


# Memorandum

**Date:** June 10, 2005

**Code:** AA-2005-11

<b>Reply Requested by:</b> <b>July 29, 2005</b>
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**To:** CSU Presidents

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

**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 the executive order is available at:

<http://www.calstate.edu/EO/EO-751.pdf>

Campuses have periodically submitted reports on relevant campus policies and procedures and lists "of all centers, institutes, and similar entities, including the name and purpose of each entity" (cf. E.O. 751, Section III-C). We would like to maintain electronically these two sets of information to allow us to respond quickly to inquiries. Please submit by July 29, 2005 (1) a compendium of relevant policies and procedures and (2) a list of the names and purposes of your campus centers, institutes, and similar entities, current as of April 15, 2005. We would appreciate receiving this information as Word or Excel documents. We would also like to know the web address(es) at which the information is publicly available. Please email your response to Dr. Jolayne Service, Dean, Academic Program Planning, Office of the Chancellor, at [jo@calstate.edu](mailto:jo@calstate.edu).

Thank you.

DSS/JS

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