



THE CALIFORNIA STATE UNIVERSITY

BAKERSFIELD • CHANNEL ISLANDS • CHICO • DOMINGUEZ HILLS • FRESNO • FULLERTON • HAYWARD • HUMBOLDT
LONG BEACH • LOS ANGELES • MARITIME ACADEMY • MONTEREY BAY • NORTHRIDGE • POMONA • SACRAMENTO
SAN BERNARDINO • SAN DIEGO • SAN FRANCISCO • SAN JOSE • SAN LUIS OBISPO • SAN MARCOS • SONOMA • STANISLAUS

DAVID S. SPENCE
EXECUTIVE VICE CHANCELLOR
CHIEF ACADEMIC OFFICER

Code: AA-2002-36
July 5, 2002

To: CSU Provosts/Vice Presidents, Academic Affairs
From: David S. Spence *David S.*
Subject: **Impacted Programs, 2003-2004**

As we begin planning for the admission application filing period for fall 2003, it is time to identify undergraduate enrollment programs projected to be impacted for 2003-2004. Campus requests for impaction status should reflect trends toward overenrollment that will continue into the foreseeable future.

The California State University will face increased enrollment pressure over the next ten years, and the system must identify additional opportunities to provide access to students. In March 2000, the Board of Trustees adopted enrollment management principles to guide campus policies and practices that will effectively serve to increase student access to the CSU.

As a result of the recent review of CSU admission policies and priorities, the CSU Board of Trustees reemphasized the high priority of local applicants and reiterated the intention that campuswide impaction be avoided if at all possible. The Trustees will seek the instructional and physical capacity resources necessary to serve all fully eligible students who desire a CSU education. The CSU system leadership is to work with CSU campuses for which program impaction is inadequate to manage their enrollment pressures.

The Board of Trustees will address further the enrollment management policy at its July 16-17, 2002 meeting. Since implementation of the enrollment management policy, questions have arisen about some aspects of the policy. The proposed modifications to the enrollment management policy address the following areas requiring further clarification: (1) improvement in communication of campus admission policies and procedures, especially policies regarding local admission guarantees; (2) access to programs and majors that may not be available at an applicant's local CSU campus; (3) role of presidential advisory groups to assist the campus in the identification of effective enrollment management policies that recognize broad community interests; and (4) expanded analysis and reporting

the effect of enrollment management policies on students. This information agenda item is included as Attachment 4. We expect the Trustees to adopt this resolution at the September 2002 meeting.

The Board of Trustees has authorized the Chancellor to designate an enrollment category as impacted if there is compelling evidence that significantly more qualified applicants and currently enrolled students are likely to request access to the category during the initial filing period (first month of the filing period) than can be accommodated. Impacted programs use supplementary admission criteria authorized by the Chancellor in the selection of candidates for admission to those categories.

Enrollment categories that can accommodate all currently enrolled students and eligible applicants applying in the first month of the filing period are not considered impacted and may not use supplementary admission criteria.

To request impaction designation for an enrollment category please complete a Program Data form (Attachment 1) for each enrollment category. There is a separate Program Data form (Attachment 2) for clinical nursing programs requesting new or continued impaction. Proposed supplementary criteria or changes to currently approved criteria should be included with the letter requesting the Chancellor to designate the enrollment category as impacted.

For undergraduate programs with more than one concentration, campuses are encouraged to submit a separate form reflecting the application and enrollment trends for each option. Campuses may designate a single filing period (typically fall) from which to select enrollees both for fall and mid-year terms.

A campus will be designated as impacted campuswide only if the campus can demonstrate that it has exhausted existing enrollment capacity by implementing such approaches as program impaction, flexible scheduling and year round operations, expanding distance learning and use of technology, increasing the capacity of existing off-campus centers, establishing new centers, and using facilities imaginatively, but not at the expense of regular campus maintenance and capital outlay needs. Requests for campuswide impaction should include a description of campus efforts to expand enrollment capacity in the following areas and an estimate of the number of additional students who will be served by each initiative: (1) flexible scheduling; (2) year round operations; (3) expansion of distance learning and use of technology; and (4) increased capacity of existing off-campus centers, establishing new centers, and using facilities imaginatively.

