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March 17, 2015

MEMORANDUM

TO: CSU Presidents
CSU Provosts/Vice Presidents of Academic Affairs
CSU Vice Presidents for Student Affairs

FROM: Ephraim P. Smith 
Executive Vice Chancellor and Chief Academic Officer

SUBJECT: Fully Online Courses for Concurrent Enrollment

Dear Presidents/Provosts,

As course schedules for fall 2015 are developed and posted, the Chancellor's office will be collecting a systemwide catalog of fully online courses to be made available for concurrent enrollment to all CSU students. This CalState Online Course Catalog will be the central location for your students to find online courses offered by other CSU's in compliance with AB 386. In order to best serve our students, a number of processes are in place to provide a smooth registration and enrollment process through the PeopleSoft student portal, as well as grade capture for transfer back to the home campus at end of term. Additionally, the CourseMatch program lives within this full AB 386 catalog and gives students a smaller list of courses that have been through a screening process to measure student success. A chart that compares AB 386 and CourseMatch is attached. This memo will provide additional details on the enrollment and grade transfer process and clarify the difference between CourseMatch and all other online course offerings.

Infrastructure and Policies for Online Concurrent Enrollment:

The infrastructure needed to support the CSU-sponsored, fully on-line courses through CourseMatch and AB 386 was successfully launched during the spring 2015 term. The procedures allow students to enroll through their PeopleSoft student portal, and, at the end of the term, a process to capture grades and transmit them to the home campuses is in place. These processes will give students as seamless an experience for concurrent enrollment as possible. The policies that govern concurrent enrollment are covered [by Section 40808 of Title 5](#).

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Chico
Dominguez Hills
East Bay

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Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

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Northridge
Pomona
Sacramento
San Bernardino
San Diego

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AB 386 – Central Catalog of all CSU Fully Online Courses:

Shortly after campuses create and publish their fall 2015 schedule of classes, the Chancellor's Office will collect Undergraduate and Graduate courses that are fully on-line to be listed on the public Intrasystem Enrollment site (a rebranded version of the current the CourseMatch site) as required by AB 386. Courses will be identified with an icon indicating the difference between CourseMatch sponsored courses and AB386 Fully-Online courses. A procedure will be arranged to ask articulation officers systematically to review these courses in advance of enrollment in order to publish as much information about their "transfer-ability" as possible. Since the majority of these courses will not be listed as CourseMatch courses, there is no need to reserve seat capacity. Enrollment in these courses is determined by the host campuses. Typically, seats need only be provided on a space-available basis for concurrent enrollment after the priority registration period at each campus has been accomplished, or during open enrollment in the weeks prior to the first day of classes. This approach will ensure that home campus students have the first opportunity to enroll in these courses consistent with the provisions of the law.

During open enrollment, interested and qualified students who find seats and wish to enroll will be processed through the same procedure that has been arranged for CourseMatch. Welcome letters are expected to be sent to these students along with information about utilizing the learning management tools at the host campus. Grades will also be returned to the home campuses in the same electronic manner as grades for CourseMatch. Concurrent enrollment in fully-online courses NOT sponsored by CourseMatch will count toward your budgeted campus FTES, and no payment will be made from the Chancellor's Office. Any enrollment generated through these new "CalState Online Courses" (AB 386) would also be coded as transitory in keeping with the long-standing, intrasystem concurrent enrollment program that has been in place since 1974. The only difference in this regard is the mode of instruction, i.e. online courses instead of courses offered in traditional classrooms.

It is the overall intention that articulation will occur with all AB386 courses; however, these articulations will take time given the expected number of courses. There will likely be courses for which an exact equivalent does not exist, but the credit should nevertheless be given in a manner which benefits the student. The legislation reads, "A course provided entirely online pursuant to this chapter shall be accepted for credit at the student's home campus on the same basis as it would be for a student matriculated at the host campus." In this sense, the expectation is that credit should be applied at the same level/manner (i.e. upper division vs. lower division, applicable to GE, electives within the major, etc.) when it is evaluated for the student at their home campus.

CourseMatch

More than 300 students from semester campuses signed up for CourseMatch courses in spring 2015. Students from quarter campuses will enroll for spring quarter beginning February 23 – March 27.

We wish to remind campuses that these enrollments do not count against/toward your budgeted FTES but are, in fact, removed as part of the CourseMatch reporting procedures. These sponsored enrollments do not occur without instructional cost which is why the system office is compensating campuses based on the following formula:

Headcount Enrollment (based on 3 semester units)	Annualized FTES	Course Match Equivalent	Rate	Payment
Semester: (Headcount x Units)/30 = FTES Quarter: (Headcount x Units) / 45 = FTES FTES are rounded up to the nearest .5 (minimum 1.5) and multiplied by \$3,400				
0-15 (min payment)	Up to 1.5	1.5	\$3,400	\$5,100
16-20	up to 2	2	\$3,400	\$6,800
21-25	up to 2.5	2.5	\$3,400	\$8,500
26-30	up to 3	3	\$3,400	\$10,200
30-35	up to 3.5	3.5	\$3,400	\$11,900
36-40	up to 4	4	\$3,400	\$13,600
41-45	up to 4.5	4.5	\$3,400	\$15,300
46+	over 4.5	5	\$3,400	\$17,000
Example 1 : 6 students enrolled in a 4 unit semester course: $6 \times 4 = 24$; $24/30 = .8$ FTES; CM FTES = 1.5 Payment = \$5,100 Example 2: 17 students in a 4 unit quarter class: $17 \times 4 = 68$; $68/45 = 1.51$ FTES; CM FTES = 2; Payment = \$6,800				

