

SEATTLE CENTRAL COLLEGE STUDENT PUBLICATIONS

POLICIES AND PROCEDURES

I. Terms

Student Publications Board hereafter will be the Board.

Student Medium or Media refers to any formal means of mass communication by students to students, such as a newspaper, magazine, yearbook, website, radio or television station. In addition, a student medium is subject to the Student Publications Board if it is published at least annually, is intended for general student distribution, and is funded in part or in whole by student fees. Examples that are excluded from this policy are flyers, brochures, club newsletters, digital signage, individual blogs and emails.

College refers to Seattle Central College.

Editor is the student(s) or editorial board that governs a student medium.

Staff refers to all students in a decision-making role for each medium.

Advisor is that faculty or staff member or members hired or appointed to serve as a media advisor and/or program manager.

II. Preamble

Student media provide a channel for information, serve as a public forum for ideas, opinions and creative arts in the college community, and educate interested students in the process of communications. The policies and procedures of the Student Publications Board, approved by the College President, exist to protect the students' freedom to deal with any ideas and to express opinions in student media without fear of censorship, to ensure that publications are managed in a fair and professional manner that reflects the values of the College and reflect Journalism ethics, as well as to provide any oversight or advisory assistance that may help student media achieve success in serving the student body.

III. Role and Membership of the Student Publications Board

A. Role

1. The Board has no power or authority beyond the defined policies.
2. The primary purpose of the Board is to have general authority over all publications. (WAC 132F-121-040(2))
3. The Student Publications Board may adopt, subject to modification by the

College president, such journalistic, editorial, and advertising guidelines as it deems appropriate to govern student publications. Unless specifically stated by the Board and approved by the College president otherwise, these guidelines shall be deemed to include all applicable federal and state laws, all district rules, policies and procedures, and relevant codes of journalistic, editorial and advertising ethics and practices as adopted by national trade and professional organizations, including but not limited to the *Statement of Principles* as adopted by the American Society of Newspaper Editors.

4. The Board also may provide oversight to ensure that enough policy and procedure exists for the routine operation of the medium and to make recommendations that will assist in the resolution of crises not resolvable by the editor, editorial board, or Advisor of a medium.
5. Student newspapers shall be free of censorship. However, student newspapers and other student publications shall follow the Board's guidelines as described above. Student editors shall be free to develop their own editorial policies within these guidelines.
6. Governing will be accomplished on a basis of periodic meetings and at a level above the daily or routine operations of the medium.

B. Membership

1. In order to recognize the all-college nature of student publications, the College President shall appoint:
 - a. Two administrators
 - b. Two faculty members
 - c. One classified staff
 - d. Two students ratified by the Associated Student Council
 - e. The Public Information Officer will serve as an ex-officio member.
2. To minimize potential conflicts of interest, members of the Board shall not, while serving on the board, hold any student publications position.
3. The Dean of Student Development shall serve as chair to the Board.
4. The Board may invite other resource persons to sit in ad hoc or ex-officio, non-voting capacities.

5. The term of all Board members shall be for two years, renewable.
The College president shall appoint new members to fill all unscheduled vacancies.

IV. Operational Responsibilities of the Board

The Board:

- A. Shall meet a minimum of once per quarter, except for summer quarter, at a publicly advertised meeting to include a 15-minute public comment session, adhering to open meeting standards.
- B. Shall participate in the process of ratifying student editor(s) of student media in accordance with the procedures and policies set up by the particular medium.
- C. Shall review S & A budget requests of each student publication, prior to the submission of those requests, recommending action on funding.
- D. Shall serve as an appellate body to review complaints pertaining to student media not resolved within the particular student medium. The action of the Board may include, if necessary, the editor's censure, suspension from office, or replacement, but only in accordance with the following criteria for removal and system of due process:
 1. The criteria to consider the censure or replacement of a student editor adhering to WAC 132F-121-040 are as follows:
 - a. Violation of the Student Publications Board Policies and Procedures or of Students Rights and Responsibilities.
 - b. Violation of Local, State or Federal law.
 - c. Violation of *Statement of Principles* as adopted by the American Society of Newspaper Editors.
 - d. Violation of the medium's policies.
 2. In any instance when the Board, by majority vote, believes complaints or concerns regarding the publication in question warrant consideration of removal of an editor on the grounds of the former criteria, the following due process shall be adhered to:
 - a. The Board will first meet with the Advisor to determine if internal remediation can resolve the issue.

- b. The Chair of the Board shall notify the editor of the Board's concern(s) and establish a time for the editor to meet with the Board.
- c. The editor shall be afforded the opportunity to respond to complaints or concerns(s), and answer any questions presented by members of the Board. The editor shall also have the opportunity to be represented at the meeting.
- d. Following the Board's investigation and deliberation, the Board shall, in open session, inform the editor of the Board's intent to dismiss the concern(s) or to remove the editor from office. A two-thirds majority vote is required to remove the editor.
- e. The student has the right to appeal the removal to the Vice President of Student Services.

V. Statement of Freedom for Student Media

- A. Student media serve as a student forum and provide an avenue for freedom of expression and debate.
- B. Student media must be free of all forms of external interference designed to regulate content or viewpoint.
- C. Seattle Central College shall make no rule, regulation or policy that abridges the First Amendment freedoms of student media. College officials, faculty, staff or agencies shall neither directly nor indirectly compel nor prohibit protected speech on the basis of the views expressed. Seattle Central College prohibits any college official from coercing, disciplining, or imposing sanctions against any student media staff member on the basis of the protected content of any student media, or taking any other action that is motivated by an attempt to control or manipulate past or future content. (WAC 132F-121-040)

VI. Responsibilities of Student Media

- A. Management of student media rests with their respective editors. These duties include all editorial and operational decisions, and in collaboration with the Advisor, assigning staff positions, and the preparation, presentation and administration of budgets. In the event of the editor's or manager's inability to carry out the duties of the office, the editor and/or the advisor shall notify the Chair of the Board of the situation and recommend necessary interim measures.
- B. The editor must accept final responsibility for the content of the publication and any violations of law or the Code of Student Rights and Responsibilities shall be the sole responsibility of the editor, and is accountable to the Student

Publications Board.

- C. An editor's term of service will not exceed one year. In no case shall a person be selected not in good academic standing with the College, or enrolled in less than 10 credits per quarter.
- D. Each student medium shall submit to the Student Publications Board a Statement of Purpose outlining the following:
 - 1. General policies, objectives, frequency, and method of publication, specifically excluding daily editorial and operational decisions as to the content of each publication.
 - 2. Criteria, hiring process, termination process, and job descriptions. Among the criteria to be considered should be experience, interest, and academic ability.
 - 3. Any changes to a medium's Statement of Purpose for the fall shall be submitted to the Board in the spring.

VII. Role and Responsibilities of Advisors

The Advisor shall adhere to the approved Job Description; the primary responsibilities include:

- A. Representing the College and its policies and regulations to the student editor and staff members. The Advisor is expected to make every reasonable effort to assure full compliance with all such policies and regulations short of censorship.
- B. Forecasting and monitoring the budget, and doing the paperwork required to maintain publishing and payroll.
- C. Working with other Leadership advisors in the Spring Board Recruitment process to select appropriate SWAP members for the following year.
- D. Providing student editors and staff members with professional guidance, leadership and assistance in developing the knowledge and skills required for their roles.
- E. Providing students and staff with a working environment in which student media may genuinely reflect student interests, needs, and opinions. Student concerns should be channeled through the Advisor to the appropriate College authorities.
- F. To instill and model ethical and professional standards and conduct, both in the product and the process of creating it.