

Request to Establish the
Dixie State College
Student Media Center

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Section I: Request

Dixie State College of Utah requests approval to establish a Student Media Center in connection with its Communication baccalaureate program. This request has been prepared in accordance with Board of Regents Policy, Section 4, Consent Calendar Items. This center was approved by the DSC Board of Trustees on _____.

The Student Media Center is envisioned as a soft funded semi-professional enterprise providing oversight to operations, projects, and finances involving DSC newspaper, web newspaper and media, television, radio, magazine and film. Within the center, faculty advisors, student editors/managers/producers, and students work with a Media Center Director (MCD) for access to equipment and resources necessary to complete their various media related activities. The MCD supervises the progress of the various media related projects to ensure that the projects are completed professionally and in a timely manner. In turn, the MCD reports to a DSC campus wide Student Media Council made up of administrators, faculty, and students who set policy, approve financing, and authorize projects requested of the Student Media Center.

Section II: Need

The Communication Department houses a wide range of project- and finance-producing entities who frequently duplicate each other's efforts and fragment department interests in counter productive ways. Mass Media and Film faculty and students frequently compete for limited funds to purchase similar equipment, software, and other resources. Similarly newspaper advertizing sales personnel compete with radio and television advertizing personnel for advertisers and income generating resources. In an era of media convergence, media fragmentation and competition are counterproductive to efficient education and use of assets. Also, with a wide range of activities generating monies, central supervision and proper financial controls also become a major consideration. By having a SMC and governing council, competition can be reduced, media convergence can be institutionalized, financial oversight can be more effectively implemented and equipment can be shared and more efficiently managed.

The SMC is intended to place resources in the hands of students and empower them to learn through hands-on media-centered activities. Hands-on experiences are a vital part of DSC program's mass media and film production pedagogy. The Center is envisioned to be a hive of student activity producing newspaper, film, television, radio and web related projects. Students themselves will run the various media and will receive advisement from both faculty and professionals. Advertizing contact and receipts will come through this center. Payments will be made, equipment checked in and out, and projects will be utilized between media. The structure of the Student Media Center, as proposed, can be found as Appendix A and the founding document for this center and this board can be found as Appendix C to this document.

While DSC's Student Media Center is new and cutting-edge, the idea is not unique to DSC. Other institutions around the country have also adopted Student Media Centers, notably UCLA, ASU, and SLCC. The DSC Student Media Center has been patterned after the Student Media Center at Salt Lake Community College which received the national Model Teaching Award from the Western States Communication Association in 2001. The SLCC SMC has been visited and praised by communication programs in both 2 and 4 year institutions as a unique and world-class approach to facilitating student learning and activities. DSC has deliberately structured this SMC around the same organizational and operational principles as the one at SLCC.

Benefits and Advantages of the Student Media Center

1. **Improved Opportunities for Students:** The DSC SMC provides students hands-on opportunities to apply classroom learning to active media from the beginning of their Communication related education. This gives them the practical experience they need to be productive immediately in their careers following graduation. The Student Media Center will be an important part of the educational experience offered to DSC students. Students are the leaders of these student media, not just workers. Newspaper editors, television producers, and radio managers are all students, not staff or

faculty. With advising and guidance from faculty and professionals, they devise, produce, and distribute media content in a variety of media outlets, as described below.

2. **Partnerships and Ownership of Media Outlets:** The Student Media Center is very active in support of DTV, the community education channel (CEC) in Washington County, which partners with surrounding cities and counties to provide programming of all types—governmental, educational, and entertainment. This channel provides 24/7 broadcast opportunities for DSC students in a place where their work can be publicly displayed and acknowledged.

In addition, the Student Media Center envisions providing programming for two additional television channels which will provide significant additional outlets for DSC students' media work. One of these channels will be dedicated to purely educational programming (telecourses, etc.), and the other dedicated as the official Dixie State College television channel, featuring programming of all types from and about campus life and events.

Finally, the Student Media Center will provide the resources for radio programming. DSC currently partners with a local commercial broadcaster to provide radio programming part of each day, but envisions a 24/7 FM radio station that includes multiple signals, both analog and digital, which will provide multiple radio channels available for DSC students 24 hours per day.

3. **Enhanced Pedagogy:** This program illustrates nicely how to bring pedagogy, service learning, leadership development, and real-world practical experience together in an enterprise environment where students run the center and produce all the content in all of the media: newspaper, magazine, radio, television, and an online newsletter and website. A very innovative and unique program, it tends to produce excellent results in all forms of student media. Students are carefully taught and tutored by both faculty and professionals from the media industry. The Student Media Center fosters excellence in teaching and student learning. Students have a profound experience in applying what they have learned in the classroom. They learn to do critical thinking as they run the various media enterprises and encounter real problems that need real solutions. They are encouraged to innovate, trained in leadership, and develop personal portfolios of their work that lead to significant employment opportunities.

4. **Diversity:** The Student Media Center also fosters inclusion and a sense of community—giving voice to often-excluded groups in the college and the surrounding communities. Content from these groups, much of it in their own languages, is already being included in DSC student newspaper and will be expanded into regular broadcasts on both radio and television.

5. **College and Sponsor Reputation:** Finally, the Student Media Center provides an important interface for the college and for participating sponsors in Southern Utah. Citizens and legislators will see a visible and respectable representation of how students and communities are served at Dixie State College and how participating sponsors are providing significant educational opportunities to students of all circumstances and backgrounds.

6. **Fund-Raising and Scholarships:** The Student Media Center recently signed an agreement with representatives of Dick Nourse, retiring anchorman from KSL-TV, to establish the Dick Nourse Student Media Center at Dixie State College. This will attract a beginning donation of \$1 million for support of the Center's activities, including equipment and scholarships. This is only the beginning of the opportunities for grants, donations, and other support from industry and individuals to support Dixie State's innovative media programs. This will, of course, provide additional recognition to Dixie State College, as well.

Section III: Institutional Impact

Appendix A shows the relationship between the Student Media Center, its Council, and the Dean, to whom it is ultimately accountable. The Dean and other administrators sit on the Student Media Council to review policy, approve

projects, and review finances of the Student Media Center. Beyond that, there is no other effect on existing administrative structures. The Student Media Center itself functions as an internship-like opportunity for the mass communication and film production students in the Communication baccalaureate program. It is not directly connected to academics, and no credit is granted for participation in the center (except when done as an approved internship). It serves as a separate student activity, providing hands-on experience in producing and managing a variety of media. As can be seen in Appendix A, the managers of these media are students, who are guided and advised by faculty members and professionals in their work, but who have the primary responsibility for writing and producing these media. This adds to their portfolio and resume and greatly increases their employability after graduation.

