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**MEMORANDUM**

**Code Memo: AA-2016-16**

Date: August 4, 2016  
To: CSU Presidents  
From: Eric G. Forbes   
Assistant Vice Chancellor

**Action required by  
Directors of Outreach**

**Subject: 2015-2016 Student Academic Outreach Programs Annual Report**

Annually, the Office of Student Academic Support, Office of the Chancellor, prepares and distributes the **CSU Student Academic Outreach Programs Annual Report** based upon information provided by campuses. This information enables the California State University to respond to questions from the Governor, Legislature, Department of Finance, Office of Legislative Analyst, Congressional members and their staff, and other agencies about CSU outreach and academic programs. There is considerable public interest in hearing more about these programs that successfully provide information and academic support to California's diverse population of K-12 and community college students.

In order to publish the **2015-2016 Annual Report**, we are requesting that your campus completes and returns the attached worksheets via e-mail **by Friday, August 26, 2016**, to Lauren Ehler at [lehler@calstate.edu](mailto:lehler@calstate.edu) *with a copy* to Carolina Cardenas at [ccardenas@calstate.edu](mailto:ccardenas@calstate.edu). Included in this memorandum are general guidelines and instructions explaining the format and process for entering the data. For reference, the **2014-2015 Annual Report** can be viewed at [www.calstate.edu/sas/outreach.shtml](http://www.calstate.edu/sas/outreach.shtml). Questions regarding the completion of the **2015-2016 Annual Report** may be addressed to Ms. Cardenas at (562) 951-4724.

We recognize the coordinated campus effort it requires to complete the annual outreach report. The information in this report helps to ensure continued support for CSU's academic outreach programs. Please convey our appreciation to the members of your campus community in providing this information.

**Attachments**

c: Dr. Timothy P. White, Chancellor  
Dr. Loren J. Blanchard Executive Vice Chancellor for Academic and Student Affairs  
Mr. Steven M. Relyea, Executive Vice Chancellor and Chief Financial Officer  
Mr. Garrett Ashley, Vice Chancellor, University Relations and Advancement  
Dr. April Grommo, Director, Enrollment Management Services  
Ms. Carolina Cardenas, Director, Academic Outreach and Early Assessment  
CSU Provosts and Vice Presidents for Academic Affairs  
CSU Vice Presidents for Student Affairs  
CSU Directors of Outreach and Recruitment  
CSU Directors of Community Service Learning  
CSU Directors of Educational Opportunity Program

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