

Academic Affairs, Student Academic Support
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210

www.calstate.edu

Allison G. Jones
Assistant Vice Chancellor

562-951-4744
Fax 562-951-4867
E-mail ajones@calstate.edu

MEMORANDUM

Code: AA-2008-50

Date: December 3, 2008
To: CSU Provosts/Vice Presidents, Academic Affairs
From: Allison G. Jones
Assistant Vice Chancellor



AGJ

*Responses due by December 15,
2008 for Fall 2009 Systemwide
Impaction and April 30, 2009 for
2010-2011 Impaction Requests*

Subject: **Impacted Programs, Systemwide for 2009-2010 and Campus or
Program Impaction for 2010-2011**

Systemwide Impaction for 2009-2010

For the Fall term(s) of 2009, the Chancellor has declared systemwide impaction. This new enrollment management technique is provided for a specific purpose, i.e., align CSU enrollment and resources, until sufficient additional resources become available. Campus wishing to implement systemwide impaction should make such a request. Included in the request must be the following:

- How the local areas will be defined;
- What academic criteria will be used to select applicants from the wait-list; and
- What specific enrollment targets will be achieved by the campus via systemwide impaction.

(Previous enrollment data are not required for systemwide impaction participation.)

Notices of intent to use systemwide impaction should be submitted by December 15, 2008 (or as soon as your campus decision has been made regarding systemwide impaction). Please refer to coded memorandum AA-2008-48 for details.

Campus or Program Impaction for 2010-2011

As planning for the admission application filing period for fall 2010 begins, it is time to identify undergraduate enrollment programs projected to be impacted for 2010-2011. We begin this process early to comply with the CSU Board of Trustees' enrollment management policy. This policy calls for CSU to notify prospective applicants and the public about supplemental admission criteria twelve months prior to the term in which the supplemental admission criteria take effect. Because many campuses begin the fall term in August, there are plans to publish approved campus and program impaction requests in August 2009 for the 2010-2011 academic year.

The California State University may continue to face increased enrollment pressures over the next several years, and some campuses will face considerable challenges as they seek to provide access to

CSU Campuses

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students. In order to meet enrollment targets, campuses should continue to utilize the enrollment management policy and practices adopted by the CSU Board of Trustees at its March 2000 meeting and modified at its September 2002 meeting (Office of the Chancellor, AA, SAS, "Admission Priorities," 9/19/02). Campuses should utilize this policy to avoid campus-wide impaction where possible. Local applicants must be accorded high priority, and the effective use of each campus' instructional and physical capacity resources should be utilized in authentic efforts to serve all fully eligible students who desire a CSU education.

The Board of Trustees has authorized the Chancellor to designate academic areas (program impaction, e.g., discipline, division, major) and class levels (campus impaction, e.g., first-time freshmen, upper-division transfers, post-baccalaureate/graduate students) as impacted if there is compelling evidence that significantly more qualified applicants and currently enrolled students seeking to change majors are likely to request access during the initial filing period (first month of the filing period) than can be accommodated. Campus requests for impaction status must reflect trends toward over-enrollment that will continue into the foreseeable future. Impacted academic areas and class levels may use supplementary admission criteria authorized by the Chancellor in the selection of candidates for admission to those areas.

When campus-wide admission impaction by level is utilized, a "local area" must be designated. A list of school districts within the local areas must be included in the impaction plan, and only the largest districts, e.g. LAUSD, may be subdivided for admission impaction purposes. Absent strong evidence to the contrary, designated local areas should adjoin geographic areas that are contiguous to the campus.

Academic areas and class levels that can accommodate all currently enrolled students and eligible applicants applying in the first month of the filing period are not considered impacted and may not use supplementary admission criteria. To request impaction designation for an academic area or class level, please complete a Program Data form (Attachment 1) for each area. There is a separate Program Data form (Attachment 2) for clinical nursing programs requesting new or continued impaction. Proposed supplementary criteria or changes to currently approved criteria should be included with the letter requesting the Chancellor to designate the academic area or class level as impacted.

