

MEMORANDUM

Code: AA-2015-21

Date: November 30, 2015

To: CSU Presidents

From: Eric G. Forbes 
Assistant Vice Chancellor

**Action is required from
Provosts/Vice Presidents
for Academic Affairs**

Subject: Impacted Campuses/Programs, 2017-2018

With the close of the Fall 2016 initial application filing period on November 30, 2015, it is again necessary to determine if your campus and its programs will likely be impacted for 2017-2018. Section 89030.5 of the California Education Code provides for a series of public hearings and notifications in the event that a campus wishes to change its admission criteria by declaring impaction. Ordinarily, the minimum time-period would be one year after approval by the Chancellor's Office; however, the code permits a period of 6 months if the request is based on the absence of resources. A copy of Section 89030.5 is attached for your review.

The California State University is likely to continue to face increased enrollment pressures over the next several years, and many campuses will face considerable challenges as they seek to provide access to students. In order to meet enrollment targets, campuses should continue to utilize the enrollment management policy and practices adopted by the CSU Board of Trustees at its March 2000 meeting and modified at its September 2002 meeting (Office of the Chancellor, AA, SAS, "Admission Priorities," 9-19-2002). Campuses should utilize this policy to avoid impaction where possible. Please provide a narrative of your on;-going efforts to manage enrollment and increase capacity. See Appendix 1 for sample areas to address.

The above having been noted, it is important to remember that the Board of Trustees has authorized the Chancellor to designate academic areas (program impaction for discipline, division, major) and class levels (campus impaction for freshmen, upper-division transfers, post- baccalaureate/graduate students) as "impacted" in cases where there is compelling evidence that significantly more CSU-eligible applicants and currently enrolled students seeking to change majors are likely to request access during the initial filing period than can be accommodated. Campus requests for admission impaction must indicate and demonstrate trends toward over-enrollment that will continue into the future. Once impaction is declared, supplemental admission criteria authorized by the Chancellor may be used for academic areas and class levels in the selection of candidates for admission to those areas.

Since the initial application filing period for Fall 2017 will begin on October 1, 2016, all new impaction requests must be approved by April 1, 2016, which is 6 months prior to the receipt of applications. Campuses are not permitted to request impaction after the fact of receiving applications for any given term. Moreover, given the complexity involved with the notification procedures, program and campus impaction can only be considered for the college year beginning with the fall term.

RETENTION OF CURRENT IMPACTION STATUSES

Data collection has been simplified for campuses wishing to *continue* impaction for first-time freshmen, upper division transfers, or for academic programs already impacted. Please provide the data requested for each area on the enclosed Attachment 1. The requested data is now based on actual application and enrollment numbers, so please do not submit your request until after the close of the Fall 2016 filing period (11/30/2015).

For undergraduate programs with more than one concentration, campuses are encouraged to submit a separate form reflecting the application and enrollment trends for each option. Specific adjustments in the supplemental admission criteria regarding the eligibility index for first-time freshmen or cutoff grade point averages are not required to be designated as these items along with the opportunity to use wait lists can only be determined after the enrollment capacity is known and the applications received are processed.

Academic areas and class levels designated as impacted for the 2016-2017 academic year are shown online at www.calstate.edu/sas/impactioninfo.shtml. Please indicate which areas, if any, will continue to be impacted at your campus during the 2017-2018 academic year by completing the program data form for each academic area and class level, and a narrative detailing efforts to increase capacity (see Appendix 1). Indicate deletions where appropriate. **The deadline to submit a renewal request is March 16, 2016.** Requests to retain current impaction designations can be submitted without engaging public hearings or notifications.

INTRODUCING OR MODIFYING CAMPUS IMPACTION

Campuses wishing to introduce campus impaction by level for first-time freshmen or upper division transfers or campuses wishing to modify the local admission area are subject to proceedings under Section 89030.5. A local admission area must be designated. Local applicants who meet standard criteria for CSU eligibility must be accorded high priority whereas those applicants from institutions outside the local area will be subject to supplemental admission criteria. A list of school districts that are within the local admission area must be included in the impaction plan, and only the largest districts, e.g. LAUSD, may be subdivided for impaction purposes. Absent strong evidence to the contrary, designated local admission areas should adjoin geographic areas that are contiguous to the campus.

Coded memo AA-2010-20 distinguishes the local admission areas from the outreach service areas for each campus. Refer to the most updated matrix on CSU local admission and service areas at www.calstate.edu/sas/impactioninfo.shtml for more information. Unless the entire service area is included in the local admission area, campuses should not extend the local admission area into regions beyond the established service area.

INTRODUCING OR MODIFYING ACADEMIC PROGRAM OR MAJOR IMPACTION

Campuses wishing to introduce or significantly modify impaction for an academic program, major, or group of majors must present the evidence for program impaction and a description of the proposed supplemental admission criteria and change of major procedures. For undergraduate programs with more than one concentration, campuses are encouraged to submit a separate form reflecting the application and enrollment trends for each option.

Campus impaction at the class level or program impaction can only be designated if the campus can demonstrate that it has exhausted existing enrollment capacity by implementing other enrollment management strategies. Please provide a narrative detailing efforts to increase capacity (see Appendix 1). Impaction will be approved for the **entire academic year** enabling campuses to set supplemental admission criteria and utilize wait lists during each filing period. Once impacted, campuses may not accept applications for the impacted category after the initial filing period closes.

