

**City of Torrance**  
OFFICE OF CABLE COMMUNICATIONS  
Intra-Office Communication

**January 27, 2015**

**TO:** LeROY J. JACKSON, CITY MANAGER

**FROM:** MICHAEL D. SMITH, CABLE AND COMMUNITY RELATIONS MANAGER

**SUBJECT:** JOINT PROJECT BETWEEN TCtv AND TUSD

This memo is in response to a desire to create an educational program between Torrance Community Television (TCtv) and students attending Torrance Unified School District (TUSD).

**BACKGROUND**

The Office of Cable and Community Relations manages Torrance Community Television (TCtv), the Public Access operation and cable TV channel for the City. TCtv is a free-speech forum where residents and non-profit organizations can become trained to produce and shoot their own television programs. TCtv offers three primary workshops:

- Pre-Production Planning
- Field and Post-Production
- Studio Production

**ANALYSIS**

TCtv, with the assistance of TUSD, could create a program to educate students on television producing, writing, field and studio production, and post-production. The program would be developed as off-campus instruction and would include elective units or class credits. Coursework could be developed in a series per quarter, semester, or academic year depending on requirements from TUSD.

Development of a program with the Torrance Unified School District (TUSD) would give enrolled students an opportunity to learn and create video content at Torrance Community Television (TCtv), while providing TCtv with programming for the community. If desired, the trained students could eventually become independent TCtv Producers.

To create a program, the following steps might be considered:

1. City Council provide direction and approve conceptual program
2. Joint Committee (City Council Citizens Enrichment and Development) with TUSD meet and consider concept
3. Meet with TUSD staff to create, review, and recommend a program
4. Agreement approved by both legislative bodies

5. Implement program in the next academic year

I am available if you have any questions or concerns.

A handwritten signature in black ink that reads "Michael D. Smith". The signature is written in a cursive style with a large, stylized initial "M".

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Michael D. Smith  
Cable and Community Relations Manager

MDS