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**To:** CSU Presidents

**From:** Allison G. Jones 

**Subject: 2005-06 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 Legislative Analyst, and other state agencies about CSU campus outreach and academic preparation programs.

The attached survey is an Excel file consisting of four worksheets and the general guidelines which explains the format and instructions to aid in the reporting process. 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 e-mail by September 15, 2006, to Carolina Cardenas at [ccardenas@calstate.edu](mailto:ccardenas@calstate.edu) and copy Jed DeRama at [jderama@calstate.edu](mailto:jderama@calstate.edu). Questions regarding the completion of the survey may be addressed to Carolina Cardenas at (562) 951-4724 or [ccardenas@calstate.edu](mailto:ccardenas@calstate.edu).

AGJ:ccc:jd

cc: CSU Provosts and Vice Presidents of Academic Affairs  
CSU Vice Presidents, Student Affairs  
CSU Directors of Outreach and Recruitment  
Gary W. Reichard, Executive Vice Chancellor  
Mr. Richard P. West, Executive Vice Chancellor  
Keith O. Boyum, Associate Vice Chancellor

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San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

# California State University Outreach and Student Academic Preparation Programs 2005-2006 Outreach Year-End Report (OYER)

## General Guidelines/Instructions

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. 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:

### 2005-06 OYER Data (Worksheet 1)

- Type your campus name in the space (first cell) provided, 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.*
- For the purposes of this report, the **2005-2006 Academic Year** is the year beginning in fall 2005 and ending in summer 2006. Therefore, data being requested for summer programs, such as **Summer Bridge**, refers to programs held during summer 2006.
- Data for programs such as **Summer Bridge** should be recorded under the High School sections, even if the participants have already graduated high school.
- Many of the shaded cells represent totals that are either automatically calculated or do not apply to that program. Totals appearing in the far right column (**Total**) may represent duplicated numbers; all other totals should not be duplicated.
- 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 **Funding Source**, please report expenditures only rather than budgeted amounts. For *CSU State General Funds*, please 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 **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 **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.

**All Other Campus Specific Program Descriptions (Worksheet 2)**

- Programs specific to your campus need to be described and listed separately on Worksheet 2.

**Participating Schools (Worksheet 3)**

- In this worksheet, please list all elementary, middle, and high schools involved in outreach and academic preparation programs with your campus.
- For programs such as **Summer Bridge**, please list the high schools the participants graduated from, if known, even if the program does not take place at the actual high school.

**Community Service Learning (Worksheet 4)**

- Community Service Learning programs need to be described and listed separately on Worksheet 4.

**Program Abbreviation Key**

EAP = Early Academic Assessment Program  
 EOP = Educational 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  
 CSL = Community Service Learning  
 PIQE = Parent Institute for Quality Education  
 CAMP = College Assistance to Migrants Program

**WORKSHEET 1  
(OYER Data)**

**California State University Outreach and Student Academic Preparation Programs  
2005-2006 Outreach Year-End Report (OYER)**

<b>CSU CAMPUS NAME</b>		<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>CSL</b>	<b>PIQE</b>	<b>CAMP</b>	<b>All Other Programs</b>	<b>Total (or Avg.)</b>
<b>K-5</b>	Total Number of Schools Served		0		0		0							0
	Total Number of Students Served		0		0		0							0
<b>6-8</b>	Total Number of Schools Served		0		0									0
	Total Number of Students Served		0		0									0
<b>9-12</b>	Total Number of Schools Served													0
	Total Number of Students Served													0
<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
	Total Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Expenditures</b>	Total Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Administrative Costs													\$0
	Materials and Supplies													\$0
	Summer Programs													\$0
	Conferences													\$0
	Other Expenditures													\$0

### WORKSHEET 2 (All Other Programs)

All Other Programs	Description

**WORKSHEET 3  
(Participating Schools)**

California State University Outreach and Student Academic Preparation Programs 2005-2006 Outreach Year-End Report (OYER)								
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	--			--	--	--	--	--

**WORKSHEET 3  
(Participating Schools)**

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	--			--	--	--	--	--

**WORKSHEET 4**  
**(Community Service Learning)**

**California State University Outreach and Student Academic Preparation Programs**  
**2005-2006 Outreach Year-End Report (OYER) – Community Service Learning**

<b>Community Service Learning</b>	<b>Description</b>