When a campus receives its preliminary approval to declare impaction, it must then fulfill the requirements of Section 89030.5 of the California Education Code before impaction can actually be instituted. A final formal approval will be granted for the new or adjusted impaction request by April 1, 2016 after the confirmation of the public hearing and notification process is received. An outline of the expected activities and deadline dates are indicated on the next page.

Please submit all responses to Ms. Meredith Kelley, Acting Director, Enrollment Management Services, Student Academic Services by the established deadlines. Questions concerning this memorandum may be directed to Ms. Kelley by telephone at (562) 951-4726 or by email at mkelley@calstate.edu or to me at (562) 951-4744 or eforbes@calstate.edu.

Attachments

c: Chancellor Timothy P. White
Provosts/Vice Presidents for Academic Affairs
Dr. Loren J. Blanchard, Executive Vice Chancellor for Academic and Student Affairs
Mr. Steve Relyea, Executive Vice Chancellor and Chief Financial Officer
Mr. Nathan S. Evans, Chief of Staff for Academic and Student Affairs
Ms. Meredith Kelley, Acting Director of Enrollment Management Services
Vice Presidents for Student Affairs
Vice Provosts/Vice Presidents of Enrollment Management/Services
Directors of Admissions and Records
Directors of Outreach and Recruitment
Directors of Institutional Research
Enrollment Reporting Officers

NEW IMPACTION REQUESTS

BEFORE PROCEEDING WITH THE PUBLIC DISCLOSURE AND NOTIFICATION REQUIREMENTS AS DESCRIBED IN SECTION 89030.5 OF THE CALIFORNIA EDUCATION CODE, IT IS IMPORTANT TO FIRST APPLY FOR IMPACTION WITH THIS OFFICE BY COMPLETING THE ENCLOSED FORMS AND RETURNING THEM WITH YOUR OFFICIAL REQUEST TO IMPACT. ONCE YOU RECEIVE TENTATIVE APPROVAL FOR IMPACTION FROM THIS OFFICE, THEN YOU SHOULD PROCEED AS OUTLINED BELOW. IN ORDER TO FULFILL EACH OF THE REQUIREMENTS, YOU SHOULD SUBMIT YOUR NEW OR MODIFIED REQUEST NO LATER THAN DECEMBER 22, 2015.

IMPACTION PROPOSAL TIMELINE

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| December 22, 2015 | Deadline for campuses to submit <u>preliminary requests</u> for new or modified campus impaction or for new or modified program impaction to the CSU Chancellor's Office (CO). Requests must include program data forms, a narrative on managing enrollment and increasing capacity and a summary of proposed supplemental criteria. Please send requests directly to Ms. Meredith Kelley at mkelley@calstate.edu . |
| January 15, 2016 | Campuses receive tentative approval or denial for new or modified impaction requests from the Chancellor's Office. |
| February 1, 2016 | Each campus with impaction requests subject to Section 89030.5 announces its proposed impaction plans on its individual websites and publishes the plans in three newspapers within the campus service area (see coded memo AA-2010-20). |
| February 1-12, 2016 | Each campus arranges a public meeting with stakeholders, including the governing boards of school districts, governing boards of community college districts, and community organizations that are located within the campus service area. |
| Feb 15 – Mar 11, 2016 | Hold three public hearings in various locations/times in the service area of the affected campus. Post and retain comments or composites solicited at these hearings on the campus website. |
| March 14, 2016 | Submit <u>final request</u> for 2017-2018 impaction including renewal/continuation of impaction with any adjustments to the CO. Requests must include program data forms and a summary of proposed supplemental criteria. New or modified impaction requests must also include documentation demonstrating public hearing and communication process. |
| April 1, 2016 | Deadline for Chancellor's Office to grant final approval for new or modified impaction requests. |
| May 25, 2016 | Chancellor reports impaction decisions in writing to the Board of Trustees. |
| June 1, 2016 | Public comments and responses may be removed from campus websites. |

APPENDIX 1

CAMPUS EFFORTS TO INCREASE CAPACITY

While enrollment pressures continue, concerns from the public and the legislature regarding campus impaction also continue to be raised. To assist the Chancellor's Office and campuses to respond to these concerns, it would be helpful to understand the work being done at the individual campuses to increase capacity. As part of your impaction request, please provide a comprehensive narrative regarding your campus efforts to manage enrollments. The narrative may include information on the following:

Course Demand/Bottleneck Analysis

- Reduction in high-unit majors
- Implementation of degree audits and planning tools
- Course planning software
- Course demand analysis and class schedule optimization

Distance Learning and Technology

- Technology solutions such as hybrid courses, virtual labs, etc.
- Expansion of distance learning and CSU Online (Course Match)

Flexible Scheduling

- Improvements in space allocation of large and small classrooms based on actual enrollments
- Classroom transformation – development of larger learning spaces
- Year-round operations, state and/or self-support
- Off-site Centers

Advising Initiatives (including e-Advising) to support timely graduation

- Early Start efforts to reduce remediation
- Super Senior interventions
- Early alert systems
- Course transformation to improve success in high fail courses
- Other advising enhancements as appropriate

Miscellaneous Best Practices

- Reduction/elimination of exceptional admits
- Other areas relevant to your campus