The existing faculty acts as advisors to the various media. The existing secretarial staff provides needed support. The Center will also need various professional staff to support and manage the affairs of the center that have professional requirements beyond the scope of students. These include a Marketing Manager, a Program Director, and eventually a Production Director. **These positions are all soft-funded and will be added only if and when the finances of the center permit.** See Appendix B for greater detail on the budget.

The Student Media Center will operate, for now, from the existing television facilities at Dixie State College, on the 3rd floor of the Whitehead Student Services Building. However, at least in part because of the hands-on experience which this Center provides, the number of enrollments in the Communication baccalaureate program is growing rapidly, and the Department and Center will eventually need an expanded facility. The College is already planning to move them into the Jennings Building on the Dixie State campus in January of 2009 which will provide the additional space and facilities necessary to accommodate the expected growth.

Section IV: Finances

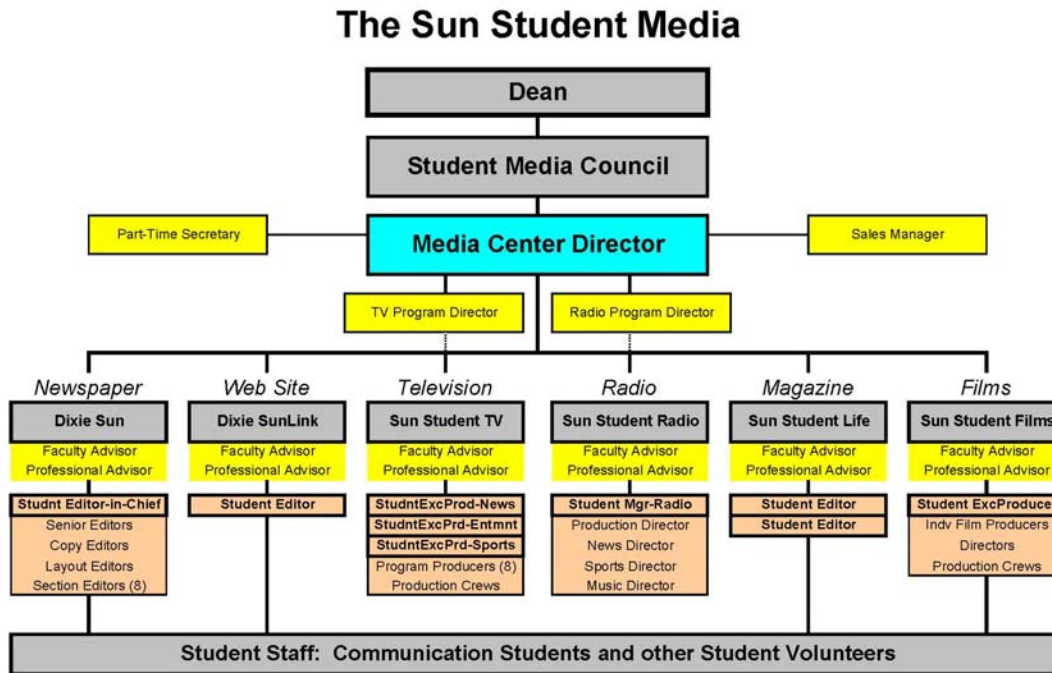
Central to the concept of the Student Media Center is elimination of duplicated equipment requests and purchases, increased availability of equipment to students and faculty who use the equipment, and improved up-keep of equipment. Likewise, the Center provides decreased competition for financial resources by centralizing financial requests as well as converged marketing efforts to local businesses to support the wide variety of needed media advertising. The SMC will require reassigned time from one faculty member to serve as the SMD. The initial equipment costs associated with this Center are detailed in Appendix D. Since all costs of operating the Center are soft-funded, these will be covered only by the revenues the Center produces through sponsorships and/or from grants and donations acquired from interested parties.

The Center has already secured a \$1 million dollar pledge from Bonneville International as a tribute to Dick Nourse, recently retired anchorman for KSL-TV, after whom the Center will be named. Mr. Nourse will provide additional prestige and support to the Center, helping to guide its strategic mission and visiting with students regularly in support of their journalistic efforts. This partnership is very beneficial to DSC, and the SMC expects to secure others as well. The funds acquired from the Dick Nourse donation will be used to purchase the initial equipment needed and to establish the needed stipends and tuition waivers needed for the student leaders of the various media. These are shown in Appendix C. The Center will also receive some support from student fees, as they have in the past (presently they receive \$2.50 per student), and the \$52,500 shown in the budget will be drawn from, first, whatever amounts student fees can provide, and second, from the Dick Nourse donation.

All future costs of equipment and staff will come from the operating income of the Center which, as can be seen from Appendix C, is expected to be sufficient to support all needed functions.

Appendix A

The following shows the organizational structure of the Dixie State College Student Media Center.



The Sun Student Media

The longest-standing media enterprise at Dixie State College is its newspaper, the *Dixie Sun*. Expanding upon the well-known brand of the newspaper, the entire media enterprise has adopted its name. They are collectively now referred to as the Sun Student Media.

The various media enterprises will be known as:

- | | |
|-------------------------|---------------------------------|
| The <i>Dixie Sun</i> | Newspaper |
| Dixie SunLink | Online newspaper and media site |
| Sun Student Television | Television |
| Sun Student Radio | Radio |
| <i>Sun Student Life</i> | Magazine |
| Sun Student Films | Film company |

Appropriate websites are being prepared for the Student Media Center and for each of the associated media enterprises. They will appear in the near future on the Dixie College website.

Appendix B



STUDENT MEDIA COUNCIL **BYLAWS, POLICIES AND PROCEDURES**

First Presented for Approval to the Dean
June 1, 2006

Approved by the Academic Council
December, 2006

Adopted by the Student Media Council
September 28, 2007

I. STUDENT MEDIA COUNCIL

The Student Media Council is the publisher of student-produced newspapers and other periodicals and the operator of student-produced radio and television operations (hereinafter "Media") which: 1) accept its policies and procedures; and 2) are supported in whole or part by Dixie State College funds; and 3) are provided primarily for students and faculty members of Dixie State College (hereinafter "College"); and 4) are available at locations where all students and faculty members may have access to them.

Media sponsored by individual departments or academic colleges are not the responsibility of the Student Media Council. Anticipated Media under the Student Media Council's jurisdiction are (1) a newspaper, (2) a magazine, (3) televised student news and other student operated television programs, (4) an Internet based radio service, and (5) a web site featuring selected content from all of the above named media as well as its own unique content and content from other sources.

The Student Media Council will be established by the Dixie State College Cabinet under the administrative direction of the Dean over the Communication Department (hereinafter "Dean"). The editors of the media described above are directly responsible to the Student Media Council. The Student Media Council is a standing committee of the College appointed by and accountable to the Dean, with the primary responsibility to represent the constituent elements of the College community with respect to the student publications.

