



THE CALIFORNIA STATE UNIVERSITY


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DAVID S. SPENCE
EXECUTIVE VICE CHANCELLOR
CHIEF ACADEMIC OFFICER

Date: December 3, 2002

Code: AA 2002-56

To: Presidents

From: David S. Spence 
Executive Vice Chancellor
and Chief Academic Office

Subject: Report on Centers, Institutes, and Similar Entities

The Bureau of State Audits holds the CSU chancellor responsible for monitoring the campus implementation of policies and procedures governing centers, institutes, and similar organizations on CSU campuses. To ensure fulfillment of this responsibility, Executive Order No. 751 incorporated a reporting requirement. A copy of Executive Order No. 751 is attached.

In 2000, campuses reported on the relevant campus policies and procedures that were in effect as of October 15, the status of any revisions to those policies and procedures that were under consideration, and any aspects of implementation that were not apparent in the other information provided. Campuses had earlier submitted "a list of all centers, institutes, and similar entities, including the name and purpose of each entity" (cf. E.O. 751, Section III-C). The information was updated the following year, and we are asking that it be updated again this year.

We would appreciate your reporting (1) any changes to relevant campus policies and procedures that were put into effect by October 15, 2002, and (2) any changes to the list of centers, institutes, and similar entities. If the currently applicable policies or the list of centers is available on the Web or in the campus catalog, it will be sufficient to tell us the Web address or catalog pages. Please transmit the report by **January 27, 2003**, to Dr. Jolayne Service, Dean, Academic Program Planning, Office of the Chancellor, by U.S. mail or by e-mail (jo@calstate.edu).

Thank you.

Attachment

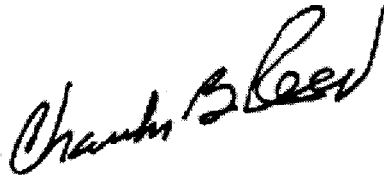
cc: Dr. Charles B. Reed
Provosts/Vice Presidents, Academic Affairs
Vice Presidents, Administration

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210

Date: July 5, 2000

To: Presidents

From: Charles B. Reed
Chancellor



Subject: Centers, Institutes, and Similar Organizations on Campuses of the California State University Executive Order No. 751

I am transmitting a copy of Executive Order No. 751, which establishes principles for the development of campus policies and procedures governing centers, institutes, and similar entities. It supersedes Executive Order No. 729 and is intended to clarify the principles and to allay the concerns of the Bureau of State Audits regarding reports to the Chancellor.

If any centers, institutes, or similar entities are created at the system level, they should be in conformity with analogous principles.

In accordance with policy of the California State University, the campus president has the responsibility for implementing Executive Orders where applicable and for maintaining the campus repository and index for all Executive Orders.

CBR:JS

Attachment

Distribution: Dr. David S. Spence
Mr. Richard P. West
Chancellor's Office Staff

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210

Executive Order No.: 751

Title: Centers, Institutes, and Similar Organizations on
Campuses of the California State University

Effective Date: July 5, 2000

Supersedes: Executive Order No. 729

This Executive Order is issued pursuant to Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of the California State University. It establishes principles for the development of campus policies and procedures governing centers, institutes, and similar organizations on the campuses of the California State University.

I. Definition

Centers, institutes and similar organizations are entities affiliated with California State University campuses to offer non-credit instruction, information, or other services beyond the campus community, to public or private agencies or individuals. Campuses may create such entities—usually designated “Institutes,” “Centers,” “Research Groups,” “Councils,” “Bureaus,” “Field Stations,” or “Consortia”—to facilitate the conduct and dissemination of research, perform public service, or provide special training.

II. Responsibility for Policies Governing Centers, Institutes, and Similar Entities

Policies governing centers, institutes, and similar entities are primarily the responsibility of each campus.

III. Principles for Campus Policy Development

A. Each California State University campus is to have explicit policies and procedures for establishing, operating, monitoring, reviewing, and discontinuing centers, institutes, and similar entities. These policies are to be consonant with principles of academic freedom and concomitant academic responsibilities. The policies and procedures are to be designed to ensure that the activities of each entity

- contribute to fulfillment of the mission of the California State University and the campus;

- are consistent with generally accepted tenets of scholarship (e.g., subject to peer review);
 - meet accepted standards of academic research; and
 - are in conformity with all applicable laws and regulations and with the California State University and campus risk management policies.
- B. Each entity is to be under the programmatic oversight of an academic unit (e.g., a department, school, college, office of graduate studies and research, office of academic affairs). The establishment and continuation of the entity is to be subject to the approval of the campus president, following appropriate faculty consultation in accordance with campus policy. The entity is to be subject to periodic review to ensure that it is consistent with the principles described above. It is not the intent of this executive order to preclude the operation of an entity under an appropriate auxiliary organization, as authorized by the Board of Trustees in Section 42500(a)(7) of Title 5, California Code of Regulations.
- C. The campus is to report periodically on the implementation status of the campus policies and procedures. The campus is also to make available to the Office of the Chancellor a list of all centers, institutes, and similar entities, including the name and purpose of each entity. The list is to be updated at least annually.



Charles B. Reed, Chancellor

Date: July 5, 2000