



TEXAS TECH™

Operating Policy and Procedure

OP 30.06: KTTZ – Television

DATE: October 24, 2023

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and standardized procedures concerning the operations of KTTZ-Television.

REVIEW: This OP will be reviewed every two years after publication by the Associate Managing Director of Texas Tech Public Media with substantive revisions presented to the Vice Provost for Administrative Affairs and the Provost and Senior Vice President.

POLICY/PROCEDURE

1. KTTZ-TV (Channel 5) is an open circuit, non-commercial, educational television station licensed by the Federal Communications Commission to the Board of Regents of Texas Tech University.
2. The mission of KTTZ-TV, Channel 5, is to provide adult and children's educational programming as well as quality entertainment for the Texas Tech community and for communities in the KTTZ-TV broadcast area. Furthermore, the station will strive to:
 - a. Serve "the public interest, convenience, and necessity" and satisfy all federal regulations relating to its staffing, operation, and funding;
 - b. Support all aspects of the university, with special emphasis given to curricula and cultural contributions; and
 - c. Make a positive contribution to university-community relations throughout the South Plains.
3. The building housing KTTZ-TV's office, studio, production, editing, master control, and engineering facilities is located on the southwestern part of the campus near the 702-foot broadcast tower.
4. The station broadcasts 24 hours a day, seven days a week on Channels 5.1, 5.2, and 5.3. KTTZ-TV's programming contributes significantly to the quality of life and the university's goodwill in the many diverse communities that comprise the South Plains.
5. KTTZ-TV is funded by the university, by federal grants, and by public support.
6. Personnel at the KTTZ-TV facility are responsible for the management, maintenance, and operation of television broadcasting facilities, including the television studio and office areas, tower, transmitter building, and other specific support equipment and structures. Requests for access to and use of facilities by others can be made as dictated by university-approved

procedures. Requests should be submitted to the General Manager of KTTZ-TV, who is responsible for routing such requests to proper administrative officials.