A. General Duties and Responsibilities

1. Structure: The Student Media Council shall review and approve procedures concerning the structure and economic operations of each publication, subject to the limitations of this document.
2. Guidelines: The Student Media Council, at its formation and from time to time thereafter as needed, shall review, and if it finds appropriate, amend and draft guidelines which will include: a journalistic Code of Ethics (such as Sigma Delta Chi Code), a preferred scope of coverage of campus publications, an outline definition of the Student Media Center Director's operational authority, and the responsibilities of each of the student editors and producers.
3. Selection of Student Editors and Producers and the Student Media Center Director: The Student Media Council shall select the student editors and producers of the student media under its jurisdiction and a Student Media Center Director (hereinafter "Director"). The Student Media Council, moreover, has the responsibility to hear complaints against student editors and producers and the Director and to reprimand or remove them, as provided for in Section III E.
4. Financial Operations: The Dean with direct supervisory responsibility for the Communication Department shall function as the Budget Manager for the Student Media Center, managing all the budget and financial operations of its various student Media. The Budget Manager, in consultation with the Director and on behalf of the Student Media Council, shall formulate financial policies and procedures; submit annual budget requests to the Dean (in accordance with the procedures set forth in section IV herein) and, within the limits and framework of the approved budget, review and approve detailed operating budgets for each student medium; set up procedures to insure that approved budgets are adhered to; and review and approve requests for supplementary expenditures from its reserve fund. In addition, the Budget Manager shall approve the terms of contracts for the production of publications; set up procedures to insure that such terms are being carried out; approve all advertising policies concerning rates, discounts and commissions; and approve pay structures of the various staffs. Each spring the Budget Manager, in consultation with the Director, will also draft a budget request for the following academic year.
5. Student Media Content: With respect to the news, entertainment and editorial content of the student media, the Student Media Council as publisher has the responsibility of ensuring that the media perform the function of providing adequate campus news and event coverage and a forum for the expression of diverse campus opinion. They shall also strive to provide adequate coverage of issues and events in the

communities that surround Dixie State campuses. The performance of this function is within the authority and responsibility of the student editors and producers, subject to the provisions of these procedures and guidelines. The following statement shall be printed, displayed, or read whenever opinion pieces, letters from readers/viewers/ listeners, or editorial columnists' opinions appear in any of the Globe Media:

“The Globe Media are open campus forums, and we encourage written expression of diverse points of view. Letters to the editor, columns, and opinion pieces do not necessarily represent the views or opinions of Dixie State College, the Student Media Council, or the Globe Media. Please send all submissions to dixiesun@dixie.edu . Final publication decisions rest with the editor-in-chief or executive producers of these media.”

6. Criticism: Criticisms or complaints regarding the Media shall first be heard and dealt with by the appropriate student editors and producers, and, if needed, the Director. If this fails to resolve the issue(s), then the Student Media Council shall receive and deal with criticism directed towards the Media under its jurisdiction.

7. Legal Defense: The Student Media Council Chair shall notify the College Administration of any litigation against any student publication, any publication staff member, or against the Student Media Council or any of its members, in which a judgment is sought for any act or omission occurring in the course and scope of student Media activities. The College shall provide a legal defense for the defendants through its established legal defense counsel, together with indemnification, as authorized by the Public Officers' and Employees' Indemnification Act of 1974, or any other applicable law.

8. Procedures and Guidelines: The Student Media Council shall have the authority to initiate recommendations to the Dean for changes in these procedures and guidelines.

9. Tuition Waivers: The Student Media Council shall be responsible for awarding available tuition waivers to Media' staff members in consultation with recommendations submitted by the student editors and producers, the Director, and the Budget Manager.

B. Membership

1. The Student Media Council will consist of eleven (12) persons to be appointed during spring semester of each year to serve for the upcoming academic year. To assure appropriate balance and representation on the Student Media Council, its voting members shall be as follows:

(a) Five students as follows:

- Four student editors or producers of Student Media Center media (including at least one editor of a printed medium and one producer of an electronic medium) selected by their fellow editors and producers
- One student representing the leadership of the Student Association

(b) Two faculty members as follows:

- One faculty member-at-large appointed from and by the Communication Department
- The Director of the Communication and New Media degree program

(c) Two College administrators as follows:

- The Dean
- The Department Chair

(d) Three Professional members as follows:

— The Director of the Student Media Center, appointed by the Student Media Council

— Two citizens from surrounding communities who are associated with professional or academic media operations, appointed by the Dean upon recommendation from the Communication Department

2. Chair of the Student Media Council: Each year the incoming Student Media Council will elect one of its members to serve as Chair of the Student Media Council, restricting this office to current students or faculty members of the College who are voting members of the Student Media Council.

3. In order to assure informed judgment in the student editor and producer selection process, as well as continuity of understanding of the responsibilities of the Student Media Council as publisher, not less than one-third of the persons nominated for membership on the Student Media Council and actually appointed thereto, pursuant to the aforementioned paragraph, will consist of present or former members of the Student Media Council, or persons with equivalent experience.

4. The following persons are invited to attend meetings of the Student Media Council in their ex-officio capacity, but without vote: Student Media Council secretary, other administrators and financial officers of the College, additional Student Media editors and producers, and others as invited by the Student Media Council Chair.

C. Meetings and Voting

The Chair shall call regular meetings of the Student Media Council not less than one time per academic term (excluding Summer Term). The Chair shall also call a meeting upon receipt of a request by three voting members of the Student Media Council. Three days advance notice of a meeting should be given. A quorum shall be a majority of voting members. The Student Media Council shall determine its own voting procedures, secret ballot, verbal vote, tie vote etc. The Student Media Council may authorize an Executive Committee consisting of the Chair, the Budget Manager, and the Director to act specifically on its behalf subject to later ratification at its next regular meeting.

D. Editorial Freedom and Responsibility

The Student Media Council endorses the statement on the Academic Freedom of Students, prepared by Committee S of the American Association of University Professors. All policies and decisions of the Student Media Council will be consistent with the specific provisions and intent of this statement;

Student Media are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus and in surrounding communities. They are a means of bringing student and community concerns to the attention of the faculty and the College's institutional authorities and of formulating student, faculty and staff opinion on various issues on the campus, in the community, and in the world at large.

The integrity and responsibility of student Media should be encouraged by arrangements which permit financial autonomy or, ideally, complete financial independence.

