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MEMORANDUM

Date: February 14, 2008

To: International Programs Coordinators
Directors of Admissions and Records
Directors of Institutional Research

From: Keith O. Boyum
Associate Vice Chancellor, Academic Affairs

RE: International Programs: Request for Data



The system-wide study abroad program, International Programs (IP), is a multi-million dollar enterprise that provides academic opportunities to approximately 600 CSU students at over 50 distinguished universities located across 19 countries. The annual number of IP participants is included in all reports from the Chancellor's Office that display official headcount and FTE enrollments for the system. Therefore, like each CSU campus, IP must accurately report enrollments for each term of the college year.

Last year steps were taken to improve the quality of IP applicant data by having prospective IP participants apply through CSUMentor. This change will enable IP to produce student records for the Enrollment Reporting System (ERS) that look just like the ERS records produced by campuses. The electronic application for prospective IP students will be fully implemented at the start of 2009/10 college year.

In the interim and particularly in the next college year (until 2009), the Chancellor's Office needs assistance from the campuses to ensure that the IP student records are valid. **Our summary request is that campuses provide a facsimile of an ERS student record for each student who was admitted to IP for CY 2008/09.**

What follows is a brief outline of the protocol for receiving such data. The Analytic Studies Division (ASD) at the Chancellor's Office will facilitate the transfer of information.

CSU Campuses
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

DATE	ACTIVITY
June 16, 2008	ASD creates campus-specific IP folders on CARINA for the exchange of student data.
June 16, 2008	IP finalizes its list of admitted students for summer 2008 and fall 2008 and then forwards the data to ASD. The identifying information will be: name, birth date, gender, and social security number.
June 17-24, 2008	ASD places a campus-specific list of IP admits into the appropriate CARINA folders.
October 13, 2008	Campuses return to CARINA a file containing an ERSS record for each bona fide CSU student. When necessary, campuses can submit an ERSA record for admitted students who have yet to attempt CSU units.
October 14-21, 2008	IP provides ASD units attempted data for entry into the 2008-09 IP files.
October 26 to November 06, 2008	ASD prepares the IP file for addition to the CSU master file for the summer and fall terms.

Receipt of an ERSS record will serve as official verification that an IP admit was a bona fide CSU student. Thus, if a campus cannot produce an ERSS (or ERSA) record for an IP admit, permission to enroll for that prospective student will be revoked.

If the campus distribution of 2008/09 IP admits looks like the 2007/08 distribution, then ten campuses will receive a list of 10 or fewer students, nine campuses will receive a list of 11-50 students, and three campuses will receive a list of more than 50 students.

Over the next two months Chancellor's Office staff will be meeting with Directors of Institutional Research, Directors of Admissions and Records, and IP coordinators to discuss the details of the protocol. When data collection begins, Monica Malhotra (ASD) will oversee the process. She can be reached at (562) 951-4763 or mmalhotra@calstate.edu. She will provide campuses with technical details about the file specifications and server directory information in future correspondence.

KB/pg

cc: Provosts and Vice Presidents, Academic Affairs
Vice Presidents for Student Affairs
Executive Vice Chancellor / CAO Gary W. Reichard
Chancellor's Office Staff:
James Blackburn
Philip Garcia
Monica Malhotra
Marsha Hirano-Nakanishi
Leo Van Cleve