

**STUDENT ACTIVITIES**

**SYSTEMWIDE**

**Report Number 04-35**

**July 15, 2005**

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**Members, Committee on Audit**

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## **ABBREVIATIONS**

AAES	Academic Affairs, Educational Support – Chancellor's Office
ASI	Associated Students, Inc.
CAS	The Council for the Advancement of Standards in Higher Education
CSU	California State University
CSUB	California State University, Bakersfield
DoIT	Division of Information Technology
EO	Executive Order
GC	Government Code
IRA	Instructionally Related Activities
OSPLD	Office of Student Programs/Leadership Development
REP	Resolution of the Committee on Educational Policy
SDSU	San Diego State University
SNAPS	Student Needs and Priorities Survey
SUAM	State University Administrative Manual
VPSS	Vice President for Student Services

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## **EXECUTIVE SUMMARY**

As a result of a systemwide risk assessment conducted by the Office of the University Auditor during the last quarter of 2002, the Board of Trustees, at its January 2004 meeting, directed that *Student Activities* be reviewed. Student Activities was partially audited in 1980 in a sequence of audits on Instructionally Related Activities fees.

We visited eight campuses from March 15, 2004, through December 3, 2004, and audited the procedures in effect at that time. Campus specific findings and recommendations have been discussed and reported individually.

In our opinion, student activities throughout the California State University would benefit from attention to systemwide policy and the means by which such policies are established, interpreted, and communicated particularly pertaining to program evaluations, the relationship of student organizations to the campus, delegations to auxiliary organizations, involvement with student activities occurring off-campus, documenting/retaining student organization and event approvals, and recording disciplinary probations.

The following summary provides management with an overview of conditions requiring attention. Areas of review not mentioned in this section were found to be satisfactory. Numbers in brackets [ ] refer to page numbers in the report.

### **GENERAL ENVIRONMENT [7]**

Systemwide policies for certain critical aspects of student organizations and activities were non-existent, informally established, and undocumented, outdated, and/or unclear. The chancellor's office had not developed policies, procedures, and/or systemwide guidelines for student activities program evaluation. Additionally, there were very few standard systemwide policies, procedures, guidelines, and/or benchmarks for student organizations and activities and a lack of definition regarding appropriate delegation between campuses and auxiliary organizations. Existing systemwide policy for minor representative officers was not consistently followed and did not include monitoring requirements, while existing policy for club sports insurance was outdated and unfamiliar to some campus management. Further, systemwide policy concerning campus involvement with student activities conducted off-campus was unwritten and informally communicated to campuses. In addition, chartering documentation for student organizations was inadequate, to varying degrees, at all campuses visited. For example, student organization files were incomplete or had been discarded, the availability and qualifications of club advisors were not consistently verified, club orientation records did not demonstrate attendance, and required club officer or advisor signatures were missing.

### **ACTIVITY/EVENT MANAGEMENT [15]**

Documentation of activity/event authorizations for student organizations was incomplete at six of eight campuses visited. A review of activity/event paperwork showed unanswered questions on whether food would be prepared or alcohol served, no indication of insurance requirements and applicable permits or fees, and missing approval signatures such as those from the club/organization advisor or campus public

safety. In addition, informed consent forms for intramural sports were inadequately documented or not retained.

### **STUDENT JUDICIARY [17]**

The processing of cheating/plagiarism cases in judicial affairs varied and disciplinary probations were inconsistently recorded, which adversely affects the impact/significance of disciplinary sanctions.

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## INTRODUCTION

### **BACKGROUND**

The 2003 *Book of Professional Standards for Higher Education* by The Council for the Advancement of Standards in Higher Education (CAS) states that campus activities are the combined efforts of clubs and organizations established for and/or by students. CAS published these standards for educators and policy-makers based on input from multiple industry experts since approximately 1986. The most recent CAS publication (2003) contains 29 functional area standards, including campus activities, fraternity and sorority advising, judicial programs, and recreational sports programs. One stated purpose of these standards is to provide practitioners with industry best practices that any college or university program can achieve.