The student Media should be free of censorship and advance approval of content, and its editors and producers should be free to develop their own rules and procedures regarding news coverage and entertainment content. Nevertheless, the Student Media Council shall act as the editorial board for all student Media, and student editors and producers must act within the general policies and restrictions established by the Student Media Council. Also, while commentary and reader letters are encouraged, no editorials shall be

published in any student medium unless they come from and are specifically authorized by the Student Media Council.

Editors and producers should subscribe to canons of responsible journalism. At the same time, they should be protected from arbitrary suspension and because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and producers be subject to removal and then by orderly and prescribed procedures.

Editors and producers shall select their own student editorial and production staffs. In conjunction with the editorial staff, the editor or producer of each student medium is entrusted with making judgments concerning content, including making judgments concerning whether specific content lies within the current editorial policies set by the Student Media Council. Editors and producers shall be governed by canons of responsible journalism and seek accuracy and fairness. They should avoid libel and slander, discrimination, undocumented allegations and harassment. When in doubt about the legality or appropriateness of any media content, editors and producers shall consult with the Director, and/or members of the Student Media Council to seek their opinions. The Student Media Council welcomes the opportunity to give advice in these matters, but shall not control or censor content except as specified above. Editors and producers shall strive for quality and diversity in content, and they should not discriminate against particular literary forms or orientations.

Student Media are intended to keep the community informed, provide access to quality publications and electronic media services, and to serve as a means of journalistic and artistic expression. Student editors and producers may involve themselves in controversial issues, relevant problems, and artistic experimentation, but in so doing shall seek to maintain a fair and balanced presentation of conflicting viewpoints, interpretations, and attitudes with respect to controversial and partisan issues.

With respect to advertising content, the Student Media Council shall make policies concerning what will or will not be accepted for advertising or sponsorship in the Student Media. Within those guidelines, the student editors and producers shall exercise administrative supervision of advertising content and placement, but must act in cooperation with the Sales Manager to meet advertiser requirements. Disputes in these matters shall be taken first to the Director and then, if necessary, to the Student Media Council for appeals and a decision.

II. STUDENT MEDIA COUNCIL HIRING SUPERVISOR AND BUDGET MANAGER

The Student Media Council shall have a Hiring Supervisor consisting of the Division Chair or Dean. The Hiring Supervisor shall assist the Student Media Council in carrying out its decisions, actions and recommendations, and shall keep a file of all Student Media Council minutes and other pertinent information. The Hiring Supervisor shall also serve as the Student Media Council's liaison with the College Human Resources Office. In this capacity he or she will advise the Director of College regulations and procedures concerning hiring, benefits and rights of employees, and will communicate Student Media Council needs to the College Human Resources Office. The Hiring Supervisor shall also hire and supervise salaried personnel in consultation with the Director to whom they will report directly.

The Student Media Council shall have the authority to hire a Director who, in consultation with the Budget Manager will work in accordance with College personnel procedures.

III. EDITORS, PRODUCERS, AND DIRECTOR

A. General Duties of Editors, Producers, and the Director

The student editor or producer is the executive head of the medium he or she leads and possesses decision-making authority and responsibility. The Director oversees the day-to-day financial, business, and

procedural aspects of the entire Student Media Center, and seeks to coordinate the activities all media and participants.

While the editor or producer has the authority to override the editorial decisions and judgments of the Director, it is expected that in a well-run student medium the editor or producer will abide by all approved policies and procedures of the Student Media Council and will cooperate with the Director in the administration thereof. If the Director believes that a student medium is not operating in accordance with budgetary requirements or with the policies and procedures and guidelines, he or she should bring the problem to the Student Media Council, which shall act appropriately.

B. Selection Procedures

The Student Media Council will publicly call for applications for editors and producers of its Media during Spring Semester. Application forms and instructions sheets will be made available by the Hiring Supervisor. The editors and producers will be selected by the incoming Student Media Council, with which they will serve concurrently for a term of one year beginning with the end of Spring Semester. Temporary summer term editors and producers may be appointed separately when the regular appointee cannot serve during summer term. Summer service is not a prerequisite for appointment for the following academic year.

The Student Media Council will assess candidates on the basis of information stated in their applications, letters of recommendations and other information, including the judgment of outgoing editors or producers, the Hiring Supervisor and the Director. Candidates will be interviewed first by the incoming student editors and producers under whom they will serve. They will then make their recommendations to Director, who will present them to the Student Media Council for approval.

C. Resignation of an Editor or Producer

In the event an editor or producer finds it necessary to resign during his/her tenure of service, the Student Media Council shall select a new editor or producer to fill the position, using the same procedures as described in the paragraph above and applying the same criteria as those listed in section III-D below.

D. Criteria for Selection of Editors and Producers

Editors and producers must be one of the following. Within these categories, when considering applicants of equal experience and expertise, preference will be given in the following order.

- A currently enrolled Dixie State student (registration for summer term not required)
- A similarly enrolled student at any other institution of higher education in Utah
- A former Dixie State student within one year after his or her last registration term

Editors and producers should have the personal qualities and technical abilities necessary to produce a competent and interesting medium. The personal qualities include intelligence, imagination, resourcefulness, leadership ability and a sense of fairness. Leadership ability is especially important as the editor must be able to work with and receive maximum performance from a large and diverse staff.

Editors or producers should have an adequate understanding of how their respective media operate. They should have experience in editorial and production aspects, including media writing and editing, news values and reporting norms, visual layout and design, pre-production planning, production, post-production procedures, and all other relevant backshop operations. In addition, editors and producers are the chief executive officers of their media and must demonstrate sensitivity to the medium's financial operations, either from past business experience or from exposure gained while working in that medium.

It is not necessary that editors or producers be Communication majors. Prior service in a student medium, while not necessary, will receive favorable consideration. Editors and producers are required to

allocate adequate time for the production of a quality student medium. Editors or producers wishing to take an outside job must seek prior approval from the Student Media Council before accepting such a job.

E. Removal or Official Reprimand of an Editor, Producer, or Director

An editor, producer, or Director may be removed from office only by due process of the Student Media Council. The Student Media Council may prescribe reasonable rules of procedure to be followed in removal proceedings. Persistent and flagrant violation of Student Media Council or College Policies and Procedures, or current Student Media Council guidelines, including the adopted Code of Ethics, or serious managerial inadequacies which are likely to interfere with the operation of the publication will provide adequate cause for dismissal. Complaints will be heard by the Student Media Council with an opportunity given to the editor, producer, or Director to state his or her position. The editor, producer, or Director may secure the assistance of experts of his or her choosing and may introduce testimony. The proceedings shall be recorded. A majority vote of the Student Media Council is required for any action of removal or official reprimand.

F. Discontinuance of a Student Medium

The Student Media Council may order the discontinuance of a medium in serious difficulties. The discontinuance may be either temporary or permanent depending upon the Student Media Council's determination that the publication can be financially rehabilitated. If the discontinuance is made permanent, the position of editor or producer shall cease to exist at the end of the semester in which publication was halted.