Enrollment categories designated as impacted for the 2002-2003 academic year are shown on the attached chart from the November 2001 edition of the *CSU Review* (Attachment 3). Please indicate which enrollment categories, if any, included in the chart will continue to be impacted at your campus during the 2003-2004 academic year by completing and

CSU Provosts/Vice Presidents, Academic Affairs
AA-2002-36
July 5, 2002
Page 3

submitting a copy of the Program Data form for each enrollment category, and indicating deletions where appropriate. Please attach a description of any substantial changes you propose in supplementary criteria. Supplementary criteria that have been approved need not be resubmitted.

At your option, please submit suggested editing of the attached copy from the November 2001 *CSU Review* that summarizes criteria and conditions of authorized impacted programs at your campus for inclusion in the November 2002 *CSU Review*. The November 2001 *CSU Review* may be printed from the CSU website. Previous editions of *CSU Review* are located in the Publications link from the CSU Student Academic Support at the following URL:

<http://www.calstate.edu/AR/csureview/>

Please submit your responses to Mr. Allison G. Jones, Assistant Vice Chancellor, Academic Affairs, Student Academic Support by August 31, 2002. If you are considering possible impactation for a new program or campuswide impactation, please initiate informal discussion with Allison Jones by telephone during August. Questions concerning this memorandum may be directed to Mr. Jones by telephone at (562) 951-4744 or by e-mail at <ajones@calstate.edu>.

DSS:lem

Attachments

cc: CSU Presidents
CSU Vice Presidents, Student Affairs
CSU Directors, Admission and Records
Dr. Gary A. Hammerstrom
Mr. Allison G. Jones

PROGRAM DATA

Executive Order No. 563 requires campuses to supply historical data for each enrollment category for which the impact designation is requested. Definitions of the data required to complete the form are attached.

Campus _____

Enrollment Category _____

Fall Term – APPLICATIONS AND ENROLLMENTS

	Actual			Projected
	2000	2001	2002	2003
A. Enrollment Capacity				
B. Enrollment Total*				
Continuing				
New & Returning				
C. Enrollment as percent of capacity (Total B/A)				
D. Applications Quota (New & returning)				
E. Applications received during initial filing period				
F. Applications received as percent of quota (E/D)				

*Fall 2003 enrollment may be estimated.

DEFINITIONS OF TERMS

Enrollment category is defined by academic area, program, class level, student residence status, or any combination thereof.

- **academic areas – discipline** division or major.
- **class level** – student class level (freshman, sophomore, junior, senior)
- **program** – campus-defined activities (EOP, athletics, etc.) apart from those defined by discipline division or major.
- **student residence classification** – residence classification for tuition purposes as determined under provisions of Sections 68040-68082 of the Education Code.

Reporting period data usually reflect fall enrollments. Campuses may include other terms, in addition to the fall term, if the combined data better represents enrollment status.

Enrollment capacity is the number of students for whom facilities and staff are available to provide an opportunity for an adequate college education.

Enrollment total is the number of students enrolled in the category during the specified year. It is the sum of continuing students in addition to new and returning student enrollments. Current year enrollment may be estimated.

Continuing enrollment represents the number of students accepted into the enrollment category in previous terms who continue in the enrollment category during the specified years.

New and returning students data include applicants for admission to the campus who designate the specified enrollment category and former students who are returning after an absence of one or more terms of regular sessions. There have been a number of questions raised about how to accurately reflect the number of applicants to impacted programs. Please take the following into consideration as you complete line (E) on the “Program Data” chart:

- Applications received during the initial filing period must include those who are new applicants to the university as well as those continuing students who are expected to seek admission to the impacted major. If you believe it more adequately reflects the situation at your campus, you may use two values in line E:
 - one for applicants new to the university and
 - one for currently enrolled applicants to your impacted major.
- Where impaction occurs for a major at an advanced class level (e.g., sophomore or junior) it is not appropriate to reflect the number of applications received at lower class levels where you may admit the student to the university in a “pre-major” category. For example, if admission to your business or clinical nursing program requires successful completion of specified lower division prerequisite courses, you should not include first-time freshmen applicants in the number of applications received during the initial filing period (line E); however, you should include sophomore, junior, and senior applicants applying for admission to that program.

Application quota is the number of applications determined necessary to yield the enrollment capacity.

Initial filing period is the first month (November for the fall term) of the announced filing period for any term. All applicants to an enrollment category during the initial filing period must receive equal consideration regardless of the filing date within the initial filing period.