Many auxiliary organizations in the California State University (CSU), notably the associated students and student unions, are integrally involved with student activities. The associated students typically provide funding from student body organization fees to student organizations that are chartered/recognized by the campus. Student unions develop and market programs primarily for students. Both auxiliary organizations fund or co-sponsor specific events, at which students are the primary participants.

On a systemwide basis, the CSU conducts a Student Needs and Priorities Survey (SNAPS) approximately once every five years. The SNAPS includes evaluations for certain student activities-related factors, and the students are requested to prioritize functions, activities, and services in the order of importance to them, as well as assign a quality rank. There are four student activities-related factors evaluated in SNAPS as follows:

- ▶ Student clubs and organizations.
- ▶ Recreational programs and/or activities.
- ▶ Student union activities.
- ▶ Fraternities and sororities.

In the 1989 SNAPS, these factors were ranked in the bottom quartile in terms of importance to the students in meeting their educational objectives. The highest quality rating was given to student clubs and organizations.

In a September 2002 article entitled, “Who’s Responsible for Student Clubs?,” United Educators describes the relationship between student clubs and the institution as follows:

Some institutions assume close supervision over student clubs, others take a more distant stance, and still others blend the two approaches. At the two extremes, the two approaches are sometimes termed “hands-on” and “hands-off.” In between is a hybrid model, an “arm’s-length relationship,” in which the institution controls some aspects of student activities, but leaves others for the clubs to manage. None of the methods is foolproof.

Institutions that implement the hands-off model frequently do so, among other reasons, to insulate themselves from potential liability. Some legal experts, however, question this strategy's effectiveness. They believe that a court would find a university had a duty to manage a student club regardless of the formal limits on institutional control. (It is, of course, difficult to predict legal outcomes in the abstract, because factors such as state law and the precise facts of a dispute carry enormous weight.) At the other end of the control spectrum, the hands-on approach may be desirable but impractical due to resource limitations.

Institutions will have to decide where they should be along this control spectrum, and with the advice of legal counsel, consider developing a consistent overall approach to managing student clubs. Additionally, it might be advisable for that policy to address such issues as the use of the institution's name, logo, and resources.

Title V §41500 et seq. prohibits recognition of student organizations that discriminate.

In November 2000, the chancellor appointed a committee to review the CSU's alcohol policies and prevention programs. The committee's final report was presented to the Board of Trustees in July 2001. At that board meeting, the Trustees passed a resolution (Resolution of the Committee on Educational Policy 07-01-03) to adopt and implement the committee's recommendations. These recommendations included policy directions, activation of alcohol advisory councils on each campus, mechanisms for assessing and reporting on program outcomes, and resource commitments. At the July 2003 meeting, the Trustees received, as an information item, the first biennial report on the CSU's alcohol policies and prevention program.

Pursuant to Education Code §66017 and §66300, the CSU Trustees adopted Title V §41301 - §41304 that defines the student code of conduct and establishes the basis for administratively sanctioning violations through such means as probation, suspension, or expulsion. The various causes for student discipline include academic dishonesty, obstruction or disruption of the educational process, unauthorized use of or damage to property, abusive behavior such as hazing, and violation of any order of a campus president. CSU systemwide requirements on student discipline are addressed in Executive Order 628, *Student Disciplinary Procedures*, dated September 30, 1994. Other guidance is provided through the CSU General Counsel's *Student Disciplinary Manual* issued in November 1994.

Title V §41401 addresses student elections. An uncoded memorandum to campus presidents entitled *Minimum Academic Qualifications for Student Office Holders*, dated August 29, 1997, identifies requirements for election candidates and incumbent office holders, such as grade point average and unit loads.

## **PURPOSE**

Our overall audit objective was to ascertain the effectiveness of existing policies and procedures related to the administration of *Student Activities* and to determine the adequacy of controls over the related processes to ensure compliance with relevant governmental regulations, Trustee policy, Office of the Chancellor directives, and campus procedures.