IV. FINANCIAL POLICIES AND PROCEDURES

A. Budgets

1. The newly-selected editor or producer of each student medium and the Director shall prepare and submit a line-item budget to the incoming Student Media Council. The budget should set out a financial statement and comparative income and expenditure data for the previous, current, and next fiscal year, including sources of income, wages and salaries, general categories of expenditures, and fund balances and reserve accounts.

2. The new editors and producers are encouraged, when making up their budgets, to seek the advice of the outgoing editors and producers, the Director and the Budget Manager and to carefully consider the tentative budget, if any, prepared by the outgoing Student Media Council.

3. The Student Media Council may accept contributions from any organization that desires to sponsor or support or participate with the student media, subject to the approval of the Student Media Council and the obtaining of appropriate Dixie State institutional signatures (if any) that may be required. The Budget Manager shall determine whether such signatures are required and seek to obtain them in a timely manner on behalf of the Student Media Council. The Student Media Council will be directly accountable to any such organizations, within the bounds of written agreements between the parties.

4. The incoming Student Media Council shall review, modify, and approve all publication budget requests for the upcoming fiscal year and present them for approval through the Budget Manager to the appropriate College administrator. All such requests shall make an accurate reflection of the overall financial operation of the Student Media Center. The Budget Manager and/or Dean may modify or alter the proposed budgets as necessary to obtain administrative approval and may also impose appropriate standards, limitations and guidelines to govern the expenditure of funds administered by the Student Media Council.

5. Expenditures for the new budget will begin July 1 of each year. During the year, upon recommendation of an editor or producer and Director, the Student Media Council may approve budget

adjustments and transfers within total budget limits, provided that increases in total budgeted expenditures that are directly related to and not in excess of increased advertising revenue may be authorized only if approved by the Budget Manager or Dean upon the recommendation of the Student Media Council. The Student Media Council may also approve supplementary expenditures from the Council's general reserve fund. This fund is available to cover unanticipated and unbudgeted items, which the Student Media Council considers worthy of funding.

6. The Director and Budget Manager have the responsibility for determining that all money is spent in accordance with approved budgetary requirements, and shall not knowingly approve any expenditures contrary thereto. They shall report immediately to the Student Media Council any unauthorized expenditure or unsound fiscal practices they may observe.

7. Any unexpended and unencumbered funds remaining at the end of the fiscal year will be closed into the Student Media Council Reserve.

8. The Student Media should seek to maximize their non-student fee revenues (advertising, subscriptions, donations, and partnerships). Application for grants is also encouraged, and the administration of grants shall be in accordance with College policies (see section J).

B. Student Media Council Reserve Funds

1. A General Reserve Fund: Whenever possible, a General Reserve Fund will be maintained by Student Media Council at 15 percent of budgeted sales or \$60,000; whichever is greater.

2. A Renewal and Replacement Reserve Fund:

a. The purpose of the R&R Fund is to provide funds for purchase, renewal or replacement of capital assets.

b. Definition: Capital assets have a relatively long life (greater than one year), and have a unit cost in accordance with College procedures. Capital assets include installed or moveable equipment, office machines, furniture and furnishings, appliances, structural attachments or major renovation and remodeling of buildings or equipment. Routine repairs and the purchase of equipment not classified as capital assets are considered operating expenses.

c. Procedures:

(1) An amount will be allocated monthly to the Student Media Council Plant Fund by a charge to the current operations of the Media under the jurisdiction of the Student Media Council.

(2) The above referenced amount will be determined from a schedule of charges developed early Spring Semester by the Director in consultation with the Student Media Council, the Budget Manager and financial officers of the College. These charges will be presented as part of the yearly budget to the Student Media Council for approval.

d. Approval of Expenditures from the R&R Fund: All expenditures from the Plant Fund will be approved by the Student Media Council before any obligation is occurred. The Director in consultation with the editors and producers of the involved Media should prepare a "Capital Expenditure Request" document which includes:

- (1) Specific identification of work to be performed or items to be purchased.
- (2) Estimated cost of the project. (Three bids must be obtained.)
- (3) Justification for an expenditure, which may include such factors as:

- (a) Increased efficiency, capacity, span of life or economy of operation
 - (b) Condition of current item
 - (c) Inadequacy or undesirability of current facility or item
 - (d) Requirements to sustain or expand operations
 - (e) Exploration of alternatives.
- (4) Expenditures cannot be made directly from current operations. Expenditures must be charged to the R&R Fund.
 - (5) Renovation and remodeling must be approved by the College Facilities Planning as appropriate according to existing College regulations.
- e. Ownership: All equipment of Media under the Student Media Council's jurisdiction is owned by Dixie State College and assigned for purposes of management to the Student Media Council. Media which dissolve shall turn over their equipment and other assets to the Student Media Council. Media are responsible for the proper management and maintenance of their equipment.
 - f. Inventory: An inventory of all equipment/capital expenditures valued over \$150, plus a supplementary inventory of their significant items, such as typewriters, file cabinets, etc. shall be maintained.

C. Financial Reports

The Director, with the assistance of the Budget Manager, will submit a financial report to the Student Media Council each academic year. These reports should cover revenue and expenses, accounts receivable, and other pertinent financial information.

D. Purchasing

1. Purchase Orders: Each purchase order which requests expenditure of Student Media Council operating funds shall bear three authorized signatures, affixed in advance of the expenditure: the student editor or producer, the Director, and the Budget Manager. A refusal by any one of these persons to sign a requested purchase order may be appealed to the Student Media Council, whose decision shall be final (as evidenced by the signature of its Chair) subject to the availability of funds.

2. Procurement: Purchases chargeable to funds for which the Student Media Council has responsibility shall be subject to and processed in conformity with the College's procurement policies and procedures.

3. Accounting: Each medium under the jurisdiction of the Student Media Council must follow College banking and accounting procedures for all transactions and services.

4. Printing: All printing requests over \$300 shall be submitted for bids pursuant to paragraph 2 and awarded to the lowest responsible bidder. The Student Media Council will not purchase letterheads, brochures, or promotional material for Media with individuals' names on them with the exception of business cards for the Director, advertising manager, advertising salespersons, and (when applicable) any collection person.

E. Advertising

1. Rates: The Student Media Council shall approve all advertising rates, upon recommendation of the Director and Budget Manager. An advertising discount, as approved by the Student Media Council, may

be granted campus organizations and committees. Other discounts, complimentary advertising, advertising trade-offs, merchandise trades or lower bulk rates, etc., can be given with the Student Media Council's approval.

