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September 8, 2011

**MEMORANDUM**

**Code: AA-2011-13**

TO: CSU Presidents

FROM: Ephraim P. Smith *EPS*  
Executive Vice Chancellor and Chief Academic Officer

SUBJECT: Report on centers, institutes and similar

**Deadline to respond:  
November 1, 2011**

The Bureau of State Audits holds the CSU chancellor responsible for monitoring the campus implementation of policies and procedures governing centers, institutes, and similar organizations on CSU campuses. To ensure fulfillment of this responsibility, Executive Order No. 751 incorporated a reporting requirement. A copy of the executive order is available at <http://www.calstate.edu/EO/EO-751.pdf>. Campuses have periodically submitted reports on relevant campus policies and procedures and lists “of all centers, institutes, and similar entities, including the name and purpose of each entity” (cf. E.O. 751, Section III-C). We would like to maintain electronically these two sets of information to allow us to respond quickly to inquiries. Attached is the current list of California State University centers, institutes and similar entities.

Please submit by November 1, 2011: (1) a compendium of relevant policies and procedures if they were updated in the last year and (2) any edits, additions, or deletions to the list of the names, websites, lead center contacts, and purposes of your campus centers, institutes, and similar entities, current as of July 1, 2011. Please complete all columns associated with each center. All changes should be made on the attached spreadsheet and sent to Assistant Vice Chancellor Elizabeth L. Ambos, Office of the Chancellor, at [eambos@calstate.edu](mailto:eambos@calstate.edu). If you should have any questions concerning the spreadsheet editing protocol please contact Ana Aguirre at [aaguirre@calstate.edu](mailto:aaguirre@calstate.edu). Thank you.

ES/ea

cc: Dr. Charles B. Reed  
Provosts/Vice Presidents, Academic Affairs  
Vice Presidents, Administration

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Long Beach  
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