

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

[www.calstate.edu](http://www.calstate.edu)

*Christine Mallon, Ph.D.*  
Assistant Vice Chancellor, Academic  
Programs and Faculty Development  
State University Dean, Academic Programs  
562-951-4672  
E-mail [cmallon@calstate.edu](mailto:cmallon@calstate.edu)

*Edward Sullivan, Ph.D.*  
Assistant Vice Chancellor,  
Academic Resources  
562-951-4767  
E-mail [esullivan@calstate.edu](mailto:esullivan@calstate.edu)


January 24, 2017


**MEMORANDUM**

**Coded Memorandum ASA-2017-02**

**Initial Reports due July 17, 2017**

TO: CSU Presidents

FROM: Christine Mallon, Ph.D.   
Assistant Vice Chancellor, Academic Programs and Faculty Development

Edward Sullivan, Ph.D.   
Assistant Vice Chancellor, Academic Research and Resources

SUBJECT: Accurate National Enrollment and Degree Reporting

**Background**

Providing accurate field-of-study information is essential when the California State University (CSU) reports enrollment- and degree-related data to the United States Department of Education's National Center for Education Statistics (NCES). Based on an informal internal audit of enrollment and degree reporting, it has been determined that CSU reporting to the NCES Integrated Postsecondary Education Data System (IPEDS) system requires correction for degree programs in which the number of required units in a concentration are greater than the units required for the major core.

**CSU Degree Codes and Reporting**

The Chancellor's Office maintains a list of official [CSU degree program codes](#), each of which is linked with a corresponding national [Classification of Instructional Programs](#) (CIP) code for IPEDS reporting. To support accurate reporting of each field of study, the national data reporting system assigns a CIP definition for the curriculum associated with each code.

At the Chancellor's Office, each CSU-approved degree program is assigned a title, a CSU degree code and corresponding Classification of Instructional Programs (CIP) code that—

**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

based on the CIP definition—is associated with the major curriculum required to complete the degree.

As noted in [Executive Order 1071—Revised January 20, 2017](#)—additional discipline-based required content may be achieved through an option, concentration, or special emphasis or similar subprogram—referred to as simply “concentration” in the CSU Degrees Database and in this coded memorandum. In order to ensure accurate reporting of enrollments and degrees granted, the major program core must have more required units than the number required in a concentration. When a concentration requires the majority of discipline units in the degree, the federal reporting CIP code and program definition assigned to the degree major program no longer match the majority of the curriculum—resulting in inaccurate reporting to the federal government.

### **Corrective Plan**

Having learned of these reporting conditions, the CSU cannot endorse IPEDS reporting in which existing high-unit concentrations create inaccurate data submissions. To correct future reporting, concentrations will need to constitute less than 50 percent of the major curriculum so that the major requirements will most closely match the reported field of study. Campuses may pursue various approaches for rectifying the reporting inconsistencies, as described below.

### **Proposed timeline (July 2017 through April 2024)**

By July 17, 2017, campuses are asked to report to [APP@calstate.edu](mailto:APP@calstate.edu): (1) a list of all degrees and concentrations, specifying those in compliance with the major-to-concentration proportion; and (2) the program review year for those degrees in which concentrations constitute more than half of the major requirements. Campuses would be expected to bring all program requirements into compliance by the time of the next program review, with all corrections being completed by April 2024.

By no later than April 2024 (in conjunction with the next scheduled program review), campuses choose one of four approaches to correcting IPEDS enrollment reporting and degree reporting of concentrations:

1. Propose a degree title change, following [Chancellor’s Office procedures](#);
2. Reduce required concentration units, allowing the majority of required discipline units to reside in the major, following campus procedures;
3. Discontinue the high-unit subprogram, following campus procedures; or
4. Propose a new stand-alone degree program, following [Chancellor’s Office procedures](#). In this kind of proposal, student demand can be substantiated by providing a history of enrollments in the subprogram. To be approved for implementation as a new degree program, the proposed curricula would be distinct from existing programs, not representing significant overlap with degree programs already offered at the campus.