Applications received represents the number of applications received during the initial filing period and includes applications from currently enrolled students seeking access to the enrollment category (e.g. pre-majors and change of majors) as well as new applications for admission to the campus that specify the enrollment category.

PROGRAM DATA - Nursing

Executive Order No. 563 requires campuses to supply historical data for each enrollment category for which the impaction designation is requested. This form is modeled on a report submitted by campus nursing programs to the American Association of Colleges of Nursing.

	Actual	Actual	Projected
	Fall 2001	Fall 2002	Fall 2003
(1) Number of positions/seats available in the program.			
(2) Number of completed applications received for the nursing program.			
(3) Of completed applications, how many completed with C or better all prerequisite courses for your nursing program?			
(4) Of completed applications, how many met approved supplementary admission criteria for your nursing program?			
(5) Of those qualified students who met current supplementary criteria how many were accepted?			
(6) Of those who were accepted, how many enrolled in the nursing program?			
(7) Number of additional students who could have been accommodated by the nursing program.			
(8) Number of CSU-eligible and nursing-qualified applicants who were not accepted for admission to the nursing program.			

(2) Includes both currently enrolled students and new applicants seeking admission to the professional program.

(3) Includes CSU admission requirements and a grade of C or better in each prerequisite course.

(4) Includes approved supplementary admission criteria for your program.

In which year are generic (basic) baccalaureate students formally accepted into the nursing program?

Circle One:

Freshman

Sophomore

In which year do generic (basic) baccalaureate students take the first nursing course taught by nursing faculty?

Circle One:

Freshman

Sophomore

Amended 2002-2003 CSU Impacted Undergraduate Programs

	Bakersfield	Channel Islands	Chico	Dominguez Hills	Fresno	Fullerton	Hayward	Humboldt	Long Beach	Los Angeles	Maritime Academy	Monterey Bay	Northridge	Pomona	Sacramento	San Bernardino	San Diego	San Francisco	San Jose	San Luis Obispo	San Marcos	Sonoma	Stanislaus	
Architecture														I							I			
Art	0		0	0	0	0	0	0	0	0		0	0	0	0	0	N	0	0	0	I		0	0
Biology	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	I	0	0	0	I	0	0	0
Business Administration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	I	0	0	0	I	0	0	0
Child Development	0		0		0	0	0	0	0	0		0	0		0	0	I	0	0	0	I	0		0
Communication	0		0	0	0	0	0	0	0	0		0	0	0	0	0	I		0		0	0	0	0
Computer Science	0	0	0	0	0	0	0		0	0		0	I	0	0	I	0	0	0	I	0	0	0	0
Criminal Justice Admin.	0		0	0	0	0	0		0	0				0	0	I	0	0	0	N		0	0	0
Economics	0		0	0	0	0	0	0	0	0		0	0	0	0	0	I	0	0	0	I	0	0	0
English	0		0	0	0	0	0	0	0	0		0	0	0	0	0	I	0	0	0	I	0	0	0
Food & Nutrition/Dietetics			0		0				0	0			0	0	0	0	I	0	0	I				
Graphic Design				0	0	0	0		I	0				0	0	0	0	I	0	0	I			
Health Science	0		0	N	0	0	0		N	D			0	0		0	I	0	0					
History	0		0	0	0	0	0	0	0	0			0	0	0	0	I	0	0	0	I	0	0	0
Information Systems	0		0	0	0	0	0	0	0	0			0	I	0	0	0	0	0	I				0
International Business						0	0					0					I							
Journalism			0		0	0	0	0	0				0	0	0		I	0	0	I				
Kinesiology/Physical Educ.	0		0	0	N	0	0	0	N	0			0	0	0		I	0	0	I		0	0	0
Liberal Studies	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	I	0	0	I	0	0	0	0
Medical Technology	0		0	N		0	0	0	0	0			0	0	0			0	0					0
Microbiology			0						0	0				0			I				I			
Nursing, Basic	0		I		I		I	I	I	I					I	I	I	I	0				I	N
Nursing, ADN to BSN	0		0	0	0	0	0	0	0	0			0		0	0	0	0	0				0	0
Occupational Therapy				I															0					
Political Science	0		0	0	0	0	0	0	0	0		0	0	0		0	I	0	0	I	0	0	0	0
Psychology	0		0	0	0	0	0	0	I	0			0	0	0	0	I	0	0	I	0	0	0	0
Public Administration	0		0	0	0	0		0	0				0	0	0	0	I	0	0	N		0	0	0
Radio-Television & Film			0	0	0	0	0		I	0		0	0	0			I	0	0	N				
Social Science			0			0		0		0		0		0	0	0	I	0	0	I	0		0	0
Social Work			0		0		0	0	I	0		0	0	0	0		0	0	0					
Sociology	0		0	0	0	0	0	0	0	0			0	0		0	0	I	0	0		0	0	0
Spanish	0		0	0	0	0	0	0	0	0			0	0	0	0	I	0	0	N	0	0	0	0
Theater	0		0	0	0	0	0	0	0	0		0	0	0	0	0	I	0	0	I			0	0

