Members Present: Martha Lucey, Andrea Niosi, Francine Podenski, Carol Hudson  
Members Absent: Attila Gabor, Joe Jah, Jose Padilla  
Resource People Present: Tom Blair, Beth Cataldo, Tom Hetherington  
Guests: Kevin Viard

AGENDA ITEMS:

1. APPROVAL OF MINUTES

Minutes from the October 5, 2004 meeting were approved with the stipulation that the revised “Recommendations for the District Communications Plan” were added.

2. PRESENTATION OF NEW KCSF RADIO WEBSITE BY KEVIN VIARD

Kevin Viard presented the new KCSF radio website with new logo. Copyrights for photographs and music are satisfactory. The site is not loaded on the CCSF site but has its own domain – http://www.kcsfradio.net. The site uses Flash technology so some discussion about accessibility arose.

Viard agreed to make an HTML site to accompany the Flash site. He will also review the CCSF Accessibility Guidelines to assure compliancy.

3. COLLEGE CATALOG UPDATE

Tom Blair informed the committee on the progress of the new college catalog. The upcoming catalog will celebrate CCSF’s 70th anniversary. Highlights include: the first 16 pages in full color; a double timeline on bottom of these pages – 1) CCSF timeline and 2) world timeline; aerial views of the College from different years on divider pages. Additionally, departments are choosing to incorporate student learning outcomes into their descriptive entries in the catalog.

4. REPORT ON MEETING WITH DTIS-EAtv-CH27

Francine Podenski reported on a meeting with San Francisco's Department of Telecommunications and Information Services (DTIS) and EAtv-Ch27. Present at the meeting were Brian Roberts (DTIS), Dean Bruce Smith, Tim Ryan, Maya Novelli, & Francine Podenski. The current Comcast cable franchise agreement with the San Francisco is about to expire. The City and County of San Francisco is negotiating a new Comcast cable franchise agreement. EAtv-Ch27 has received franchise fees from the City since the channel began cablecasting in 1989 to fund headend operators. It is hoped that franchise fees might be increased for EAtv-Ch27 in the new franchise agreement. Brian Roberts reported that an increase in capital improvement funds for the channel is likely but that Comcast is reluctant to fund any operating expenses in the future. There was discussion about the possibility of City College being allocated a second educational access channel with a focus on performing arts programming. Committee members discussed the idea of webcasting EAtv-Ch27 programming to increase audience reach beyond San Francisco's city limits.

5. DISTRICT COMMUNICATIONS PLAN - REPORT ON COLLEGE ADVISORY COUNCIL INPUT

The recommendations for the District Communications Plan were presented to the College Advisory Council (CAC). The CAC focused on making improvements. The next steps the Communications committee plans include: 1) approach the Office of Research and Planning to ask it to set up listening sessions for next semester in order to solicit new communication ideas from a broader audience; 2) review other urban community college’s communication plans; 3) approach a graduate student at SFSU to evaluate the District Communications Plan, thus providing an outside analysis. The student representative
stated she would like a viewing area on the Ocean campus, accessible to all students featuring EAtv. Viewing areas could include the Student Union, cafeteria, and Library.

6. **INCREASE MEMBERSHIP OF COMMITTEE**

   The Chancellor agreed with the idea to add members to the Communication committee. The process of gaining membership will be reviewed.