2. Commissions: At the beginning of each academic school year, the Director shall submit for the approval of the Student Media Council a policy on advertising sales commissions (if any), including a schedule of rates. The Director must seek the Student Media Council's approval for any changes during the year. The Student Media Council will set guidelines regarding commissions only in accordance with current College policy regarding these matters. The Director may also engage in selling advertising and in seeking sponsors or partnerships; however, no commissions will be received by the Director either directly or indirectly.

F. Travel

Within the approved budget for each year, the Student Media Council may allot travel funds for student media staff members to attend off-campus workshops and conferences. Requests for funds should be submitted to the Student Media Council prior to the time they are needed, together with an explanation of what will be accomplished at the conference and how those attending will benefit. The request should include all anticipated expenses, and, if approved, will be funded or reimbursed on the basis of the current College rates published pursuant to the College Travel Policy, Policy and Procedures No. 3-10, (or any other applicable College policy).

G. Employees of Media

1. Full-time and part-time employees working for the Student Media Center must be hired by the Hiring Supervisor in accordance with policy and procedures of the College's Human Resources Office. The Student Media Council will follow an affirmative action program in all its hiring policies and will conform to the College affirmative action program, and all other applicable College policies and procedures relating to personnel practices. The Student Media Council Hiring Supervisor serves as liaison with the Human Resources Office. Part-time employees are to be paid according to budgeted wage schedules.

2. All Media should draft and keep current job descriptions of all full-time jobs they require. Every employee will read and sign a statement that he or she understands the job requirements.

3. Members of the Student Media Council shall receive no compensation from any publication under its jurisdiction.

H. Editorial staff

The student editors and producers shall submit to the Director and the Student Media Council, in a timely manner, a remuneration schedule for editorial staff in conjunction with their budgets. All student media shall also encourage and seek volunteer workers.

I. Financial Review and Annual Audit

The financial officers of the College may be consulted by staff members of the respective student Media, and by the Student Media Council for advice on financial matters, and may periodically be asked to assist in a review of the Student Media Council's financial account. There will be an annual audit of the Student Media Council's financial records by the College's Director of Finance.

J. Fund and Grant Requests

All fund or grant requests by Media under the Student Media Council's jurisdiction must be approved by the Dean. If the request is directed to an organization, agency, or individual outside of the College, a

description of the organization, agency, or individual shall be provided for the Dean's information, after consultation and coordination with the Dixie State Foundation.

A line-item budget for the amount requested shall be a part of any proposal submitted to the Student Media Council by the Director. If a grant request is awarded, the funds must be spent in accordance with the budget approved when the request was authorized by the Student Media Council. However, if the award received is different than what was requested, the Student Media Council may approve adjustments upon the recommendation of the respective editor or producer and/or the Director.

Appendix C

Dixie SMC Projected Annual Budget

EXPENSE ACCOUNTS

DIXIE SUN NEWSPAPER

Expenses

Faculty Advisor	(Fall and Spring Semester Re-Assigned Time — 3 Hrs, Covered by Department)	\$2,000.00
Professional Advisor	(Fall and Spring Semester Compensation @ \$1,000 per semester — Covered by ad sales)	\$2,000.00
Printing of Newspaper	(66 issues [twice per week] @ \$500 each — Covered by advertising sales)	\$33,000.00
Operational Costs	(Telephone, media stock, equipment repairs, etc — Covered by advertising sales)	\$2,500.00
Student Editor	(Fall and Spring Semester Stipend @ \$1,000 per semester)	\$2,000.00
2 Asst Student Editor	(Fall and Spring Semester Stipend @ \$750 per semester)	\$3,000.00
8 Editorial Staff	(Fall and Spring Semester Stipends @ \$500 each per semester)	\$8,000.00
TOTAL		\$52,500.00

DIXIELINK ON-LINE NEWSPAPER

Expenses

Faculty Advisor	(Fall and Spring Semester Re-Assigned Time — 3 Hrs, Covered by Department)	\$2,000.00
Professional Advisor	(Fall and Spring Semester Compensation @ \$1,000 per semester — Covered by ad sales)	\$2,000.00
Operational Costs	(Telephone, media stock, equipment repairs, etc — Covered by advertising sales)	\$500.00
DixieLink Editor	(Fall and Spring Semester Stipend @ \$1,000 per semester)	\$2,000.00
3 Editorial Staff	(Fall and Spring Semester Stipends @ \$500 each per semester)	\$3,000.00
TOTAL		\$9,500.00

SUN STUDENT TELEVISION

Expenses

Faculty Advisor	(Fall and Spring Semester Re-Assigned Time — 3 Hrs, Covered by Department)	\$2,000.00
Operational Costs	(Telephone, media stock, equipment repairs, etc — Covered by advertising sales)	\$2,500.00
3 Exec. Producers	(Fall and Spring Semester Stipends \$ 1,000 each per semester)	\$6,000.00
6 Producers	(Fall and Spring Semester Stipends \$ 500 each per semester)	\$6,000.00
TOTAL		\$16,500.00

SUN STUDENT RADIO

Expenses

Faculty Advisor	(Fall and Spring Semester Re-Assigned Time — 3 Hrs, Covered by Department)	\$2,000.00
Professional Advisor	(Fall and Spring Semester Compensation @ \$1,000 per semester — Covered by ad sales)	\$2,000.00
Operational Costs	(Telephone, media stock, equipment repairs, etc — Covered by advertising sales)	\$1,000.00
Student Stn. Mgr.	(Fall and Spring Semester Stipend @ \$1,000 per semester)	\$2,000.00
6 Production Staff	(Fall and Spring Semester Stipends @ \$500 each per semester)	\$6,000.00
TOTAL		\$13,000.00

SUN STUDENT LIFE MAGAZINE

Expenses

Faculty Advisor	(Fall and Spring Semester Re-Assigned Time — 3 Hrs, Covered by Department)	\$2,000.00
Professional Advisor	(Fall and Spring Semester Compensation @ \$1,000 per semester — Covered by ad sales)	\$2,000.00
Operational Costs	(Telephone, media stock, equipment repairs, etc — Covered by advertising sales)	\$1,000.00
Printing of Magazine	(3 issues per semester, 2 semesters, @ \$1,000 each — Covered by advertising sales)	\$6,000.00
Student Mag. Editor	(Fall and Spring Semester Stipend @ \$1,000 per semester)	\$2,000.00
Asst Student Editor	(Fall and Spring Semester Stipend @ \$750 per semester)	\$1,500.00
3 Editorial Staff	(Fall and Spring Semester Stipends @ \$500 each per semester)	\$3,000.00
TOTAL		\$17,500.00

