



# THE CALIFORNIA STATE UNIVERSITY

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DAVID S. SPENCE  
EXECUTIVE VICE CHANCELLOR  
CHIEF ACADEMIC OFFICER

Code: AA-2004-02

February 16, 2004

**To:** CSU Presidents

**From:** David S. Spence *David S.*

**Subject:** **Early Assessment Program (EAP) for 11<sup>th</sup> Grade Students and Academic Preparation Program (AAP) for 12<sup>th</sup> Grade Students—Campus Allocations**

In an earlier memorandum to campuses (AA-2003-30, October 10, 2003), we announced the development and implementation of the Early Assessment Program (EAP), a collaborative effort between the California State University (CSU), the California Department of Education (CDE), and the State Board of Education (SBE). In that memorandum, we indicated that \$100,000 would be allocated to campuses for the 2003-04 academic year to support a campus program coordinator for early academic assessment and to cover costs associated with the administration of the 12<sup>th</sup> grade academic preparation program based upon the review of campus expenditure plans. Because of the uncertainty of the budget, we did not proceed with this allocation.

Beginning this spring of 2004, the early assessment program will be available to all high school juniors who are taking the appropriate 11<sup>th</sup> grade English and mathematics courses required for admission to the CSU. Therefore, we are ready to engage campus coordinators to communicate, publicize, and work with the campus's local high schools to inform them about the augmented CST, to encourage the high schools to inform students about these programs, and to encourage students who are on track to apply to the CSU to take the augmented CST in English and mathematics at the end of their junior year in high school.

We have completed our review of campus expenditure plans, and since we are in the second half of the academic year, this memorandum allocates to each campus \$50,000 (one half of the total initially projected, see Attachment A) to cover the salary and administrative costs associated with working with local high schools, e.g., travel expenses, meetings with high school faculty and staff, transportation, telephone, supplies, photocopying, and training guides. Campus may determine how to distribute their allocation between salaries and administrative costs.

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Please remember that while the California State University is out of the business of providing direct services to high schools, we anticipate that some CSU campuses may, through other campus programs and campus resources they have identified, provide direct services to high school students and teachers, using campus students and faculty. Under no circumstances, however, may the Early Assessment and Academic Preparation Program funding or the coordinator funded by these funds be used to provide direct services.

Questions about the Early Assessment Program and Academic Preparation Program or the fund allocations may be directed to Mr. Allison G. Jones, Assistant Vice Chancellor, Academic Affairs, Student Academic Support, at [ajones@calstate.edu](mailto:ajones@calstate.edu), (562) 951-4744, or Mr. J. Leon Washington, Associate Director, Enrollment Management Services, Student Academic Support, at [lwashington@calstate.edu](mailto:lwashington@calstate.edu), (562) 951-4726.

DSS:jed

Attachment

cc: CSU Provosts/Vice Presidents for Academic Affairs  
CSU Vice Presidents for Student Affairs  
Dr. Charles B. Reed  
Mr. Richard P. West  
Mr. Allison G. Jones  
Mr. J. Leon Washington

**Early Assessment Program (EAP) for 11<sup>th</sup> Grade Students  
Academic Preparation Program (APP) for 12<sup>th</sup> Grade Students  
Campus Allocations – FY 2003-04**

| <b>Campus</b>    | <b>Amount*</b>     |
|------------------|--------------------|
| Bakersfield      | \$50,000           |
| Channel Islands  | \$50,000           |
| Chico            | \$50,000           |
| Dominguez Hills  | \$50,000           |
| Fresno           | \$50,000           |
| Fullerton        | \$50,000           |
| Hayward          | \$50,000           |
| Humboldt         | \$50,000           |
| Long Beach       | \$50,000           |
| Los Angeles      | \$50,000           |
| Maritime Academy | \$50,000           |
| Monterey Bay     | \$50,000           |
| Northridge       | \$50,000           |
| Pomona           | \$50,000           |
| Sacramento       | \$50,000           |
| San Bernardino   | \$50,000           |
| San Diego        | \$50,000           |
| San Francisco    | \$50,000           |
| San José         | \$50,000           |
| San Luis Obispo  | \$50,000           |
| San Marcos       | \$50,000           |
| Sonoma           | \$50,000           |
| Stanislaus       | \$50,000           |
| <b>TOTAL</b>     | <b>\$1,150,000</b> |

\* Of this amount, it is expected that \$40,000 be used for coordination, and the remaining \$10,000 for operating expenses. Funds will be allocated to campuses when the campus's expenditure plan is received.