- I - Program impacted at this campus.
- 0 - Program offered at this campus but not impacted.
- N - See Note for the campus.
- R - Program open only to upper division students possessing the R.N.
- A blank space indicates the program is not offered at this campus.

Notes:

Dominguez Hills:

Impacted programs in health science orthotics and prosthetics option; and clinical sciences options of cytotechnology and medical technology.

Fresno:

Sports medicine option impacted.

Long Beach:

Impacted programs in health science radiation therapy option; and kinesiology options of exercise science, fitness, and kinesiotherapy.

San Diego:

Impacted programs in some majors, concentrations, or emphases.

San Luis Obispo:

Concentrations within impacted majors. All majors are impacted.

Stanislaus:

Basic nursing program pending approval by Board of Registered Nursing.

COMMITTEE ON EDUCATIONAL POLICY

California State University Enrollment Management Policies

Presentation By

David S. Spence
Executive Vice Chancellor
and Chief Academic Officer

Summary

At the March 2000 meeting, the Board of Trustees adopted modifications to its enrollment management policy that emphasized the California State University's commitment to guarantee access to a local campus for every eligible undergraduate applicant. This item further modifies enrollment management policy in light of the experience of several campuses faced with severe program and campus impaction.

Background

When the Board of Trustees adopted its enrollment management policy in March 2000, it reaffirmed that upper division California Community College transfers have the highest priority for admission, that all fully eligible freshmen are accommodated somewhere in the system, that California residents have the highest priority for admission, that all CSU-eligible students are guaranteed admission to at least one local CSU campus, and that campuses must maintain a balanced program and achieve diversity as admission priorities are implemented.

Since implementation of the enrollment management policy, questions have arisen about some aspects of the policy. The proposed modifications to the enrollment management policy address the following areas requiring further clarification: (1) improvement in communication of campus admission policies and procedures, especially policies regarding local admission guarantees, (2) access to programs and majors that may not be available at an applicant's local CSU campus, (3) role of presidential advisory groups to assist the campus in the identification of effective enrollment management policies that recognize broad community interests, and (4) expanded analysis and reporting on the effect of enrollment management policies on students.

Proposed Resolution

To assist campuses to address the educational needs of the diverse student population in their respective service regions in response to continuing enrollment pressures, the Board of Trustees

proposes the following modification to its enrollment management policy adopted in March 2000:

The following resolution is recommended for adoption:

WHEREAS, California law acknowledges the responsibility of the State of California to provide the resources necessary for higher education to fulfill the requirements of the Master Plan for Higher Education; and

WHEREAS, Education Code Section 66202.5 states, "The State of California reaffirms its historic commitment to ensure adequate resources to support enrollment growth ... to accommodate eligible California freshmen applicants and eligible California Community College transfer students..." and

WHEREAS, Education Code Section 66202 outlines categories for enrollment planning and admission priority in the following order: continuing undergraduate students in good standing, California Community College transfer students, transfer students from other four year campuses and institutions, and finally freshmen or sophomore level students; and

WHEREAS, California State University and its campuses remain committed to serving the diversity of the state through its enrollment management policy and local service regions; and

now, therefore, be it

RESOLVED, By the Board of Trustees of the California State University that the following principles are adopted by the Board of Trustees effective with students seeking admission to the CSU for fall ~~2001~~2003 to aid the Chancellor and campuses in carrying out the mission of the CSU and to ensure that CSU campuses continue to comply with the provisions of the Master Plan for Education:

- CSU commits itself to the provision of equal educational opportunities for all admitted and enrolled CSU students.
- CSU reaffirms its commitment to the Master Plan to accommodate within the CSU all fully eligible students in the upper one-third of recent California high school graduates and all fully eligible, upper-division California community college transfer students.