SUN STUDENT FILMS

Expenses

Faculty Advisor	(Fall and Spring Semester Re-Assigned Time — 3 Hrs, Covered by Department)	\$2,000.00
Professional Advisor	(Fall and Spring Semester Compensation @ \$1,000 per semester — Covered by ad sales)	\$2,000.00
Operational Costs	(Telephone, media stock, equipment repairs, etc — Covered by advertising sales)	\$2,500.00
2 Exec. Producers	(Fall and Spring Semester Stipends \$ 1,000 each per semester)	\$4,000.00
4 Producers	(Fall and Spring Semester Stipends \$ 500 each per semester)	\$4,000.00

STUDENT MEDIA CENTER ADMINISTRATION	TOTAL \$14,500.00
Expenses	
Secretary (part-time hourly — Cost shared with Comm Department and CEC Television)	\$5,000.00
Prof. Production Asst (All 3 Semesters Part-Time Compensation @ \$5,000 per semester — Covered by ad sales)	\$15,000.00
Prof. Program Dir. (All 3 Semesters Full-Time Compensation @ \$35,000 per year + benefits — Covered by ad sales)	\$43,750.00
	TOTAL \$63,750.00
EXPENSES GRAND TOTAL	\$187,250.00

Appendix C (Cont'd.)

Dixie SMC Projected Annual Budget

REVENUE ACCOUNTS

DIXIE SUN NEWSPAPER

Revenue		
Faculty Advisor	(Fall and Spring Semester Re-Assigned Time — 3 Hrs, Covered by Department)	\$2,000.00
Student Activities	(Funds from student fees in support of student editors and producers)	\$13,000.00
Advertising Revenue	(66 issues @ \$1000 per issue)	\$66,000.00
TOTAL		\$81,000.00

DIXIELINK ON-LINE NEWSPAPER

Revenue		
Faculty Advisor	(Fall and Spring Semester Re-Assigned Time — 3 Hrs, Covered by Department)	\$2,000.00
Student Activities	(Funds from student fees in support of student editors and producers)	\$5,000.00
Advertising Revenue	(33 issues @ \$150 per issue)	\$4,950.00
TOTAL		\$14,950.00

SUN STUDENT TELEVISION

Revenue		
Faculty Advisor	(Fall and Spring Semester Re-Assigned Time — 3 Hrs, Covered by Department)	\$2,000.00
Student Activities	(Funds from student fees in support of student editors and producers)	\$12,000.00
Sponsor Revenue	(8 shows per semester, two semesters, @ \$1,500 each)	\$24,000.00
TOTAL		\$38,000.00

SUN STUDENT RADIO

Revenue		
Faculty Advisor	(Fall and Spring Semester Re-Assigned Time — 3 Hrs, Covered by Department)	\$2,000.00
Student Activities	(Funds from student fees in support of student editors and producers)	\$8,000.00
Advertising Revenue	(3 stations @ 500 per month each, 12 months)	\$18,000.00
TOTAL		\$28,000.00

SUN STUDENT LIFE MAGAZINE

Revenue		
Faculty Advisor	(Fall and Spring Semester Re-Assigned Time — 3 Hrs, Covered by Department)	\$2,000.00
Student Activities	(Funds from student fees in support of student editors and producers)	\$6,500.00
Advertising Revenue	(3 issues per semester, two semesters, @ \$2,000 per issue)	\$12,000.00
TOTAL		\$20,500.00

SUN STUDENT FILMS

Revenue		
Faculty Advisor	(Fall and Spring Semester Re-Assigned Time — 3 Hrs, Covered by Department)	\$2,000.00
Student Activities	(Funds from student fees in support of student editors and producers)	\$8,000.00
Sponsor Revenue	(2 films per semester, two semesters, @ \$2,500 each)	\$10,000.00
TOTAL		\$20,000.00

REVENUE GRAND TOTAL \$202,450.00

Portion covered by Communication Department re-assigned time (6 faculty @ \$1,000/semester, 2 semesters)	\$12,000.00
Portion covered by student fee support & Dick Nourse donation (student editors and producers only)	\$52,500.00
Portion covered by sponsorship and advertising sales	\$161,950.00

Appendix D

Capital Equipment Needs List – Computers

Qty	Item Description:	Cost Each	Total Cost	Supplier and/or Model Specifics:
10	PC Computers for Comm Lab Package Dell™ Precision™ 370 Desktop Internal Chassis Speaker CyberLink PowerDVD	\$2,988.00	\$29,880.00	Intel® Pentium® 4 Processor 2.80GHz, 1MB/800 Microsoft® Windows® XP Professional, SP1 with Media and NTFS 1GB, 533MHz, DDR2 SDRAM Memory, ECC (4 DIMMS) C1 All SATA drives, Non-RAID, 1 or 2 drive total configuration 160GB SATA, 7200 RPM HDrv w/8MB DataBurst Cache™,noRAID Dell UltraSharp™2001FP Flat Panel (20.0 VIS), HghtAdjStand,DVI 128MB PCIe x16 nVidia Quadro FX1300,Dual DVI,VGA,DVI+VGA 48X CD-RW AND 16X DVD+RW/+R w/ Sonic RecordNow! Deluxe, 3.5 inch 1.44MB Floppy Drive Dell OpenManage Client Instrumentation Entry Level, USB, No Hot Keys Dell USB 2-Button Mechanical Mouse with Scroll Promo 3Yr Ltd Warranty 3Yr Same Day 4Hr On-Site Service Gold Technical Support, WS, 3 Years PC Computers for Comm Lab Package Total
4	PC Nonlinear Editing Computers for Edit Bays Dell™ Precision™ 370 Desktop PC towers	\$2,988.00	<u>\$11,952.00</u> \$11,952.00	(See configuration details above) PC Nonlinear Editing Computers for Edit Bays Total
4	Apple Macintosh Nonlinear Editing Computers for Edit Bays Apple Macintosh G5 computers w/Cinema Screens	\$4,182.00	\$16,728.00	<ul style="list-style-type: none"> • Dual 2GHz PowerPC G5 • 1GB DDR400 SDRAM (PC3200) - 2x512 • 160GB Serial ATA - 7200rpm • ATI Radeon 9600 Pro • Apple Cinema Display (20" flat panel) • AirPort Extreme Card • 56k V.92 internal modem • SuperDrive (DVD-R/CD-RW) • Apple Keyboard & Apple Mouse - U.S. English • Mac OS X - U.S. English Apple Macintosh Nonlinear Edit Computers f/Edit Bays Total
12	Hard Drive Package for Computers MCE 180GB High-Perform Desktop FireWire/USB 2 Hdrv	\$269.00	<u>\$3,228.00</u> \$3,228.00	MCE.com ADDITIONAL Hard Drive Package for Computers Total
			\$61,788.00	Total Capital Equipment List – Computers

