SJB) will have access to Channel 17 for programming that is prepared as projects of classes taught in RTVF. This will cover projects in labs, in cable news, production, directing, documentary, advanced TV practices, radio-TV news, advanced Radio, Television and Film news, special projects and honors seminars, and such other courses as may have a direct academic relationship to television programming. SJB will not produce public access programs on Channel 17 or any other channel which the cable franchise may make available to OSU, nor will ETS provide any facilities or personnel for the production of public access programming.

2.10 In order to assist and guide the Director of ETS, there is an Advisory Board whose composition is as follows:

- Director, ETS (Chairman)
- Manager, Operations/Production, ETS
- Director, University Information & Publication Services
- Director, School of Journalism and Broadcasting
- Director, Student Union
- General Manager, KOSU Radio
- Director, Agricultural Communications Services
- Faculty Representative (appointed by the Faculty Council)
- Student Representative
- Staff Representative (appointed by the Staff Advisory Council)

## PROCEDURES

3.01 Requirements for air time as outlined in the policies section must be met.

3.02 Request for air time must be submitted in writing to the Manager, Operations/Production, ETS.

A. Requests must be submitted five business days prior to desired air time.

B. The Manager, Operations/Production, ETS, will process all requests.

3.03 ETS reserves the right to have the program reviewed by the OSU CATV Cable Channel 17 Program Review Committee.

A. If approved, a notice will be sent to the applicant(s) as to the day and time the program will be aired.

B. If rejected, a letter of explanation will be returned to the applicant(s).

3.04 The Program Review Committee reserves the right to review all videotapes prior to air. If requested, tapes must be received by Manager, Operations/Production, ETS, 48 hours prior to the requested air time.

3.05 Approved programs must be provided on acceptable media.

A. Acceptable media includes VHS, ¾" U-matic, 1" Type C and DVD.

B. All media must be in good physical and electronic condition.

3.06 Tapes must be delivered to ETS a minimum of five hours prior to air time. 3.07 After airing, programs may be picked up at ETS the next business day between the hours of 8:00 a.m. and 5:00 p.m.

Approved: August 2004