For undergraduate programs with more than one concentration, campuses are encouraged to submit a separate form reflecting the application and enrollment trends for each option. Campuses may designate a single filing period (typically fall) from which to select enrollees both for fall and mid-year terms.

A campus will be designated as impacted campuswide only if the campus can demonstrate that it has exhausted existing enrollment capacity by implementing such approaches as program impaction, flexible scheduling and year round operations, expanding distance learning and use of technology, increasing the capacity of existing off-campus centers, establishing new centers, and using facilities imaginatively, but not at the expense of regular campus maintenance and capital outlay needs. Requests for campus-wide impaction must include a description of campus efforts to expand enrollment capacity in the following areas and an estimate of the number of additional students who will be served by each initiative: (1) flexible scheduling; (2) year round operations; (3) expansion of distance learning and use of technology; and (4) increased capacity of existing off-campus centers, establishing new centers, and using facilities imaginatively.

Academic areas and class levels designated as impacted for the 2009-2010 academic year are shown on the attached CSU undergraduate impacted programs grid which can also be viewed online or be downloaded from <http://www.calstate.edu/sas/impactioninfo.shtml>. Please indicate which areas, if any, included in the matrix will continue to be impacted at your campus during the 2010-2011 academic year by completing and submitting a copy of the Program Data form for each academic area and class level, and indicating deletions where appropriate. Please attach a description of any substantial changes you propose in supplementary criteria. Supplementary criteria that have been approved for the previous admission cycle need not be resubmitted.

Please submit your responses to Dr. James Blackburn, Director, Enrollment Management Services, Academic Affairs, Student Academic Support by **April 30, 2009**. If you are considering possible impaction for a new program or campus-wide impaction, please initiate informal discussion with Dr. Blackburn by telephone as soon as possible. Questions concerning this memorandum may be directed to Dr. Blackburn by telephone at (562) 951-4726 or by e-mail at jblackburn@calstate.edu or to me at (562) 951-4744 or ajones@calstate.edu.

AGJ:jcb:jd

Attachments

cc: Chancellor Charles B. Reed
Mr. Richard West
Dr. Gary Reichard
Dr. Keith Boyum
Dr. James Blackburn
CSU Presidents
CSU Vice Presidents for Student Affairs
Vice Provosts/Vice Presidents of Enrollment Management
CSU Directors of Admission and Records

CSU IMPACTION 2010-2011

PROGRAM DATA

Executive Order No. 563 requires campuses to supply historical data for each academic area and class level for which the impaction designation is requested. Definitions of the data required to complete the form are attached.

CSU Campus:

Academic Area/Class Level:

	FALL TERM - APPLICATIONS AND ENROLLMENTS			
	Actual			Projected
	2006	2007	2008	Fall 2009
A. Academic Area/Class Level: Capacity in terms of headcount				
B. Enrollment Total*				
Continuing students				
New & Returning students				
C. Enrollment as percent of capacity (Total/B/A)				
D. Applications Quota (New & Returning) Maximum applications to reach capacity				
E. Applications received during initial filing period				
F. Applications received as percent of quota (E/D)				

*Fall 2008 enrollment may be estimated.

CSU IMPACTION 2009-2010

PROGRAM DATA - NURSING

Executive Order No. 563 requires campuses to supply historical data for each academic area for which the impactation designation is requested. This form is modeled on a report submitted by campus nursing programs to the American Association of Colleges of Nursing.

	Actual	Actual	Projected
	Fall 2007	Fall 2008	Fall 2009
(1) Number of positions/seats available in the program.			
(2) Number of completed applications received for the nursing program.			
(3) Of completed applications, how many completed with C or better all prerequisite courses for your nursing program?			
(4) Of completed applications, how many met approved supplementary admission criteria for your nursing program?			
(5) Of those qualified students who met current supplementary criteria how many were accepted?			
(6) Of those who were accepted, how many enrolled in the nursing program?			
(7) Number of additional students who could have been accommodated by the nursing program.			
(8) Number of CSU-eligible and nursing-qualified applicants who were not accepted for admission to the nursing program.			