Capital Equipment Needs List – Computer Software

<u>Qty</u>	<u>Item Description:</u>	<u>Cost Each</u>	<u>Total Cost</u>	<u>Supplier and/or Model Specifics:</u>
	Adobe CS Suite Software for the Com Dept.			
52	Adobe Premiere Suite for PC site licenses			
52	Adobe Photoshop Suite for PC site licenses			
45	Macromedia Studio MX (latest version) site licenses			
25	Dreamweaver software site licenses			
13	Production Suite Academic (from Apple) site licenses			

Capital Equipment Needs List – Broadcasting Program

<u>Qty</u>	<u>Item Description:</u>	<u>Cost Each</u>	<u>Total Cost</u>	<u>Supplier and/or Model Specifics:</u>
	Broadcast Video Camera Package			
4	Sony DSR-PD170 3-CCD Mini-DVCAM Camcorder	\$3,374.95	\$13,499.80	with Soft Carry Case and Rain Cover
4	3036 Tripod Legs (Black) Supports 26.00 lb (11.79 kg)	\$203.00	\$812.00	Item #: BOG3036 Mfr Part #: 3036, Tristate Camera/Video/Comp
4	501 Pro Video Head (Quick Release)	\$120.00	\$480.00	B&H Photo/Video/Audio
4	Tiffen 58mm UV Protector Glass Filter	\$11.95	\$47.80	MFR# 58UVP B&H# TIUVP58, B&H Photo/Video/Audio
			\$14,839.60	Broadcast Video Camera Package Total
	Other Broadcast Video Equipment			
4	JVC SR-VS30U Mini-DV/S-VHS VCR	\$849.95	\$3,399.80	With MiniDVCAM Playback, B&H Photo/Video/Audio
4	JVC TM-A101GU 10" Color Production Monitor	\$374.95	\$1,499.80	300 Lines, 4:3/16:9 Aspect Ratio Mfr Catalog # TMA101GU • B&H Catalog # JVTMA101GU
2	Sennheiser ME 66K6 Super-Cardioid Short Shotgun Mic	\$379.95	\$759.90	Condenser Mic Capsule with K6 (Battery/Phantom) Power B&H
2	K6 Windscreen for Sennheiser ME66 shotgun mic.	\$19.95	\$39.90	Generic brand Performance Audio (local vendor)
2	G556 Gitzo Weekend Fishpole	\$84.00	\$168.00	Mfr Catalog # G556 Price
2	Audio Technica AT8415 suspension for fish pole	\$64.00	\$128.00	
			\$5,995.40	Other Broadcast Video Equipment Total
	Character Generator for Broadcast Equipment Booth			
1	Chryron character generator system	\$8,000.00	\$8,000.00	(Chryron system box w/software to go with portable PC)
1	Laptop computer to go with Chryron System	\$1,500.00	\$1,500.00	
			\$9,500.00	Character Generator for Broadcast Equipment Booth Total

\$30,335.00 Total Capital Equipment List – Broadcasting

Capital Equipment Needs List – Film Program

Qty	Item Description:	Cost Each	Total Cost	Supplier and/or Model Specifics:
Film Camera Package				
4	Panasonic AG-DVX100A 24P Mini DV Camcorder Kit	\$ 3,689.95	\$14,379.90	W/Add'l 2800mAh, Soft Carry Case and Battery Mfr #DVX100ACB
4	General Brand 72mm UV Protector Filter - Glass	\$ 24.00	\$96.00	Mfr# 72UVP B&H# GBUV72
4	3036 Tripod Legs (Black) Supports 26.00 lb (11.79 kg)	\$203.00	\$812.00	Item #: BOG3036 Mfr Part #: 3036,Tristate Camera/Video/Comp
4	501 Pro Video Head (Quick Release)	\$120.00	\$480.00	B&H Photo/Video/Audio
4	Tripod bag Wave Bags	\$100.00	<u>\$400.00</u>	(Local vendor)
			\$16,167.90	Film Camera Package Total
Additional Equipment for Film Cameras Package				
4	Sennheiser ME 66K6 Super-Cardioid Short Shotgun Mic	\$379.95	\$759.90	Condenser Mic Capsule w/K6 (Battery/Phantom) B&H Photo
4	K6 Windscreen for Sennheiser ME66 shotgun mic.	\$19.95	\$39.90	Generic brand Performance Audio (local vendor)
4	G556 Gitzo WEEKEND FISHPOLE	\$ 84.00	\$168.00	Mfr Catalog # G556
4	Audio Technica AT8415 suspension for fish pole	\$64.00	<u>\$128.00</u>	
			\$1,095.80	Additional Equipment for Film Cameras Package Total
DVD and DV Tape Media:				
30	MiniDV tapes for Panasonic MiniDV Master 63 minutes	\$8.00	\$240.00	MediaRight 293-9400 3565 So. West Temple
10	Maxell DVD-RW rewritable discs	\$5.29	\$52.90	
30	Maxell DVD-R write once discs	\$2.35	<u>\$56.40</u>	
			\$349.30	DVD and DV Tape Media Expendibles
Expendibles				
10	Rolls gaffer's tape	\$13.00	\$130.00	MediaRight 293-9400 3565 So. West Temple
5	IEEE 1394 firewire cables, Ice (4pin 4pin), 6ft	\$8.95	\$44.75	
2	G556 Gitzo weekend fishpole for shotgun mics	\$84.00	\$168.00	Mfr Catalog # G556
2	Audio Technica AT8415 suspension for fish pole	\$64.00	\$128.00	
6	Bogen/Manfrotto 3433HK pan handle f/3433 video head	\$29.95	\$179.70	Mfr # 3433HK • B&H # BO3433HK
4	Lead acid batteries for Panasonic AG456 videocameras	\$34.95	\$139.80	Empire Videomate EPP-130c 12.0 volt 2000mAH
8	Rechargable 9 volt batteries	\$7.85	<u>\$63.60</u>	
			\$853.85	Expendibles Total
			\$18,466.85	Total Capital Equipment List – Film
			\$110,589.85	GRAND TOTAL ALL CAPITAL REQUESTS

Signature Page

Institution Submitting Proposal: Dixie State College

School affected: Education, Humanities, Arts, and Social Sciences

Department affected: Communication

Description: Proposal to establish a Student Media Center in connection with its Communication baccalaureate program.

Proposed Beginning Date: Spring Semester, 2008

Institutional Signatures:

_____, Department Chair
Randal S. Chase

_____, Associate Dean
Brent L. Hanson

_____, Dean
Donald R. Hinton

_____, Chief Academic Officer
Donna Dillingham-Evans

_____, President

Lee G. Caldwell

_____, Date