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All changes would need to be entered in the [CSU Degrees Database](#), which populates the [Search CSU Degrees](#) website.

Please direct curriculum-related questions to Dr. Christine Mallon at [cmallon@calstate.edu](mailto:cmallon@calstate.edu) or (562) 951-4672. For more information about reporting procedures, please contact Dr. Edward Sullivan at [esullivan@calstate.edu](mailto:esullivan@calstate.edu) or (562) 951-4767.

Attachment

c: Dr. Timothy P. White, Chancellor  
Dr. Loren J. Blanchard, Executive Vice Chancellor for Academic and Student Affairs  
Provosts/Vice Presidents of Academic Affairs  
Associate Provosts/Associate Presidents of Academic Planning  
Deans of Graduate Study  
Directors of Institutional Research  
Directors of Admission and Records

## **Attachment** **Achieving Accurate IPEDS Reporting**

### **Background**

CSU enrollment- and degree-related data reporting must be accurate for submissions to the U.S. Department of Education's National Center for Education Statistics (NCES). CSU enrollments and graduations are reported to IPEDS using a NCES CSU code-and-definition scheme that CSU curricula are expected to match, generally.

Review of CSU programs and reporting codes has revealed that, in order to achieve more accurate reporting, CSU data submitted through the NCES Integrated Postsecondary Education Data System (IPEDS) system requires correction for those degree programs in which the number of required units in a concentration are greater than the units required for the major core. Campuses will be called on to review curriculum to determine whether the appropriate CSU degree code is assigned to the degree program, based on the majority of the required curriculum in the major and concentration. Reporting is intended to capture the major program (major) and not general education or campus-specific required courses.

A campus may need to make adjustments to the major, the subprogram ("option," "concentration," "special emphasis," etc.), or to the degree program title. Alternatively, campuses may elect to discontinue a subprogram.

### **CSU Degree Codes and Reporting**

The Chancellor's Office maintains a list of official [CSU degree program codes](#), each of which is linked with a corresponding [Classification of Instructional Programs](#) code for IPEDS reporting. According to the NCES website:

The Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, and 2000.

To support accurate reporting of each field of study, the IPEDS national data reporting system assigns a CIP definition for the curriculum associated with each code. Below is an illustrative sample drawn from the CSU list of codes, titles and associated definitions.

| CSU Degree Program Code | CSU Generic Title                      | Paired CIP Code | CIP Program Definition   |
|-------------------------|--|-----------------|--|
| 08011                   | Education                              | 13.0101         | A program that focuses on the general theory and practice of learning and teaching, the basic principles of educational psychology, the art of teaching, the planning and administration of educational activities, school safety and health issues, and the social foundations of education.  |
| 08081                   | Special Education                      | 13.1001         | A general program that focuses on the design and provision of teaching and other educational services to children or adults with special learning needs or disabilities, and that may prepare individuals to function as special education teachers. Includes instruction in diagnosing learning disabilities, developing individual education plans, teaching and supervising special education students, special education counseling, and applicable laws and policies. |
| 08271                   | Educational Administration, Leadership | 13.0401         | A program that focuses on the general principles and techniques of administering a wide variety of schools and other educational organizations and facilities, supervising educational personnel at the school or staff level, and that may prepare individuals as general administrators and supervisors.   |
| 08291                   | Curriculum and Instruction             | 13.0301         | A program that focuses on the curriculum and related instructional processes and tools, and that may prepare individuals to serve as professional curriculum specialists. Includes instruction in curriculum theory, curriculum design and planning, instructional material design and evaluation, curriculum evaluation, and applications to specific subject matter, programs or educational levels.   |

As is true for other postsecondary institutions across the country, CSU program curricula are expected to be representatively matched to the CIP definition. In order to ensure accurate reporting of enrollments and degrees granted, the degree title and the required major-related courses would need to align more with the title-associated CIP definition and related code than any other. Further, the major program core would be expected to have more required units than the number of units required in a related, but different, subprogram. This would allow CSU reporting to most accurately represent the educational experience of all students in the reported major degree program. An example of an appropriate proportion in core and options appears in the following example.

