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October 12, 2009

**Code: AA-2009-21**

**MEMORANDUM**

**Deadline to respond:  
December 9, 2009**

TO: CSU Presidents

FROM: Jeri Echeverria   
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 entities 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 these two sets of information electronically to allow us to respond quickly to inquiries. The current list of California State University centers, institutes and similar entities may be found at: <http://www.calstate.edu/app/centers.shtml>.

Please submit by December 9, 2009, in Word or Excel, (1) a compendium of relevant policies and procedures if they were updated in the last year, (2) any changes to the list of the names and purposes of your campus centers, institutes, and similar entities, current as of September 15, 2009 and (3) the web address(es) at which the information is publicly available. Please email your response to Assistant Vice Chancellor Elizabeth L. Ambos at [eambos@calstate.edu](mailto:eambos@calstate.edu).

JE/ea

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

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