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DAVID S. SPENCE
EXECUTIVE VICE CHANCELLOR
CHIEF ACADEMIC OFFICER

Code: AA-2002-50
September 27, 2002

To: CSU Presidents

From: David S. Spence *David S*
Executive Vice Chancellor/Chief Academic Officer

Subject: 2002 Campus Accountability Reports – Due Friday, October 25, 2002

The purpose of this memo is to remind you that your campus accountability report for 2002 is due shortly and to clarify our expectations about what should be included in this report. The reports were originally due on October 15, but we have extended the due date to Friday, October 25.

Report Summaries

We will be making a system report on accountability to the Board of Trustees, Educational Policies Committee in November. As you will recall, the last time we made an accountability report to the Board (September 2000), the chair asked us, a few days before the meeting, to systematically summarize the campus reports in two pages. We were not particularly comfortable with this assignment since most of the campus reports were quite lengthy and detailed. With this expectation in mind, we would like to be sure that this time around, you have a significant role in developing these summaries.

We are currently planning that the first page of the summary will be the worksheet showing your campus data for the system accountability indicators in performance areas 1 through 9. A copy has been attached to this memo. This worksheet will include your performance data for the academic years 1998-99, 1999-2000, and the most recent year for which we have verified data, 2000-01. We have not decided whether to include on this summary page, your goals for 2002-03 and 2004-05. We will be seeking your advice on this matter at the Academic Council meeting October 3, and the Executive Council meeting October 14 and 15.

In any case, we plan to make the second page (reverse side) of the campus summary available to you to provide whatever additional information or commentary you

feel is appropriate for the Trustees to best understand your campus' accountability data. Due to the size of the worksheet, we plan to print it on large, 11 inch by 17 inch paper. Thus the reverse side will accommodate two normal size pages of text. You may include whatever information or data you would like, so long as it fits on two pages, each with margins of at least one inch and a type font no smaller than 10 point.

Main Report Expectations

The campus reports submitted in 2000 were quite lengthy and detailed. While we appreciate the effort that went into their preparation and your desire to present the richness of your campus in a comprehensive and meaningful way, we believe that the desire of the Trustees to review drastically abridged summaries argues for carefully crafted, but short reports. As we stated in our memo to you dated February 21, 2002 (AA-2002-15), this report will require coverage of performance areas 1 through 9 only. Performance area 10 on the quality of graduate and post-baccalaureate programs will not be required until the 2004 report. Reporting on campus-defined performance areas and indicators (previously referred to as performance area 14), remains optional.

With that in mind, the following is a review of our expectations for the required performance areas.

Performance area 1 (Quality of baccalaureate degree programs)

The expectation behind performance area 1 has always been to provide the Trustees with sufficient information to allow them to conclude that campuses are satisfying the intention of the recommendations supporting Cornerstones Principle 1. These recommendations included (1) determining learning outcomes for general education and for each academic program, (2) assessing the achievement of these outcomes, and (3) using the results of assessment in academic program review to assure the continuing quality of programs.

We have never believed that the campus information to address performance area 1 should include actual program outcomes or the results of assessment. For this report, we hope that you will focus upon descriptions of the processes used on your campus for establishing and assessing student learning outcomes in general education and in the majors, and for assuring that students are achieving core competencies for the degree.

After 2003, that is for the 2004 accountability report, we will ask you to go one step further and summarize campus academic program reviews, broadly characterizing assessment results and describing how those results have been used to improve teaching, learning, and the programs that were reviewed.

Performance areas 2 through 9

The quantitative data that we will be reporting for the system indicators in performance areas 2 through 9 were shared with you and your campus accountability coordinators early last summer. In the main report you are welcome to provide whatever information, including additional indicators and data, to describe, explain, or augment the system indicators for each performance area.

If your campus has decided to invoke the option of additional performance areas, they should follow performance area 9 in the main report. Again, we urge you to keep your reports short and to the point. We will make everything that you submit available to the Trustees, but cannot guarantee their complete indulgence. If you have questions about accountability report requirements, please contact Dr. Gary Hammerstrom, Associate Vice Chancellor, Academic Affairs, at (562) 951-4718. If you have questions about the data that we have provided, please contact Dr. Marsha Hirano-Nakanishi, Assistant Vice Chancellor, Academic Research, at (562) 951-4767.

DSS/gah

Attachment: Campus Accountability Worksheet

- c. Academic Council
 - Accountability Coordinators
 - Gary Hammerstrom
 - Marsha Hirano-Nakanishi (w/o Attachment)
 - Charles B. Reed (w/o Attachment)