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**To:** Provosts/Vice Presidents for Academic Affairs  
**From:** Lorie Roth, Assistant Vice Chancellor, Academic Programs  
**Date:** July 14, 2008

**Subject: 2008-09 Administration of Collegiate Learning Assessment**

**2008-09 ADMINISTRATION OF CLA:** We appreciate the hard work that the CSU campuses have done in the first administration in 2007-08, and now we are getting ready for a new round of CLA in 2008-09. Enclosed here is the Memorandum of Agreement that you will need to sign and return to the Council for Aid to Education. CAE will be able to release the appropriate administration materials only after the form has been returned. Be sure to include your institution's name on both the first and last page. The easiest way to return the MOA is to fax it to Chris Jackson at CAE. His fax number is 212-661-9766.

**IMPORTANT CHANGE:** In 2008-09, there will be a few changes in the processing of these materials. Last year each CSU campus had to send a check of \$6300 to the Council for Aid to Education (CAE), and then the CSU Chancellor's Office reimbursed the campus. In 2008-09, that won't be necessary. Instead of a reimbursement, the CSU Chancellor's Office will simply send a check of \$138,600 to CAE to cover the CLA administration of 2008-09. However, as you will notice in item 7.2 of the enclosed CLA MOA, if you test more than 100 students, CAE will invoice you for the cost of the extra tests. In addition, the use of the SLE will cost \$5 per student.

**CAMPUS CONTACTS:** It has been very helpful to get feedback from the campus individuals who helped in the administration of this assessment. Because of their willingness to share information, we have been able to learn a great deal about successful administrations of the test. Also enclosed here is a list of last year's campus contacts. Not only have the contacts changed, but so have the provosts. So please update that list, and send it to:

Lorie Roth at [lroth@calstate.edu](mailto:lroth@calstate.edu)

C: Charles B. Reed, Chancellor  
Gary W. Reichard, Executive Vice Chancellor  
Keith Boyum, Associate Vice Chancellor  
John Tarjan, Chair, Academic Senate CSU

Enclosures:  
CLA MOA  
List of 2007-08 campus contacts

**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