Within the overall audit objective, specific goals included determining whether:

- ▶ Administration of student activities provides effective operating controls and governance processes, clear lines of organizational authority, and documented policies and procedures.
- ▶ The campus has recently completed or undertaken initiatives to improve student activities operations and maximize resources, and adopted best practices inherent in student activities industry standards.
- ▶ Qualified individuals and volunteers are used to adequately staff student activities programs.
- ▶ Student privacy is adequately protected from inappropriate disclosure of club/organization affiliation and activity participation.
- ▶ Policies and procedures prohibit discrimination in recognition of student organizations but include reasonable measures for detection/prevention of unauthorized group affiliations.
- ▶ Students are adequately informed of the existence of student clubs/organizations and participation opportunities.
- ▶ Student office holders are elected under reasonable procedures and meet eligibility qualifications.
- ▶ Roles and responsibilities of faculty/staff advisors to student clubs and organizations are defined, and expectations are understood.
- ▶ Prohibitions against discrimination and hazing have been communicated and are being monitored, and CSU alcohol/drug policies and prevention programs have been integrated into student activities.
- ▶ Reasonable procedures for prevention, discovery, and disposition of unapproved student activities have been established.
- ▶ Student activities are properly supervised and evaluated, and rules and regulations for student safety in activities/events have been established and enforced.
- ▶ CSU requirements for disciplinary proceedings are followed, and disciplinary sanctions have been equitable/fair and student rights protected.

- ▶ Recent prohibitions against unauthorized use of academic presentations for commercial purposes have been implemented.

## **SCOPE AND METHODOLOGY**

The proposed scope of the audit, as presented in Attachment B, Agenda Item 2 of the January 27-28, 2004, meeting of the Committee on Audit, stated that *Student Activities* includes activities relating to social and co-curricular programs, recreational sports, clubs, organizations, and student judicial review. Potential impacts include inappropriate activities, personal injury, and litigation. Student activities administered solely by CSU auxiliary organizations have been excluded from this review.

Our study and evaluation were conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* issued by the Institute of Internal Auditors, and included the audit tests we considered necessary in determining that operational and administrative controls are in place and operative. This review emphasized, but was not limited to, compliance with state and federal laws, Board of Trustee policies, and Office of the Chancellor and campus policies, letters, and directives. Industrywide standards were also considered. The audit review period was fiscal year 2002/03 to date.

We focused primarily upon the internal administrative, compliance, and operational controls over student activities management. Specifically, we reviewed and tested:

- ▶ Student activities policies and procedures.
- ▶ Student activities staffing and organization plans.
- ▶ Chartering/recognition of student clubs and organizations.
- ▶ The processes for planning, approving, and supervising student activities.
- ▶ Student election procedures and monitoring.
- ▶ Student judicial activity.

During the course of the audit, we visited eight campuses: Bakersfield, Fresno, Fullerton, Long Beach, San Diego, San Francisco, Sonoma, and Stanislaus. We interviewed personnel involved in student activities, student organizations, and student judiciary; reviewed related policies and procedures; and tested transactions.

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# **OBSERVATIONS, RECOMMENDATIONS, AND MANAGEMENT RESPONSES**

## **GENERAL ENVIRONMENT**

### **OVERALL PROGRAM EVALUATIONS**

The chancellor's office had not developed policies, procedures, and/or systemwide guidelines for student activities program evaluation.

We noted that student activities had not been evaluated using self-assessment instruments similar to those provided by The Council for the Advancement of Standards in Higher Education (CAS) at four of the eight campuses visited. One other campus had done a recent self-study in student affairs under California State University's Quality Improvement program using CAS as an outline.

According to the 2003 *Book of Professional Standards for Higher Education*, CAS has specifically established self-assessment guides for each set of standards and recommended a seven-step process for implementation. These steps range from establishing a self-assessment team to preparing an action plan for program enhancement.

Campus management cited various reasons for not using CAS including disagreement on the applicability of the methodology, the availability of other types of evaluation feedback, and the lack of staff resources to conduct a full-scale assessment.

Absence of program self-assessment and comparison with industry standards increases the risk that program improvements will not occur and student activities resources will not be maximized.