**Example 1**

*Title: Family and Consumer Sciences*

CIP Code 19.0101

CIP Definition: A general program that focuses on family and consumer sciences, including how individuals develop and function in family, work, and community settings and how they relate to their physical, social, emotional, and intellectual environments.

| <b>RESTRUCTURED MS in Family and Consumer Sciences (33 units)</b>  |   |
|--|---|
| <b>Required Courses (18 units)</b>   |   |
| FCS 681 Research Methods (3)<br>FCS 682 Research Applications (3)<br>FCS 685 Decision Making in Family and Consumer Sciences (3)<br>FCS 686 Current Issues in Family and Consumer Sciences (3)<br>FCS 582 Family and Consumer Public Policy (3)<br>HHD 596LCH: Leadership/Professional Competencies for Health and Human Development Disciplines (3) |   |
| <b>Options (12 units)</b>  |   |
| <b><i>Apparel Design and Merchandising (ADM)</i></b>   | <b><i>Consumer Affairs and Family Studies</i></b>     |
| FCS 535 Theories & Applications in ADM (3)   | FCS 623 Family Financial Issues (3)                   |
| FCS 555 Textiles and Apparel in the Global Economy (3)   | FCS 542 Theories of Family Development (3)            |
| FCS 575 Textile Technology for ADM (3)   | FCS 640 Family Strengths (3)                          |
| FCS 694C Field Study or FCS 696C Grad Research (3)   | FCS 690D Fam Manage (3) or FCS 690J Fam Relations (3) |
| <b>Culminating Experience (3 Units)</b>  |   |
| FCS 697C Directed Comprehensive Studies (3) or FCS 698C Thesis/Project (3)   |   |

In the example above, the core courses constitute the majority of the educational requirements and will result in accurate reporting. Students in both subprograms are mostly receiving an education in the major, rounded out by a smaller focus in one of the two specialized areas.

However, when a subprogram (“option” in this case) constitutes the majority of units in the degree, the degree program’s federal reporting CIP code and program definition no longer match the majority of the curriculum. This results in inaccurate reporting to the federal government. The next example illustrates this circumstance.

**Example 2**

*Title: Family and Consumer Sciences*

CIP Code 19.0101

CIP Definition: A general program that focuses on family and consumer sciences, including how individuals develop and function in family, work, and community settings and how they relate to their physical, social, emotional, and intellectual environments.

| <b>OLD (closed to new students) MS in Family and Consumer Sciences (30 units)</b>   |   |  |  |  |
|---|---|--|--|--|
| <b>Required Courses (6 units)</b>   |   |  |  |  |
| FCS 681: Research Methods (3)<br>FCS 682: Research Applications (3)   |   |  |  |  |
| <b>Unapproved Options (Select 21 units)</b>   |   |  |  |  |
| <b>Apparel Design &amp; Merchandising</b>   | <b>Interior Design</b>  | <b>Consumer Affairs</b>  | <b>Family Studies</b>  | <b>Nutrition, Dietetics &amp; Food Sciences</b>  |
| FCS 515<br>FCS 543<br>FCS 552<br>FCS 555<br>FCS 563<br>FCS 642<br>FCS 653<br>FCS 690C<br>FCS 690F<br>FCS 690K<br>FCS 694C<br>FCS 696C<br>FCS 699C<br>MKT 695C<br>MKT 682<br>SED 514 | FCS 515<br>HIST 602B<br>FCS 694<br>FCS 690G<br>FCS 690H<br>FCS595BP<br>FCS 595H | FCS 543<br>FCS 590I<br>FCS 635<br>FCS 690C<br>FCS 690D<br>FCS 690J<br>FCS 690N | FCS 533<br>FCS 534<br>FCS 543<br>FCS 595<br>FCS 635<br>FCS 690C<br>FCS 690D<br>FCS 690I<br>FCS 690K<br>FCS 690J<br>FCS 690N<br>FCS 690O<br>FCS 690P<br>FCS 694<br>FCS 696<br>FCS 698<br>FCS 699<br>EPC 600 | FCS 501<br>FCS 505<br>FCS 541<br>FCS 572<br>FCS 573<br>FCS 602<br>FCS 606<br>FCS 607<br>FCS 608<br>FCS 635<br>FCS 640<br>FCS 690A-C, M-N<br>FCS 690K<br>FCS 694C<br>FCS 699<br>HSCI 510,521,533,535,540,595D,699C<br>BIOL 544, 561, 572<br>KIN 646, PSY 629, EOH 554 |
| <b>Culminating Experience (3)</b>   |   |  |  |  |
| FCS 696C + 698C   | FCS 696C + 698C   | FCS 697C or FCS 696C + 698C  | FCS 697C or FCS 696C + 698C  | FCS 697C or FCS 696C + 698C  |

