Date: May 24, 2006

To: CSU Provosts / Vice Presidents, Academic Affairs

From: Gary W. Reichard

Re: SURVEY OF CSU ON LINE DEGREE PROGRAMS – RESPONSE REQUESTED BY JUNE 12, 2006

To increase access to education for citizens of California, facilitate graduation for today’s CSU students, and enable campuses to meet enrollment targets, Chancellor Reed has requested that we investigate how we might expand and improve CSU’s delivery of online degree and credential programs.

We need to inform our plans with the experience and expertise existing in the CSU and around the nation. The first step in the process is to obtain a reliable profile of the online degree and credential programs that are currently being delivered by the CSU - both state-funded and run through extended education (self-support programs). We will not be including online certificate programs in this assessment, nor does this survey seek information about individual online course offerings. Online programs are our focus, and not programs delivered by other distance means.

We request that you, and/or other campus personnel whom you deem appropriate, complete an online survey to provide a description of your online degree and credential programs by June 12, 2006. The link to this survey is:
http://www.calstate.edu/onlinedegrees.

The attached Word document contains all of the questions found in the online survey.

We suggest the following approach.
1. Please assign a member of your staff to coordinate your campus effort.
   - This person will go to the website, which will contain a welcome, brief instructions, and links for each campus.
   - The coordinator can click on the link to your campus and complete the generic campus information questions, and provide his or her contact information.
   - There will be a link to Keith Boyum as the CO “helper” if the coordinator needs help concerning the questions.

2. Coordinators can then complete the survey of the individual online degree programs on their campus, or they can send the URL to appropriate campus personnel who can answer the questions about the individual online degree programs.
   - A separate survey should be completed for each online degree program.
   - On the website, the coordinator can choose to “Enter a new online degree program” or edit an existing description of an online degree program.
   - When a description has been completed, the name of the program will be published on the website for that campus so the information about the program can be reviewed.

3. The campus coordinator can review complete reports online.

4. Chancellor’s Office staff will compile the data and generate reports for the Academic Council’s retreat on June 21, 2006.

5. Notes about confidentiality.
   - We recognize that, while information such as this is public, thoughtful use of these data is still our obligation.
   - We do not plan to report publicly the data gathered in this survey without first discussing any such plans with provosts and/or presidents. Further, we will take down the URL at the close of business on June 12, to assure a sense of confidentiality and fair use of the data.
   - We will generate lists and preliminary reports using these data for attendees at the upcoming Academic Council retreat. You should also be aware that colleagues at other CSU campuses, persons who are asked to point their browsers to this survey URL, will have the capacity to look at data from other campuses during the May 24 – June 12 survey completion period.
Thank you for your efforts to provide a complete and accurate profile of your campus' online degree and credential programs by June 12, 2006, and for tolerating a relatively short timeline. Our mutual payoff will be at the Academic Council retreat. The information gathered through this effort should prove enormously valuable to us as we weigh "next steps" with respect to the delivery of online programs.

Encls.

cc: Chancellor Charles B. Reed
President
Associate Vice Chancellor Keith Boyum
Senior Director, Academic Technology Gerard Hanley
Online Degree Program Survey

Thank you for taking the time to fill out this survey. If you have any questions please contact Keith Boyum.

Campus Info
1. Campus Name
2. Respondent Name
3. Respondent Title
4. Respondent E-mail
5. Respondent Phone #
6. Respondent Address

Program Description
1. Name of Degree Program
2. Degree or Credential Provided
3. What is the total number of units required to complete this program?
4. College/School
5. Name of Chair/Coordinator
6. E-mail of Chair/Coordinator
7. Phone of Chair/Coordinator
8. Website that describes the program
9. What % of instruction is delivered online?
10. Description of program’s non-online activities.
11. For baccalaureate programs, how are GE requirements satisfied
12. Please comment about courses in the program that typically or traditionally include student activities as part of the learning (e.g. science laboratory work or speech communications).
13. List the student services that are provided in this online program.
14. Is the degree program designed for a specific student population?
15. Are courses available to non-matriculants via open university registration?
16. Do you admit cohorts of students who progress through the program together?
17. Do you provide any guidelines or screening/advising service by means of which students may determine whether they are ready to succeed in an online program?
18. Are courses for this program offered in the summer term, in addition to other terms?
19. On average, how many courses within the program are offered each semester/quarter?
20. What are the prospects for long-term continuation of this program?

Program Administration
1. How is your program funded?
2. Are program revenues presently sufficient to meet all program expenses, or is the program currently in deficit or in surplus?
3. If surplus revenues are assigned to specific purposes other than to general support of the unit or campus, please comment. If the program is in deficit, please offer a general comment about plans to balance revenues and expenses.
4. How many FTES did your program serve in 2005-2006?
5. How many FTES was the current program capable of delivering in 2005-2006?
6. How many FTES do you anticipate that your program will deliver in 2008-2009?
7. Has the program grown since its inception?
8. Is your campus interested in growing the program; that is, enrolling more FTES?
9. If you wanted to grow the program; that is, enrolling more FTES?
10. Are there program (not course) enrollment limits set for this program (either via campus policy or administrative judgment)?
11. Does your campus have policies that specify which courses or types of courses may be delivered online, and which may not be delivered online?
12. Was the initial proposal for this program subject to special approvals due to its online character?
13. Please describe any special or additional incentives or compensation for faculty teaching in the online program.
14. Are there professional development programs for faculty teaching in online degree programs and are they required for your faculty?
15. Are there special or additional evaluation items or processes required for this online program?

Marketing
1. How do you market this online program?
2. If you have more than one online degree or credential program, how – generally – do you market your online programs?
3. Would you like the CSU system to support a marketing campaign for your online degree programs?

Planning
1. Are you actively considering or planning now for additional online degree or credential programs?
2. Describe in general terms your campus interest in partnering with one or more sister CSU campuses to create an online degree program.
3. Do you have any comments about online degree programs in the CSU?