

Early Start Decisions to Date

Item	Decision	Action to Implement	Responsible	Status
1 Participation	All campuses will participate in Early Start and the load will vary from campus to campus. Certain campuses may largely be service providers; others may have more of their own students to serve.	Need metrics to gauge requirements	CMS to provide solution	Data will be available in global database
2 Accommodation	Each campus will offer sufficient sections of English & mathematics courses to provide for the expected student demand.	Metrics Needed to Gauge Demand	CMS to Provide Data in Global Database	Underway
3 Self & State Support	All service campus enrollments will be through self-support; destination campus enrollments may be through either state or self-support.	Enable Continuing Education to enroll students at other than destination campuses	CMS to Provide Solution	Underway
4 Early Start Completion	Each campus will honor the fulfillment of the Early Start requirement no matter where or when it is completed prior to the start of the fall term.	Stand-down any deadline and exclusive campus policies	AVPs & DARs	Determined
5 High Schools & Community Colleges	Students may fulfill their Early Start requirements by taking courses at community colleges anytime before the fall term or by taking special courses pre-arranged with a CSU campus at a high school. Work completed at CCCs will be accepted as fulfilling the Early Start requirement at any CSU campus; work completed at high schools will be acceptable only at the partner CSU campuses. CCC leaders have been approached about offering Early Start opportunities particularly in regions where high demand is anticipated.	Transcripts ultimately will be required to demonstrate the completion of Early Start at high schools or community colleges.	DARs	Underway

Early Start Decisions to Date

6	Fee	<p>In current dollars, all students will be assessed a fee of \$182 per unit to participate in Early Start whether offered through self or state-support. In addition, each student will be charged a mandatory fee of \$1 for Health Facilities and \$1 for the Student Union at each campus enrolled. Students will not pay any additional campus fees; no administrative or indirect costs should be added to this fee. If a campus charges indirect costs to extended education, the arrangement needs to be worked out between the local campus administration and their extended education dean. No materials fees can be added to the costs of the course. Books can be required, and purchased through the bookstore. The divisions of Extended Education at each campus will not be assessed additional campus charges for the administrative support of Early Start. The Chancellor's Office of Extended Education will not charge its assess the normal percent of revenue to the CERF fund for the collected fees. A specific accounting code will be set up to track these fees separately from other Extended Education university fees. All campus-based mandatory fees for the program which are not required by statute are expected to be waived. As per AA-2009-27, Extended Education may be required to cover the cost of creating instructional materials for disabled students. The Extended Education office at any campus may also be invoiced for any support services provided by the offices of disabled student service under standard memos of understanding between these offices.</p>	Adjust fee to 2012 rate	Financial Officers	Determined
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Early Start Decisions to Date

7	Financial Aid	<p>Financial Aid support will be determined by the destination campus for students who qualify for Cal Grant or SUG with an expected family contribution \$5K or less. Those who qualify will be eligible for an Early Start Program Waiver (ESPW). The campus of instruction will be funded from a central resource in the custody of the central Chancellor's Office for each student with a waiver who enrolls in Early Start. No funding will be provided for enrollments in non-Early Start courses or for students who fail to participate. Students who qualify for financial aid after their Early Start experience is over will not be retroactively funded. Whatever the The students' financial aid eligibility at the time of ESP enrollment will be determined for the ESPW. Early Start students eligible for this waiver may take more than one Early Start course in English and math and be covered by the waiver.</p>	Collection of Enrollment Data for students with waiver. Accounting procedures determined.	CMS to create a global database and method to capture data	Lottery funds will be reserved for Early Start.
8	Course cancellation for non-payment	<p>Students who are not financial aid eligible will be expected to pay at the time of their enrollment. For those who do not pay, a campus may determine a standard grace period. will be established across the system. Students who do not pay by the specified time deadline will have Early Start enrollment cancelled. They will need to re-enroll. All payments must be collected and processed by the first day of Early Start classes or enrollments will ordinarily be cancelled.</p>	Implementation Committee Will Consider	Financial Aid Officers	Wait for Next Meeting of Implementation Committee
9	Standard Exemptions	<p>Non-residents (including WUE), international, admits after August 1, Summer Bridge students, alternative summer programs, EAP conditionally exempt math students, statway students, local campus exemptions, and for English, those who scored 138 and above on English,</p>	Implementing campus code to define populations	DARs	Campuses to Implement