#### **Recommendation 1**

We recommend that the chancellor's office develop, document, and communicate appropriate systemwide policies, procedures, and/or guidelines for student organizations and activities, including program self-assessment and comparison with industry standards.

#### **Management Response**

We concur with this recommendation. The chancellor's office will work with the steering committee of the vice presidents for student affairs to identify appropriate systemwide policies and procedures for student organizations and activities that address this recommendation. Appropriate policies and procedures will be communicated to campuses by January 31, 2006.

## STUDENT ORGANIZATIONS

On a systemwide basis, there were very few standard policies, procedures, guidelines, and/or benchmarks for student organizations and activities and a lack of definition regarding appropriate delegation between campuses and auxiliary organizations.

A varying number of student organizations existed at each of the campuses visited as follows:

NUMBER OF STUDENT CLUBS/ORGANIZATIONS  
IN RELATION TO THE NUMBER OF STUDENTS

CAMPUS	APPROX # OF CLUBS/ ORGANIZATIONS	# OF FALL 2003 STUDENTS	# OF CLUBS PER 100 STUDENTS
Bakersfield	85	7,933	1.07
Fresno	207	22,342	0.93
Fullerton	250	32,592	0.77
Long Beach	252	34,715	0.73
San Diego	250	33,676	0.74
San Francisco	238	29,686	0.80
Sonoma	118	8,371	1.41
Stanislaus	78	8,072	0.97
EIGHT CAMPUS AVG			0.83

Although each of the campuses visited had a process for annually chartering/recognizing student organizations and approving on-campus student activities, there was nothing on a systemwide basis that addressed issues such as:

- ▶ The appropriate number of clubs/organizations that should exist for a campus program to be effective.
- ▶ The minimum number of student club/organization members or participants in an organization's activities to evidence adequate campus marketing of extracurricular learning opportunities.
- ▶ The minimum number of students necessary to establish and/or continue student clubs/organizations. For example, at the eight campuses visited, the number of participants for establishing new organizations ranged from a couple of officers at two campuses to 15 students at two other campuses.
- ▶ Whether membership in student clubs/organizations should be restricted to enrolled students and under what conditions non-students or students at other universities might participate. We noted that some campuses had established non-voting memberships or associate memberships to accommodate non-students, while other campuses imposed restrictions such as prohibiting non-students from holding office or voting on club/organization matters.

- ▶ Whether a formal process to charter/recognize student clubs/organizations should be required. Resolution of the Committee on Educational Policy (REP) 07-03-01 Item 10, which addressed effective training, intervention, and treatment programs for alcohol, stated only that campuses should include expectations of members, officers, and advisors in the annual student organization registration documents, which presupposed that such a process was required.
- ▶ Who should be accountable and responsible for approving clubs/organizations and under what circumstances might campuses delegate major components of these responsibilities to auxiliary organizations, such as was done with the Associated Students of San Diego State University (SDSU).

Title 5 §42500(a) lists the functions that have been determined appropriate for auxiliary organizations to perform and further stipulates in §42500(e) as follows:

An auxiliary organization shall not engage in a function not listed in subdivision (a) of this section unless an appropriate amendment is made to subdivision (a) by the Board of Trustees, adding said function to the list of approved functions of auxiliary organizations, or unless such function is essential to satisfy the corporation laws of the State of California.

Title 5 §42500(a) does not specifically state that auxiliary organizations should engage in managing student organizations and approving student activities.

- ▶ Whether auxiliary organizations should be permitted to fund student organizations/activities that have not been approved by the campus.
- ▶ The conditions beyond non-discrimination (Title 5, §41500 et seq.) and compliance with alcohol and drug mitigation measures (REP 07-03-01) that should be met for a student organization to achieve/retain official recognition status.
- ▶ The benefits that might be conveyed by campuses to officially recognized student organizations and denied to others.
- ▶ The appropriate qualifications for advisors to student organizations. For example, many of the campuses visited required an advisor to be a full-time campus employee.
- ▶ The extent of involvement expected from faculty/staff advisors or others in overseeing student organizations. We noted that there were shortcomings on the extent of advisor orientation and training and a lack of clarity on how involved advisors should be in student organization activities on each of the campuses visited.

