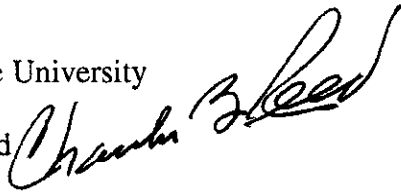


**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, CA 90802-4210**

**Date:** January 11, 2000

**To:** Presidents  
California State University

**From:** Charles B. Reed  
Chancellor



**Subject:** Off-Campus Centers. Approval Procedure

I am transmitting a copy of Executive Order No. 720, which provides a procedure for approval of new off-campus centers with up to 500 FTES and facilities for permanent off-campus centers with over 500 FTES. This procedure is established to implement Board of Trustees Resolution REP 05-99-04, which specifies updated criteria for consideration of off-campus center proposals. This will ensure full disclosure of relevant information necessary to support a decision to proceed with implementation of new off-campus centers. In the case of a center with fewer than 500 FTES the chancellor is delegated the approval authority. A permanent center to serve more than 500 FTES requires trustees' approval and action by CPEC as set forth in the board resolution and the Executive Order.

In accordance with policy of The California State University, the campus president has the responsibility for implementing Executive Orders where applicable and for maintaining the campus repository and index for all Executive Orders.

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Attachment

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**Distribution:** Dr. David S. Spence  
Mr. Richard P. West  
Presidents  
Chancellor's Office Staff

**The California State University  
Office of the Chancellor  
401 Golden Shore  
Long Beach, California 90802-4210**

**Executive Order No.:** 720

**Title:** Procedures for Establishment of New Off-Campus Centers and Approval of Permanent Off-Campus Centers

**Effective Date:** January 11, 2000

**Supersedes:** No Prior Executive Order

This Executive Order is issued pursuant to Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of the California State University and to implement Board of Trustees' Resolution REP 05-99-04.

**Background**

The Board of Trustees (trustees) has approved policies to be followed when a campus wishes to establish a new off-campus center or move an existing center to a permanent site. An off-campus center is established when an institution either rents or acquires a donated facility from which it intends to offer a number of academic courses and programs supported by the home campus budget.

The purpose of off-campus centers is to provide regular academic degree programs in geographic areas not adequately served by existing CSU campuses. There must be compelling evidence that the areas to be served by a new center have substantial demand for such programs that cannot be met by the regional campus or by other public or private higher education institutions in the area. Enrollment at centers is limited to regular CSU students, with all fees and academic requirements consistent with CSU policy for matriculated students. Development and expansion of off-site instruction is an important budgetary consideration and shall be consistent with trustee policy. Through the campus's multiyear enrollment planning proposal submitted each year, it is anticipated that campus enrollment planning officers will inform the Chancellor's Office in writing when instruction held off campus at one site is expected to reach 200 calendar year full time equivalent students (CY-FTES) in a future year. At that time, campuses must obtain approval of the chancellor to further expand enrollments.

In addition, the trustees have added new criteria for consideration of permanent off-campus centers that exceed 500 CY-FTES. Such centers must be approved by the Board of Trustees and then reviewed by the California Postsecondary Education Commission (CPEC). CPEC's guidelines have specific requirements and time frames to which such proposals should conform.

**Procedures**

Procedures for implementation of this delegation of authority and application of the new criteria are disseminated through this Executive Order. This will ensure consistent implementation of the trustee policy as established in Resolution REP 05-99-04.

**A. Procedure for Establishment of a New Off-Campus Center Not to Exceed 500 FTES**

Trustee Resolution REP 05-99-04 delegated to the chancellor authority to approve the establishment of a new off-campus center up to 500 CY-FTES enrollment when it satisfies the following criteria:

- Enrollment of at least 200 CY-FTES, with anticipated growth to 500 CY-FTES over 5-10 years;
- Full upper division programs offered in at least three academic degree programs;
- Assurance that projected center enrollment cannot be accommodated through distance learning technologies or other alternative instruction delivery methods that meet pedagogical requirements for effective instruction;
- Enhancement of higher education in the region with no significant negative impact on established higher education institutions in the region;
- Academic resources sufficient for continuity without impacting “home” campus programs;
- Staffing with regular CSU faculty at a ratio similar to on-campus staffing.

