



# THE CALIFORNIA STATE UNIVERSITY

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DAVID S. SPENCE  
EXECUTIVE VICE CHANCELLOR  
CHIEF ACADEMIC OFFICER

Code: AA-2002-01  
December 10, 2001

To: Campus Presidents  
From: David S. Spence *David S.*  
Subject: Academic Affairs Coded Memoranda

Beginning January 1, 2002 the Office of the Chancellor will institute an Academic Affairs coded memoranda tracking system. This system will allow the efficient and simple distribution of and access to memoranda and other critical documents issued by the Academic Affairs Division.

Which documents will be included?

1. Statement or clarifications of policy
2. Formal requests for information or consultation that carry specific due dates
3. Enrollment allocations
4. Budget allocations

What level of recipient will be included?

These procedures would only cover memoranda sent to every campus and generally addressed to presidents, vice president for academic affairs/provosts, or vice presidents for student affairs.

Who would control the procedure?

Vice Chancellor Spence's office will maintain the master list of correspondence sent and will assign tracking identification numbers. Copies of such documents will still be sent to the campuses in hard copy via the traditional means of distribution. Subsequently, the documents will be stored on the Academic Affairs website in PDF format and will be searchable, using a database similar to the one used to house executive orders online. At the end of each calendar year, an index of items will be prepared and distributed. The index will facilitate locating memoranda either by tracking identification number, by unit within Academic Affairs, or by subject area.

DSS/clm

c: Provosts/Vice Presidents of Academic Affairs  
Vice Presidents of Student Affairs  
Academic Affairs Department Managers