As shown above, students in this major share a very minimal educational experience of two courses, and some options do not match the CIP program definition or “family and consumer sciences” title. Student enrollments and degrees granted that are reported using the family and consumer sciences degree program code would therefore accurately represent the educational preparation received by students *only in some* of these concentrations.

**Recording Changes in the CSU Degrees Database**

All changes would need to be entered in the [CSU Degrees Database](#), which populates the [Search CSU Degrees](#) website.

In the Search CSU Degrees results pages, degrees and subprograms are displaced this way:

| CAMPUS ▲                        | DEGREE | UNITS REQUIRED | MAJOR (CONCENTRATION)   | VIDEO                 | FORMAT         | PROGRAM CODE |
|---------------------------------|--------|----------------|---|-----------------------|----------------|--------------|
| <a href="#">Bakersfield</a>     | BS     | 180 qtr        | <a href="#">Kinesiology</a><br>(Physical Education)                   | <a href="#">Video</a> | Face-to-Face ⓘ | 08351        |
| <a href="#">Bakersfield</a>     | BS     | 180 qtr        | <a href="#">Kinesiology</a><br>(Exercise Science)                     | <a href="#">Video</a> | Face-to-Face ⓘ | 08351        |
| <a href="#">Chico</a>           | BA     | 120 sem        | <a href="#">Kinesiology</a><br>(Physical Education Teacher Education) |                       | Face-to-Face ⓘ | 08351        |
| <a href="#">Chico</a>           | BA     | 120 sem        | <a href="#">Kinesiology</a><br>(Movement Studies)                     |                       | Face-to-Face ⓘ | 08351        |
| <a href="#">Dominguez Hills</a> | BA     | 120 sem        | Physical Education<br>(Fitness Director)                              |                       | Face-to-Face ⓘ | 08351        |
| <a href="#">Dominguez Hills</a> | BA     | 120 sem        | Physical Education<br>(Teaching)                                      |                       | Face-to-Face ⓘ | 08351        |
| <a href="#">Dominguez Hills</a> | BA     | 120 sem        | Physical Education<br>(Athletic Training Education)                   |                       | Face-to-Face ⓘ | 08351        |
| <a href="#">Dominguez Hills</a> | BA     | 120 sem        | Physical Education<br>(Pre-Physical Therapy)                          |                       | Face-to-Face ⓘ | 08351        |

Underlined content in the sample above reflects hyperlinks to campus websites (campus home page, degree program page, and recruitment video). Campuses are encouraged to review CSU Degrees Database information regularly to ensure that data is accurate and that hyperlinks are functioning.

**Please Direct Comments to:**

For more information about reporting procedures, please contact Dr. Edward Sullivan at [esullivan@calstate.edu](mailto:esullivan@calstate.edu) or (562) 951-4767.

For curriculum-related questions to Dr. Christine Mallon at [cmallon@calstate.edu](mailto:cmallon@calstate.edu) or (562) 951-4672.