- (2) Includes both currently enrolled students and new applicants seeking admission to the professional program.
- (3) Includes CSU admission requirements and a grade of C or better in each prerequisite course.
- (4) Includes approved supplementary admission criteria for your program.

In which year are generic (basic) baccalaureate students formally accepted into the nursing program?

Circle One: Freshman Sophomore

In which year do generic (basic) baccalaureate students take the first nursing course taught by nursing faculty?

Circle One: Freshman Sophomore

DEFINITIONS OF TERMS

Academic area is defined as a discipline, division or major.

Class level is defined as freshman, sophomore, junior, senior, lower division, upper division, postbaccalaureate, or graduate.

Reporting period data usually reflect fall enrollments. Campuses may include other terms, in addition to the fall term, if the combined data better represents enrollment status.

Enrollment capacity is the number of students for whom facilities and staff are available to provide an opportunity for an adequate college education.

Enrollment total is the number of students enrolled in the academic area or class level during the specified year. It is the sum of continuing students in addition to new and returning student enrollments. Current year enrollment may be estimated.

Continuing enrollment represents the number of students accepted into the academic area or class level in previous terms who continue in that area during the specified years.

New and returning students data include applicants for admission to the campus who designate the academic area or class level and former students who are returning after an absence of one or more terms of regular sessions. There have been a number of questions raised about how to accurately reflect the number of applicants to impacted programs. Please take the following into consideration as you complete line (E) on the “Program Data” chart:

- Applications received during the initial filing period must include those who are new applicants to the university as well as those continuing students who are expected to seek admission to the impacted academic area or class level. If you believe it more adequately reflects the situation at your campus, you may use two values in line E:

One for applicants new to the university, and

One for currently enrolled applicants to your impacted academic area or class level.

- Where impaction occurs for an academic area at an advanced class level (e.g., sophomore or junior), it is not appropriate to reflect the number of applications received at lower class levels where you may admit the student to the university in a “pre-major” category. For example, if admission to your business or clinical nursing program requires successful completion of specified lower division prerequisite courses, you should not include first-time freshman applicants in the number of applications received during the initial filing period (line E); however, you should include sophomore, junior, and senior applicants applying for admission to that program.

Application quota is the number of applications determined necessary to yield the enrollment capacity.

Initial filing period is October 1 through November 30 for the fall term and the first month of the announced filing period for all other terms. All applicants to an academic area or class level during the initial filing period must receive equal consideration regardless of the filing date within the initial filing period.

Applications received represent the number of applications received during the initial filing period and include applications from currently enrolled students seeking access to the academic area or class level, as well as new applications for admission to the campus that specify the academic area or class level.