The Standing Orders of the Board of Trustees delegate to the campus presidents the authority and responsibility to take whatever actions are necessary, consistent with Trustee and Office of the Chancellor policy and applicable law, for oversight of student affairs.

The absence of systemwide policies, procedures, guidelines, and/or benchmarks and a lack of definition regarding appropriate delegation between campuses and auxiliary organizations exposes the California State University (CSU) to risks associated with inconsistent administration and missed opportunities for implementation of best practices.

### **Recommendation 2**

We recommend that the chancellor's office develop, document, and communicate appropriate systemwide policies, procedures, and/or guidelines for student organizations and activities, including those activities that are appropriate for delegation between campuses and auxiliary organizations.

### **Management Response**

We concur with this recommendation although, we do not believe some of the comments or suggestions in the narrative are appropriate, e.g., establishing an appropriate number of clubs and organizations that should exist for a campus of a given size and minimum number of students necessary to establish a club. However, several of the findings in the audit report are valid, and the chancellor's office will work with the steering committee of the vice presidents for student affairs to review these and to determine appropriate policies, procedures, and/or guidelines for student organizations and activities. Appropriate policies and procedures will be communicated to campuses by January 31, 2006.

## **MINOR REPRESENTATIVE OFFICERS**

Existing systemwide policy allows campuses the flexibility to define minor representative officers and to apply systemwide policy to determine their eligibility. However, the systemwide policy was not consistently followed and did not include campus monitoring requirements.

Although some campuses visited had standards for certain officers of student clubs/organizations, the majority of the campuses had not established these standards within the context of the coded memorandum Academic Affairs, Educational Support (AAES) 93-08 update and had not formally defined minor representative officers. Additionally, informal standards for club/organization minor representative officers, such as enrollment in a specified number of units, were not consistently monitored.

The 1997 uncoded memorandum updating AAES 93-08 states that it is the policy of the CSU that student office holders have an obligation to demonstrate academic involvement, achievement, and progress. It further states that minor representative officers are to be defined by the campus. The possibility that the campuses could opt for no definition and not designate any such officers was not specifically stated, although that was what we noted on five of the eight campuses visited.

Campus management stated that the lack of designation of minor representative officers and checking eligibility of officers for student clubs/organizations was a resource issue because it involved monitoring compliance for a larger number of students than just those in the major representative officer positions. Campus management further stated that the minor representative officer category

had not been publicized enough to engender a consistent systemwide understanding and awareness of the requirements.

The absence of minor representative officer designations and documented verification of office holder enrollment status/qualifications increases the risk that student representation will be inappropriate and may adversely affect the system's ability to partner with student club/organization officers in policy implementation.

### **Recommendation 3**

We recommend that the chancellor's office update and clarify existing systemwide policy for minor representative officers to include whether or not a campus must define and designate minor representative officers and require documented verification of office holder enrollment status/qualifications.

### **Management Response**

We concur with this recommendation. The chancellor's office will work with the steering committee of the vice presidents for student affairs to address this recommendation. Appropriate policy updates and clarifications will be communicated to campuses by January 31, 2006.

## **OFF-CAMPUS STUDENT ACTIVITIES**

Systemwide policy concerning campus involvement with student activities conducted off-campus was unwritten and informally communicated to campuses.

The unwritten systemwide policy was that campuses should not be involved with student activities conducted off-campus by chartered student clubs/organizations. This approach applied even if student fees had funded the activity.

An example of a recent systemwide presentation on this issue was the 2004 "Fitting the Pieces Together" conference session on Management of Student Organization Risks. This presentation included information on contracted independent organizations at the University of Virginia whereby written agreements were executed with student clubs/organizations declaring them to be independent and not agents of the university. The California Polytechnic State University, San Luis Obispo campus made this conference presentation, which included comments on their experiences in implementing contractual relationships with student organizations.

Although the campuses visited had all worked hard to establish boundaries to define the scope of campus involvement with student activities/organizations that stopped at anything occurring off-campus, we noted exceptions such as:

- ▶ The Center for Fraternity and Sorority Life at the San Diego campus issued noise permits on behalf of the city for functions at off-campus Greek houses.

