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MEMORANDUM

TO: Provosts/Vice Presidents for Academic Affairs
Vice Presidents for Student Affairs
Assistant Vice Presidents for Academic Affairs
Deans of Extended Education
Directors of Admission

FROM: Eric G. Forbes 
Assistant Vice Chancellor, Student Academic Support

SUBJECT: **Preparation for Early Start 2013**

Attached is an outline of those modifications scheduled for 2013 that followed from the meeting of the Early Start Implementation Committee and several meetings with the CMS team. Please forward any additional concerns, questions, or considerations you would like to the Implementation Committee to consider at its next meeting.

The modifications should be completed and ready for testing by February 14, 2013 and be ready for production by March 15, 2013. As the implementation of Early Start is an all-campus activity, we wanted to share these developments with you as soon as possible. Any particular question can be addressed to Nathan Evans at nevans@calstate.edu or myself at eforbes@calstate.edu.

Attachments

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

Early Start Modifications for Summer 2013

POLICY ITEMS

Participation in Early Start English in Summer 2013 will continue to be required of those students whose scores are in the lowest quartile of the EPT (below 138). Effective Summer 2014, Early Start English will be required of all students who have not demonstrated college-readiness in English (below 147).

Participation in Early Start Mathematics in Summer 2013 will continue to be required of students whose ELM scores are below 50.

Existing exemptions from Early Start participation will continue (non-residents, EOP Summer Bridge, etc.).

To avoid admission complications, the completion of Early Start courses in math and English cannot be used to fulfill the A-G high school admission requirements.

CURRICULUM

Campuses should soon be adjusting the course and section availability on the statewide Early Start schedule of classes for summer 2013 based on last year's experience. As this system received more than 12,000 hits in January 2012, campuses should strive to make these adjustments by January 10. Revisions are always possible after this date. Within the course descriptions listed, campuses might include the intended audience for the course (test score cutoffs, destination/service student) as well as the intended outcome (satisfaction of Early Start only or possible completion of remediation).

In 2012, a few campuses offered 3-unit English courses that enabled many students to satisfy remediation even though these students performed in the lowest quartile on the English Placement Test. Upon the recommendation of the English Council, the Implementation Committee did not introduce a value in grading that would result in finishing remediation as it was thought that students from the lowest quartile would generally not be able to finish. In 2014, all students who do not "pass" the English Placement Test will be required to participate in Early Start; it is likely that many of these higher scoring students will be able to finish remediation in the summer. Consequently, we will introduce the value of 2 with the grade of CR in Summer 2013 as a campus set-up option.

At the same time, the Implementation Committee heard from many campuses regarding the use of CR in connection with only meeting the minimum Early Start requirement as

distinct from the traditional meaning of CR for “passing” the course or actually meeting a level of remediation. The numeric values are used by the system to define the remediation requirements; the RP, CR, NC are used to record participation in the class for all standard reporting purposes including transcripts and financial aid requirements. To separate these meanings properly, we will draw upon the available grading symbols in the following way:

Early Start courses in English

- 0 NC = Student is a “no show” or did not provide any work for the instructor to evaluate.
- 1 RP = Student provided sufficient work to satisfy the Early Start requirement but did not complete remediation.
- 2 CR = Student satisfied the Early Start requirement and finished remediation.

Early Start courses in Math

- 0 NC = Student is a “no show” or did not provide any work for the instructor to evaluate.
- 1 RP = Student provided sufficient work to satisfy the Early Start requirement but did not complete a level of remediation. A student scoring between 2 and the lowest cut score (LCS) at the campus of instruction should be routinely assigned this 1 RP value.
- LCS-48 CR = A score between the lowest cut score at the campus of instruction up through 48 will represent the completion of the first level of remediation at the campus of instruction but should not represent full satisfaction of remediation. The Early Start requirement is fulfilled.
- 50 CR = Student satisfied the Early Start requirement and is fully remediated.

Unlike other instances of the grade, RP in an Early Start course will not require subsequent replacement. Campuses with “stretch courses” offering 1-unit courses for students in need of fulfilling Early Start will likely limit completion to 1 RP.

PROCEDURE

Campuses will continue to set local student deadlines for declaring their intended method of satisfying Early Start on the “Smart Page”. The last day to download and provision service students from the Global Database will be Monday, July 15, 2013.

Following that submission, campuses should utilize the CMS-delivered process to default remaining students who are required to participate in Early Start to the destination campus.

“CCC” and “Other” will be removed from the Smart Page, leaving options for the destination CSU or a service CSU only. The statewide schedule of classes will continue to describe that other possible alternatives to fulfill Early Start (community colleges or other institutions) may be available; however, students will need to confer with their destination campus about possible choices. In such cases, students will be directed to select their destination campus on the Smart Page.

Early Start grades will be submitted to ETS on a weekly basis with an anticipated faster turnaround time. It is important that all campuses submit grades in on-going timely manner and not wait until the end of full program. Quarter campuses will continue to submit grades as Early Start courses are completed for destination and service students in the first part of summer. However, quarter campuses may submit grades through mid-September for late Early Start sections offered to their destination students only.

Destination student records will now be added to the global database so overall Early Start activity can be better measured and assessed.

A change of grade process for Early Start that can be communicated to destination campuses and ETS will be developed by CMS for those instances in which a grade or score was awarded in error.

An informational link about support for students with disabilities will be added as an item on the Smart Page.

Students may take as many as two Early Start courses in the same subject at the same campus. Financial aid will be available for enrollment in ESP courses only.

IDENTIFIED BEST PRACTICES

Synchronize key process dates and timelines with other campuses; quarter campuses synchronize with each other.

Promote remediation completion or step-up as a preferred potential outcome for Early Start rather than just meeting the ESP requirement.

Provide more 3-unit enrollment opportunities than 1-unit courses based on the understood demand during this cycle.

Continue to encourage early ELM/EPT test-taking. To utilize EPT/ELM test results from the May test administration, begin Early Start classes in mid to late June.

Encourage students to undertake Early Start at their home campuses.

Keep statewide schedule of Early Start classes up-to-date. In 2012, the site received more than 2,000,000 hits from January – September.

If not already in practice, consider the addition of an FTF intent-to-enroll as this action reduces false-positive commitments and provides more accurate counts of potential students.

Share Early Start communication messages and communication plans with sister campuses.

Utilize administrative probation and administrative disqualification for non-compliant students.