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September 10, 2010

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**Deadline to respond:
November 1, 2010**

MEMORANDUM

TO: CSU Presidents 
FROM: Ephraim P. Smith
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. 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 November 1, 2010: (1) a compendium of relevant policies and procedures if they were updated in the last year and (2) any changes to the list of the names and purposes of your campus centers, institutes, and similar entities, current as of July 1, 2010. 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 Assistant Vice Chancellor Elizabeth L. Ambos, Office of the Chancellor, at eambos@calstate.edu. Thank you.

ES/ea

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

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