



# THE CALIFORNIA STATE UNIVERSITY

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ALLISON G. JONES  
Assistant Vice Chancellor  
Academic Affairs, Student Academic Support

AA-2004-23  
June 21, 2004

To: CSU Presidents

From: Allison G. Jones

Response Requested by:  
August 15, 2004

**Subject: 2003/04 Year-End Program Reports for CSU Outreach and Student Academic Preparation Programs**

Campuses annually complete year-end reports for the California State University (CSU) Outreach and Student Academic Preparation Programs. This information enables the CSU to respond to questions from the Governor, Legislature, Department of Finance, Office of the Legislative Analyst, and other state agencies about CSU campus outreach and academic preparation programs.

We have made significant changes in this year's report format to improve the overall efficiency of the reporting process. The attached survey is now an Excel file consisting of three worksheets, the first of which explains the new format and provides some general guidelines. Please complete the survey and return it electronically. The file is formatted to print for your records. We recognize the coordinated effort it will take to complete the year-end report, and we thank you and your campus community in advance for providing this information.

Please complete and return the survey via email by August 15, 2004, to Mr. Jason Stanton at [jstanton@calstate.edu](mailto:jstanton@calstate.edu). Questions regarding the completion of the survey may be addressed to Mr. Stanton at (562) 951-4730 or [jstanton@calstate.edu](mailto:jstanton@calstate.edu).

AGJ:jps

Attachment

cc: CSU Provosts and Vice Presidents of Academic Affairs  
CSU Vice Presidents, Student Affairs  
Mr. Richard P. West  
Dr. David S. Spence

# California State University Outreach and Student Academic Preparation Programs

## 2003-2004 Year-End Report

### General Guidelines

This information is being collected by the California State University (CSU) to respond to questions from the Governor, Legislature, Department of Finance, Office of the Legislative Analyst, and other state agencies about CSU campus outreach and student academic preparation programs. California State University (CSU) outreach and student academic preparation programs provide information and academic support to California's diverse population of students who are disadvantaged educationally and economically, who are enrolled in public K-12 schools that have low college-going rates, and who need assistance in strengthening basic skills in math and English. Funding for these programs is provided through a variety of federal, state, local, and private sources.

As the format in which this data is being collected has changed, the following are some general guidelines to aid in the reporting process. To ensure consistency and accuracy of the data being reported, please read the following guidelines carefully.

#### 03-04 YER Data (Worksheet 1)

- Choose your campus name from the drop-down list, then fill in all white (non-shaded) cells, entering a zero in any cell in which the program or category does not apply to your campus. *It is important that all cells in the spreadsheet have an entry in them.*
- Many of the shaded cells represent totals that are automatically calculated. Totals appearing in the far right column (column M) may represent duplicated numbers; all other totals should not. For instance, when reporting the Number of Students Tutored by Subject, it is important that each student be counted in only one category so that the Total Number of Students Receiving Tutoring is an unduplicated number. (If a student is being tutored in both English and science, for example, that student should not be reported under English or Other Subject, but should be reported only under Multiple Subjects. CSU Tutors, CSU Faculty, and K-12 Teachers should be treated likewise.)
- Programs specific to your campus do not need to be listed separately. Instead, all data from these programs should be combined and entered in the All Other Programs column, being careful not to count schools or persons twice.
- In the section titled CSU Student Tutors, for Type of Tutoring, choose one selection from the drop-down list. If the program is not supported by your campus, leave N/A in the cell.
- In the section titled Funding Source, report expenditures only, rather than budgeted amounts. For CSU State General Funds, include only CSU General Funds. Funding for MESA, which is provided by the University of California, should be recorded as Other Funds. Other Funds may also include fiscal contributions made by the CSU campus.

- In the section titled Detailed Expenditures, for Other Expenditures, enter the sum of all expenditures not already recorded. These do not need to be listed separately.
- The Total Expenditures calculated in the Detailed Expenditures section *must match* the Total Expenditures calculated in the section titled Funding Source.
- Again, please enter zeros in all cells in which the category or program does not apply to your campus.

### **Participating Schools (Worksheet 2)**

- In this worksheet, please list all elementary, middle, and high schools involved in outreach and academic preparation programs with your campus.
- Enter the CDS code for each school (if known), choose the grade level from the drop-down list, enter the name and address of the school, and choose which programs that school is involved in from the drop-down lists.