Early Start Decisions to Date

	<p>the English Placement Test (EPT). Local campus or student-specific exemptions should be reviewed by the campus Early Start exemption committee established at each campus.</p>			
10 Courses	<p>Campuses may offer courses with standard unit requirements to assist students with improving their skills. However, campuses will offer 1-unit courses in English and 1-unit courses in math to provide the most basic Early Start solution. These will be 1.5 units at quarter campuses. Campuses may offer English and math courses with unit values higher than 1 particularly for those students interested in fulfilling the requirement at their destination campus. Campuses may offer online courses, but they cannot include an in-person (hybrid) requirement for other instruction or testing. Hybrid courses can be offered, but they should be listed as in-person courses.</p>	Develop curriculum	AVPs, Provosts, Chairs	Underway
11 Duration	<p>Early Start courses will be available at all campuses through the first week of August. Students may enroll up until the first day. CSU Early Start courses may begin whenever a campus ordinarily begins summer instruction. However, all Early Start instruction must be finished by August 6 in order to process grades across the system. Campuses should select appropriate start dates for 1-unit and 3-unit courses to achieve closure on time. Students should be permitted to enroll in available seats until the first date of Early Start instruction.</p> <p>Quarter campuses may offer a second set of Early Start courses for their destination students ONLY between August 1 and</p>	Develop appropriate curriculum; find available instructors; create sufficient sections	AVPs & Provosts to ensure	Wait Demand Reports from Global Database

Early Start Decisions to Date

	<p>September 14 given their late September start for the fall term. The grades for any courses offered during these second sessions will be captured during the week of September 17 and included in the overall analysis. It is important that no Early Start enrollments occur for service students at these quarter campuses during these second Early Start sessions.</p>		
<p>12 Compensation</p>	<p>Faculty will be paid through the standard special program salary schedule in Class Code 2322 for all self-support instruction. Faculty salaries for Early Start classes taught in the summer shall be at the same 1/30th rate (according to Salary Schedule 2357) as all other courses taught during state and self-support summer sessions, regardless of units or number of students taught. If Early Start courses are offered during the intersession, however, faculty shall be paid according to the special session salary schedule (2322) and not the 1/30th stateside rate.</p>	<p>Standard contractals</p>	<p>AVPs & Continuing Education Deans</p> <p>Determined</p>
<p>13 ACT & SAT utilization</p>	<p>In those instances where EPT/ELM scores are not available because the test has not been taken or the scores have not yet been reported, campuses will nevertheless need to communicate to students about the need to enroll in Early Start. Comparable scores from ACT/SAT these tests may be used for this communication purpose. At this point, students may identify their Early Start intentions or may elect to wait until EPT/ELM scores are received.</p>	<p>Cutoff score values have been determined; campuses will be expected to provide messages to students when they enter the Smart Page. The EPT/ELM remains a requirement for enrollment in Fall classes.</p>	<p>DARs, Test Officers, AVPs</p> <p>Determined</p>

Early Start Decisions to Date

<p>14 Enforcement</p>	<p>Campuses are expected to (1) block enrollment for the fall term or suspend services for non-exempt students already enrolled in fall who do not complete the information requested on the Smart Page. The campus appeals committee may need to resolve particular cases. However, as the complex system will need time to adjust to both anticipated and unanticipated issues in the first couple of years, campuses are not uniformly expected to (2) disenroll students or (3) block enrollment for a winter/spring term for any qualified but non-participating student. The campus appeals committee is expected to create an appeals procedure, review student claims, determine how the Early Start requirement should be fulfilled, and issue exceptions. Reporting on the fact of non-participation will be required.</p>	<p>Regular communication to those who do not complete the Smart Page will be required along with a suspension of services for those who do not complete the information. The deadline to complete this information will be prior to the last enrollment opportunity in early August. In the future, students who do not participate who are already registered may have fall enrollments cancelled or be blocked from future winter/spring enrollment.</p>	<p>Each destination campus will manage the first level of enforcement, i.e. blocking fall enrollment. Future enforcement regarding class cancellation and the prevention of enrollment for a future term must wait for system stability.</p>	<p>Must wait for system stability for full enforcement of (2) and (3)</p>
<p>15 Registration</p>	<p>As this is a systemwide initiative, all campuses will employ self-service to enroll students in Early Start, particularly students at service campuses.</p>	<p>Campuses may need to modify local procedures & policies to implement</p>	<p>CMS to provide solution</p>	<p>Underway</p>
<p>16 Retaking Exams</p>	<p>Campuses cannot require students to retake the ELM test although students may volunteer to do so and campuses may encourage it. The EPT test cannot be retaken. Campuses should use faculty evaluation of Early Start to re-position students in fall term as appropriate.</p>	<p>The Early Start results will be available systemwide by mid-August</p>	<p>CMS to provide data file to ETS for campus downloads</p>	<p>Underway</p>