While the participating students are coming from campuses across the CSU this spring, only 6 semester, and 3 quarter campuses offered courses for CourseMatch. As courses are rolled out for fall 2015, we are encouraging all 23 campuses in the CSU to participate by hosting successful, high-demand, online courses within the CourseMatch program. Now that the enrollment and grade transfer system is in place, the Chancellor’s Office will be able to pay campuses for hosted enrollment shortly after census in each term.

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The CourseMatch Process:

- An online course submission form is posted on the CourseMatch website on CSYOU in advance of each new term.
- Campuses submit the online form along with all requested accompanying documentation including course outlines and syllabi. A shorter, modified online form for courses previously offered will still need to be submitted.
- Each submission is vetted by the Chancellor's Office for evidence of student success and a plan for quality execution.
- Campuses are notified if submitted courses are accepted, or if they are not yet ready for systemwide sponsorship.
- Once courses are approved, the course information is shared with articulation officers throughout the system in order for the courses to be reviewed for transfer equivalency, general education placement, or simply elective credit. Mode of instruction should not be considered when determining equivalency.
- Courses are listed on our CourseMatch website as well as within the Peoplesoft "global database" for both public exposure and enrollment opportunities during the open enrollment period just before each term starts.
- Students will be cautioned about the importance of meeting published prerequisites and the value of contacting their academic advisors prior to enrolling, particularly if they wish to exceed any enrollment limit set by their home campus or if they wish to repeat a course originally undertaken at their home campus.
- Students request enrollment via their student portal if they are eligible based on concurrent enrollment policies. Students are immediately informed that they will be responsible for contacting the host campus should they wish to make any changes to their enrollment.
- Host campuses enroll students (if pre-requisites are satisfied) and send the students a welcome communication explaining the learning management system, campus drop dates, and providing a campus contact for additional questions.
- The Chancellor's Office runs queries to determine enrollment in each CourseMatch section and sends payment to host campuses.

The process above is intended to provide enrollment opportunities for full-time undergraduate students from across the CSU to add another course to their schedule that they could not find on their home campus. We request that each offering campus initially reserve at least 15 seats in its CourseMatch sections and monitor enrollments during the established period closely. This minimum number will help us gauge demand in each course, and ensure that students have a genuine opportunity to enroll. On the first day of classes, if the section is not full, the campus can open the remaining seats to home campus students to fill the section. If at least one CourseMatch enrollment is present at census, the campus will receive the minimum payment of \$5,100 per section; however, if fewer than 15 seats were initially reserved during the CourseMatch enrollment period, the Chancellor's Office will provide only the per-seat equivalent of \$340 per enrollment.

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Summer 2015

Fully on-line courses offered in summer sessions throughout the CSU will be coded and separately posted for student use. Summer courses will be listed on a new statewide “CalState Online” storefront website promoting Fully-Online Courses for CSU students. This is only a listing of courses to assist students with this information. If students are interested in enrolling in any courses, they will be directed to the campus offering the course. There will be no eligibility validation, no central enrollment procedure, and no transmittal of grades to home campuses for summer enrollments.

Focus on Student Success

As concurrent enrollment in fully-online courses gains footing across the CSU, it is our hope that more courses will go through the Quality Assurance programs on each campus and untimely apply to be a part of the CourseMatch program. Reducing course bottlenecks and ensuring student success through the assessment of learning outcomes is essential for the success of these programs. The long term goal for the new “CalState Online” course catalog will be to apply “badges” to courses that have applied the quality assurance standards or that are sponsored by CourseMatch, so students can choose challenging courses that will not be burdened with technical inefficiencies and confusion.

The New CalState Online:

As we expand our systemwide fully-online programs, they will all be discoverable publicly via a new CalState Online website. Current CSU students will not only be able to view courses on the Intrasystem Concurrent Enrollment site, they will also have access to the fully-online catalog of self-support courses. Non-CSU students will continue to be provided the opportunity to enroll in state-supported courses via Open University as it currently operates on each campus.

Other items on this website will include clearly delineated state-support and self-support fully-online degree programs, as well as certificate programs. Students will have access to tools that will help them determine if they are prepared to succeed in an online learning environment. This website is not yet live, but will be launched in the coming months.

cc: Dr. Ronald Vogel, Associate Vice Chancellor, Academic Affairs
Mr. Eric Forbes, Assistant Vice Chancellor, Student Academic Services
Mr. Gerry Hanley, Assistant Vice Chancellor, Academic Technology Services
Mr. Nathan Evans, Director of Enrollment Management Services
Ms. Angela Williams, Project Manager, Intrasystem Enrollment
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