CSU Undergraduate Impacted Programs 2009-2010

	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 Jose	San Luis Obispo	San Marcos	Sonoma	Stanislaus
Apparel Design & Merchandising														O				I					
Architecture														I							I		
Art	O	O	O	O	O	O	O	O	I	O		O	O	O	O	O	I	O	O	I	O	O	O
Biology	O	O	O	O	O	O	O	O	O	O		O	O	O	O	O	I	O	O	I	O	O	O
Business	O	O	O	O	O	O	O	O	I	O	O	N	O	O	O	O	I	O	O	I	I	O	O
Child Development	O	O	O	O	O	O	O	O	O	O		O	O	O	O	O	I	O	O	I	O	O	O
Communication	O	O	O	O	O	O	O	O	O	O		O	O	O	O	O	I	O	O	I	O	I	O
Computer Science	O	O	O	O	O	O	O	O	O	O			O	O	O	O	O	O	O	I	O	O	O
Criminal Justice/Administration	O		O	O	O	O	O		I	O					O	O	I	O	O	I	O	I	O
Economics	O	O	O	O	O	O	O	O	O	O		O	O	O	O	O	I	O	O	I	O	O	O
English	O	O	O	O	O	O	O	O	O	O		O	O	O	O	O	I	O	O	I	O	O	O
Family & Consumer Sciences						O			O						O			O					
Film & Electronic Arts							O		I									O					
Food & Nutrition/Dietetics			O			O			O	O			O	O	O	O	I	O	O	I			
Graphic Design			O	O	O	O	O		O	O		O	O	O	I	O	I	O	O	I			
Health Science	O		O	N	O	O	O		N	O			O	O	O	O	I	O	O				
History	O	O	O	O	O	O	O	O	O	O		O	O	O	O	O	I	O	O	I	O	O	O
Hospitality & Tourism Management			O														I	O	O				
Information Systems	O		O	O	O	O	O	O	O	O		O	O	O	O	O	I	O	O	I	O		O
Interior Design			O												I		I	O					
International Business (B.A.)							O										I						
Journalism			O		O	O	O	O	O			O	O	O	O		I	O	O	I			
Kinesiology/Physical Education	O		O	O	O	N	O	O	N	O		O	O	O	O		I	O	O	I	O	O	O
Liberal Studies	O	O	O	O	O	O	O	O	O	O		O	O	O	O	O	I	O	O	I	O	I	O
Medical Technology	O			N	O		O			O			O	O	O			O	O				O
Microbiology			O					O	O	O				O			I	O		I			
Music	O		N	N	O	O	O	O	O	O		O	O	O	O	O	O	O	O	I			O
Nursing, Basic	I	I	I		I	I	I	I	I	I					I	I	I	I	I		I	I	I
Nursing, ADN to BSN	O		O	O	O	O	O	O	O	O			O		O	O	I	O	O			O	O
Occupational Therapy				O															O				
Political Science	O	O	O	O	O	O	O	O	O	O		O	O	O	O	O	I	O	O	I	O	O	O
Psychology	O	O	O	O	O	O	O	O	I	O		O	O	O	O	O	I	O	O	I	O	I	O
Public Administration	O		O	O	O	O	O		O	O			O	O		O	I	O	O			O	O
Radio-Television & Film			O	O	O	O	O		O	O		O	O				I	O	O				
Social Science			O				O	O		O		O	O	O	O	O	I	O	O	O	I	O	O
Social Work			O		O	O		O	I	O		O	O	O	O	I	I	I	O				
Sociology	O	O	O	O	O	O	O	O	O	O		O	O	O	O	O	I	O	O		O	O	O
Spanish	O	O	O	O	O	O	O	O	O	O		O	O	O	O	O	I	O	O		O	O	O
Theater	O		O	O	O	O	O	O	O	O		O	O	O	O	O	I	O	O	I			O

Key:
 I = Programs Impacted at the campus.
 O = Programs offered at the campus but not impacted.
 N = See **Notes** for the campus.
 A blank cell indicates that the program is not offered at this campus.

Notes:
Channel Islands: Nursing program may require supplemental admission criteria. Contact campus for more information.
Chico: Impacted in Nursing and Option in Recording Arts (BA in Music Industry and Technology)
Dominguez Hills: Impacted programs in audio recording (option in digital media arts), and Health Science (orthotics and prosthetics).
Fresno: Athletic Training option (Kinesiology) impacted.
Fullerton: Impacted at the first-time freshman class level and the Nursing program (BSN).
Long Beach: Impacted at the first-time freshman class level and upper division transfer level. Impacted programs in Art (Option in Studio Art) and Bachelor of Fine Arts. Also impacted are programs in business administration (all majors), criminal justice, film and electronic arts, nursing, psychology, social work, and health science: option in radiation therapy technology, kinesiology options in athletic training and kinesiotherapy, Nursing (Basic), psychology, and social work.
Northridge: The B.S. Degrees (Accountancy and Finance) as well as Option in Financial Services are impacted. Other programs in Business Administration are not impacted.
Pomona: Impacted at the first-time freshmen, and the programs in Architecture, Civil Engineering, and Animal Health Science.
San Diego: Impacted at the first-time freshman class level and at the upper-division transfer level. Impacted programs in some majors, concentrations, or emphasis. (Contact campus for more information.)
San Luis Obispo: All majors are impacted. Please contact San Luis Obispo for details.
San Marcos: Impacted for business and nursing.
Sonoma: Impacted for first-time freshmen and programs in communication studies, criminology and criminal justice studies, human development, liberal studies, nursing, and psychology.