- Appropriate to the mission of the CSU system and that of its member campuses, each CSU campus is expected to maintain a balanced student body and to provide broad-based access to the people of California.
- CSU outreach, admission, and retention policies shall continue to provide encouragement, support, academic and counseling services, and access to students traditionally underrepresented in California higher education toward the goal of enrolling a student population reflective of campus service areas and California's growing diversity. To ensure that each campus works toward this goal within its service area, the Office of the Chancellor will coordinate all statewide efforts related to these services.
- It is the intent of the CSU Board of Trustees that campuswide impaction be avoided. The trustees will seek the instructional and physical capacity resources necessary to serve all fully eligible students who desire a CSU education. The physical capacity of each campus and its off-campus centers will be established and publicized twelve months prior to the beginning of each academic year. The CSU system shall work with CSU campuses for which program impaction is inadequate to manage their enrollment pressures. A campus may be designated as impacted campuswide only if the campus can demonstrate that it has exhausted existing enrollment capacity by implementing such approaches as flexible scheduling and year round operations, expanding distance learning and use of technology, increasing the capacity of existing off-campus centers, establishing new centers, and using facilities imaginatively, but not at the expense of regular campus maintenance and capital outlay needs.
- CSU-eligible students are guaranteed admission to at least one local CSU campus. Admission, however, does not include assurance of admission to a specific program.
- If a major or program is not offered as part of the curriculum at an applicant's local CSU campus, CSU-eligible students are guaranteed admission to an alternate CSU campus closest to the high school from which the applicant graduated or the community college from which the student is transferring that offers the major or program that the applicant is seeking.
- First-time freshmen and upper division transfer students shall be admitted to a local CSU campus on the basis of established CSU system admission policies, i.e., those standards defined in the first principle listed above. The local admission guarantee will be announced and figure prominently in all campus recruitment, outreach, and admission materials.
- For purposes of admission, "local" first-time freshmen are defined as those students who graduate from a high school historically served by a CSU campus in that region,

and local upper division transfer students are defined as those who transfer from a community college historically served by a CSU campus in that region. The boundaries of a campus service region shall contain the entire territory of the school district or community college district in which the local high school or community college campus is located.

- CSU campuses shall utilize program impaction where appropriate prior to requesting campuswide impaction.
- CSU campuses may pursue program impaction for those programs receiving more fully eligible applicants than can be accommodated. Campuswide impaction shall be authorized only when program impaction is inadequate to cope with an excess number of fully eligible applicants.
- To assist the campus in the identification of effective enrollment management policies, new or existing, that address the education needs of the local student population in terms of outreach, admission, and enrollment, each campus president shall consult with a presidential advisory group. The members of the presidential advisory group will include faculty, students, administrators, representatives of educational institutions from the campus' service area, and local community leaders representing broad community interests. In selecting members of the presidential advisory group, sensitivity to the cultural diversity of the campus and participants' cultural competence will be essential.
- Supplemental admission criteria will be used to screen applicants for impacted programs. Campuses approved by the chancellor to implement supplemental admission criteria shall provide public notice to all students who may be affected by these criteria, parents/families, and appropriate education agencies no later than twelve months prior to the term in which the supplemental admission criteria take effect. and shall be publicized widely. Supplemental admission criteria may be used in campuswide impaction situations provided that CSU-eligible students guaranteed regional access shall be admitted. In unusual circumstances in which a campus must respond to unanticipated enrollment pressures, a campus may implement enrollment management strategies or supplemental admission criteria without a twelve-month notice with the approval of the chancellor in accordance with Board of Trustee policy and following consultation with the presidential advisory group. In such instances, the campus shall notify immediately (1) local K-12 schools and community colleges that serve area students and (2) all students affected by the change and their families. Students whose street or e-mail addresses are on file at the campus will be notified directly. Local media announcements shall be used to inform the broader community and students who may not have yet been in direct contact with the campus.

- Each campus shall maintain a process by which students can confirm their admission eligibility status and processes.
- The effects of these principles and other CSU admission policies and practices shall be monitored carefully and reported by the chancellor on at least an annual basis to ensure that CSU continues to honor its Master Plan obligations in a clear and consistent way. This report will include but is not limited to the examination of campus-based services and programs to assist students at affected campuses, analysis of the impact of approved pilot programs and supplemental criteria on student enrollment, and data on the racial and ethnic composition of the student population at campuses implementing enrollment management policies.