Early Start Decisions to Date

<p>17 Systemwide Schedule of Classes</p>	<p>For information purposes only, a systemwide schedule of classes for Early Start is under development consideration. Such a schedule may be used by counselors, advisors and others for systemwide information. Students will use the schedule primarily to determine WHERE they may want to complete Early Start. Each campus is expected to maintain a web page describing its programs. A link from this campus Early Start webpage to the systemwide schedule of classes will be maintained. Moreover, each campus will separately update the systemwide schedule of classes through a procedure that will be described in the Business Process Guide.</p>	<p>Populating the listing with courses is required. Procedure under development. Clarifying the purpose of this schedule for all constituents is under discussion along with how it might be constructed.</p>	<p>Deans of Continuing Education, Academic Technology Support, AVP's</p>	<p>Each campus will maintain in discussion its class offerings on the systemwide SOC page.</p>
<p>18 Assessment & Reporting</p>	<p>Systemwide assessment of Early Start will be conducted by the Office of Analytic Studies. The review will rely upon data supplied by campuses to ETS as part of the grade capture procedure as well as from various ERS reports.</p>	<p>Data from both service campuses and destination campuses will be required</p>	<p>Analytic Studies</p>	<p>In Preparation</p>
<p>19 Pass Through Grade</p>	<p>The recommendations of the Math and English Councils will be adopted in the grade reporting process. In addition to CR/NC faculty will assign a numeric value that will reveal the proficiency of the student and will be transmitted to destination campuses for its use.</p>	<p>CMS will provide a unique grade roster in a separate column for this purpose</p>	<p>A & R</p>	<p>Underway</p>

Early Start Decisions to Date

<p>20 Methodology</p>	<p>Each CMS campus will be expected to utilize fully the CMS tools that will be developed for Early Start; non-CMS campuses will be expected to use these tools to the extent possible or to emulate them where necessary. The specific tools will include but are not necessarily limited to the Smart Page, the Global Database, Self-Service Enrollment, the Grade Roster & Values, and the Data Upload to ETS. All students must enter through the Smart Page for their Early Start selection regardless if they are Destination or Service students. Campus must not circumvent the Smart Page. All delivered processes (Financial Aid, Admissions and ERS reporting) are triggered after the Smart Page is saved.</p>	<p>CMS to develop the Early Start tools in conjunction with the recommendations from SAUG</p>	<p>CMS, DARs, CIOs</p>	<p>Underway</p>
<p>21 Destination Campuses with Stretch Programs</p>	<p>By 2014, students who are determined to be “conditionally exempt” by virtue of their English (EAP) results scores and those who satisfactorily complete an ERWC course in their senior year of high school, will be exempt from the English Placement Test as well as from Early Start.</p>	<p>Expansion of ERWC capacity</p>	<p>CO, DARs</p>	<p>Deferred until 2014</p>
<p>22 Exceptions & Appeals</p>	<p>In keeping with E.O. 1048, each campus will be expected to implement the exception and appeal procedure as outlined in the plans it submitted last November.</p>	<p>Students with issues need to be aware of the exception and appeal procedure</p>	<p>AVPs, DARs</p>	<p>Defined</p>

Early Start Decisions to Date

23	Make-up Remediation Courses	<p>Early Start students should not be assigned to classes designed for “repeats” of developmental courses in first year. These enrollments will not be covered by the financial aid waivers nor will they be counted in the ESP data. Early Start courses should be reserved for Early Start students. To avoid the issues of supplanting, continuing students in need of remediation should enroll in alternative courses.</p>	Course restrictions should be implemented	DARs, AVPs, Continuing Education Deans	Defined
24	AB 540 Students	<p>Since lottery funds are state funds, AB 540 students are not eligible for the financial aid waiver to cover Early Start during Summer 2012. Consequently, these students must pay the required Early Start fees regardless of anticipated family support. As the law changes in January 2013, however, future AB 540 students may be eligible for the Early Start fee waiver presuming that a mechanism will be developed to estimate family support.</p>	Reviewing mechanism promised by CSAC	Financial Aid Officers	Deferred until Summer 2013
25	Other Students	<p>Early Start courses should be reserved for Early Start students. Early Start enrollments need to be isolated from other enrollments. To avoid processing complications, continuing students in need of remediation should enroll in alternative courses. If necessary to prevent under-subscription, campuses may cross list Early Start courses with other remediation courses. The cross-listing method would enable Non-Early Start students to take the same experience from the same instructor, time, room, under a different section number. However, there should be two grade rosters generated for the instructor. One would be</p>	Course restrictions should be implemented	DARs, AVPs, Continuing Education Deans	Defined

Early Start Decisions to Date

the special Early Start grade roster for just the Early Start students only and the other would be for all other enrollments with a different course section number.