### **Program Abbreviation Key**

EAP = Early Academic Assessment Program

EOP = Equal Opportunity Program

CRP = College Readiness Program

SB = Summer Bridge

MESA = Math, English, and Science Achievement

GU = GEAR UP = Gaining Early Awareness and Readiness for Undergraduate Programs

AmR/C = America Reads/Counts

UB = Upward Bound

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CSU CAMPUS NAME		EAP	EOP	CRP	Summer Bridge	MESA	GEAR UP	America Reads/Counts	Upward Bound	All Other Programs	Total (or Avg.)
<b>Grades K-5</b>	Total Number of Schools Served		0		0		0				0
	Total Number of Students Served		0		0		0				0
	Total Number of Students Receiving Tutoring	0	0	0	0	0	0	0	0	0	0
	Number of Students Tutored by Subject:										
	English		0		0		0				0
	Math		0		0		0				0
	Other Subject		0		0		0				0
	Multiple Subjects		0		0		0				0
Unknown		0		0		0				0	
<b>Grades 6-8</b>	Total Number of Schools Served		0		0						0
	Total Number of Students Served		0		0						0
	Total Number of Students Receiving Tutoring	0	0	0	0	0	0	0	0	0	0
	Number of Students Tutored by Subject:										
	English		0		0						0
	Math		0		0						0
	Other Subject		0		0						0
	Multiple Subjects		0		0						0
Unknown		0		0						0	
<b>Grades 9-12</b>	Total Number of Schools Served						0				0
	Total Number of Students Served						0				0
	Total Number of Students Receiving Tutoring	0	0	0	0	0	0	0	0	0	0
	Number of Students Tutored by Subject:										
	English						0				0
	Math						0				0
	Other Subject						0				0
	Multiple Subjects						0				0
Unknown						0				0	

**CSU CAMPUS NAME**

		EAP	EOP	CRP	Summer Bridge	MESA	GEAR UP	America Reads/Counts	Upward Bound	All Other Programs	Total (or Avg.)
<b>CSU Student Tutors</b>	Total Number of CSU Student Tutors	0	0	0	0	0	0	0	0	0	0
	Number of Student Tutors by Subject:										
	English										0
	Math										0
	Other Subject										0
	Multiple Subjects										0
	Minimum Hourly Wage										\$0.00
	Maximum Hourly Wage										\$0.00
	Average Number of Hours Spent Tutoring per Week, per Tutor										0.0
	Average Number of Weeks During the Year Spent Tutoring										0.0
Type of Tutoring	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<b>CSU Faculty</b>	Total Number of CSU Faculty	0	0	0	0	0	0	0	0	0	0
	Number of CSU Faculty by Subject:										
	English										0
	Math										0
	Other Subject										0
Multiple Subjects										0	
<b>K-12 Teachers</b>	Total Number of K-12 Teachers	0	0	0	0	0	0	0	0	0	0
	Number of K-12 Teachers by Subject:										
	English										0
	Math										0
	Other Subject										0
Multiple Subjects										0	
Number of DWS Tests Administered											0
Number of MDTP Tests Administered											0

**CSU CAMPUS NAME**

		<b>EAP</b>	<b>EOP</b>	<b>CRP</b>	<b>Summer Bridge</b>	<b>MESA</b>	<b>GEAR UP</b>	<b>America Reads/Counts</b>	<b>Upward Bound</b>	<b>All Other Programs</b>	<b>Total (or Avg.)</b>
<b>Funding Source</b>	CSU State General Funds					\$0	\$0	\$0	\$0		\$0
	Federal Funds	\$0	\$0	\$0	\$0	\$0					\$0
	Lottery Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
	Other Funds										\$0
	<b>Total Expenditures</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Detailed Expenditures</b>	<b>Total Expenditures</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Faculty Salaries										\$0
	Release Time for CSU Faculty										\$0
	Release Time for High School Teachers										\$0
	High School Teacher Stipends										\$0
	Tutor Salaries										\$0
	Travel To and From School Sites										\$0
	Administrative Costs										\$0
	Materials and Supplies										\$0
	Summer Programs										\$0
	Conferences										\$0
	DWS Tests										\$0
	DWS Administrative Costs										\$0
	MDTP Administrative Costs										\$0
Other Expenditures										\$0	

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**Participating Elementary, Middle, and High Schools**

CDS Code (if known)	Grade Level	Name of School	Address	Programs				
1	--			--	--	--	--	--
2	--			--	--	--	--	--
3	--			--	--	--	--	--
4	--			--	--	--	--	--
5	--			--	--	--	--	--
6	--			--	--	--	--	--
7	--			--	--	--	--	--
8	--			--	--	--	--	--
9	--			--	--	--	--	--
10	--			--	--	--	--	--
11	--			--	--	--	--	--
12	--			--	--	--	--	--
13	--			--	--	--	--	--
14	--			--	--	--	--	--
15	--			--	--	--	--	--
16	--			--	--	--	--	--

**Participating Elementary, Middle, and High Schools**

CDS Code (if known)	Grade Level	Name of School	Address	Programs				
17	--			--	--	--	--	--
18	--			--	--	--	--	--
19	--			--	--	--	--	--
20	--			--	--	--	--	--
21	--			--	--	--	--	--
22	--			--	--	--	--	--
23	--			--	--	--	--	--
24	--			--	--	--	--	--
25	--			--	--	--	--	--
26	--			--	--	--	--	--
27	--			--	--	--	--	--
28	--			--	--	--	--	--
29	--			--	--	--	--	--
30	--			--	--	--	--	--
31	--			--	--	--	--	--
32	--			--	--	--	--	--
33	--			--	--	--	--	--