A report demonstrating how the above criteria have been met, and affirming that the proposed center does not require support above the campus’s allocated budget, shall be submitted by the campus. The report shall address the following specific issues:

***Enrollment and Programs***

- Which academic programs are proposed for the center curriculum?
- What is the documented unmet need for higher education?
- What unmet community educational needs will be met by the programs to be offered?
- Are programs within the existing program structure of the main campus?
- What is the projected 5-year population growth for the region to be served by the center?
- What enrollment growth is projected for the center, and how will it fill the added program capacity created?

***Distance Learning and Alternative Education Delivery Modes***

- What alternative education modes are in place at the main campus that could serve distance education needs identified above?
- What modes of instruction are proposed for the new center?

***Impact on Other Institutions***

- What other higher education institutions exist in the region?
- Do any of these other institutions offer programs similar to those proposed for the center; if so, what are they?
- Will there be any significant negative impact on existing local institutions or their academic programs?

***Academic and Financial Resources***

- What level of budget support is proposed for the staffing needs of the center?
- Can the proposed center budget be accommodated within the campus’s operating budget?
- How will academic and administrative staffing be assigned from the home campus for program support?

The proposal for a new off-campus center shall be presented to the chancellor prior to the growth of an off-campus program beyond 200 CY-FTES. The proposal shall document affirmative compliance with

each of the criteria and respond directly to the issues noted above. The chancellor will report to the board any action to authorize a new off-campus center under these procedures.

The establishment of a new off-campus center that does not exceed 500 CY-FTES, referred to by CPEC as an "Outreach Center," does not require review by CPEC.

**B. Procedure for Board Approval of a Permanent Off-Campus Center with Enrollment in Excess of 500 FTES**

A proposal for authorization of a permanent off-campus center with enrollment in excess of 500 CY-FTES must address, with current data, all the criteria set forth in Section A above for establishment of a new off-campus center of fewer than 500 CY-FTES and, in addition, must meet the following criteria:

- Existing center must have been operational for three years prior to consideration for permanent status;
- Needs of the center are commensurate with anticipated costs;
- General Fund budget support exists;
- Campuses other than the "home" campus may offer degree programs at the center;
- There is strong community support.

In considering the expansion of an existing center beyond 500 CY-FTES, it is expected that there will be an impact upon systemwide financial resources. The need for allocation of systemwide resources, including capital outlay, must be consistent with enrollment demands in the region where the center is proposed. A permanent center will qualify for owned (as opposed to leased) facilities, subject to systemwide budgetary considerations set forth in the criteria.

A proposal for establishment of a permanent off-campus center will include a report to the chancellor and the Board of Trustees which, in addition to consideration of the criteria and issues set forth above and detailed financial and budgetary plans, addresses the following additional issues in detail:

**(1) Enrollment and Program**

- What has been the enrollment growth for the existing center over the past three years?
- What is the projected population growth for the service area and enrollment growth for the center over 5 and 10 years into the future?
- What student services will be provided on-site?

**(2) Academic and Financial Resources**

- What is the staffing and program budget support required to meet operational needs for the first five years? Provide justification.
- What is the proposed budget?
- What program or cost sharing opportunities with other CSU campuses, or cooperative arrangements with other institutions in the service area, are being proposed?

**(3) Physical Facilities and Operations**

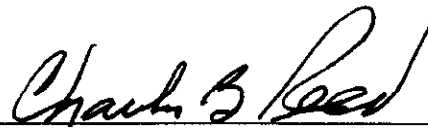
- What are the costs for site acquisition, utility infrastructure, building construction and/or renovations? How are these costs proposed to be funded?
- What other sites were considered? Describe review process and selection criteria used.

- What are the anticipated operating costs for the permanent facilities and how would these additional funds be provided?
- Please describe any off-site improvements, required as environmental impact mitigation measures, that must be implemented as part of the development of the center? What are the costs and how will those costs be funded?

**(4) Community Support**

- Please describe the local civic and governmental bodies' expressions of support for the center. Include whether the support is financial, direct, or in-kind.
- To what extent are economic development on the site, revenue-lease, or other joint ventures proposed as part of the permanent development? If so, to what degree is this development fully supported by local community and governmental agencies?
- How would such economic development support the academic mission of the center and CSU?
- Please describe how local governmental and utility agencies have identified development of the center facilities as a component of their long-range land use plans?

A permanent off-campus center with enrollment capacity of more than 500 CY-FTES requires review by CPEC. Prior to referral to CPEC, the trustees must approve the designation as a permanent center.

  
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Charles B. Reed, Chancellor

Dated: January 11, 2000