- ▶ The San Francisco campus met with student organizations planning off-campus protests or marches.
- ▶ The Sonoma campus accepted and posted flyers advertising off-campus parties.

However, management at each of these campuses remained adamant that they were not approving or in any way establishing responsibility for supervision of the off-campus activities of chartered student clubs/organizations.

Some campus management stated that the Office of General Counsel had verbally advised them that non-involvement with off-campus activities appropriately limited CSU's liability.

Actions to limit involvement with off-campus activities may not fully resolve liability issues, could jeopardize student welfare, and may have a detrimental effect on the university's image.

#### **Recommendation 4**

We recommend that the chancellor's office formalize systemwide policy concerning campus involvement with student activities conducted off-campus by chartered student clubs/organizations.

#### **Management Response**

We concur with this recommendation.

The proposed Title 5 revision of the Student Conduct Code presented to the Board of Trustees for information in July 2005 and returning for action at its September 2005 meeting will, if adopted, address the key findings in this recommendation by clarifying the university's authority for off-campus behavior that includes students who are members of clubs and organizations. The Student Conduct Code sets the standard of expected behavior and sets out conduct that is unacceptable and subject to discipline through the university's processes. It has not been significantly revised in many years. Over time, minor procedural issues and definitional questions have arisen. More recently, there has been debate regarding the extent of the university's reach into off-campus behavior of CSU students. This complete revision of the code is an effort to respond to all of those issues, streamline and update the language. Importantly, this new version also contains a statement of the positive expectations of student conduct, in addition to a listing of unacceptable behavior that can invoke the code.

In addition to this pending modification to Title 5, the chancellor's office will work with the steering committee of the vice presidents for student affairs, including representatives from the Office of General Counsel and Risk Management, to explore and recommend appropriate written agreements that identify the relationship between student clubs/organizations and campuses. The outcome of this review will be communicated to campuses by January 31, 2006.

## CLUB SPORTS INSURANCE

Existing systemwide policy for club sports insurance was outdated and unfamiliar to some campus management.

Club sports programs existed at each of the eight campuses visited. The assignment of responsibility for administering club sports, including provision of insurance, varied from campus to campus and even included the delegation of responsibility to an auxiliary organization at some campuses as follows:

CAMPUS	APPROXIMATE # OF CLUB SPORTS TEAMS	STATE	NON- STATE	ADMINISTERED BY
Bakersfield	3	√		Student Affairs
Fresno	15	√		Student Affairs
Fullerton	6		√	Associated Students, Inc.
Long Beach	20	√		Department of Sports, Athletics, and Recreation
San Diego	19		√	Associated Students of SDSU
San Francisco	1	√		Kinesiology Department – College of Health and Human Services
Sonoma	14		√	Sonoma Student Union Corporation
Stanislaus	4	√		Student Affairs

State University Administrative Manual (SUAM) §3726.14.07 states that the cost of insurance for extramural athletics (club sports) shall be paid from instructionally related activities (IRA) fee revenue. Only one of the eight campuses visited complied with this requirement. Most campuses paid insurance through auxiliary organization funds, although one campus (Sonoma) required participants to pay a separate \$20 fee specifically for club sports insurance directly to an auxiliary organization, while another campus (San Francisco) did not have insurance for club sports. We also noted that superseded versions of CSU executive orders on student fees (Executive Order (EO) 290 and EO 429) specifically addressed the cost of insurance for extramural activities whereas the more recent versions, including current EO 740, did not contain the same restrictive language.

Management at most of the campuses visited stated that they were unaware of this SUAM provision or were unsupportive of the requirement to fund the costs through IRA fee revenue because of other IRA resource commitments that were considered higher priorities.

Insistence on funding the cost of club sports insurance from IRA fee revenue could jeopardize the viability of IRA fee funded programs and contradict recent delegations providing presidents with more fiscal flexibility, while no insurance or insurance which might not properly indemnify the CSU unnecessarily exposes the system to increased risk.

### **Recommendation 5**

We recommend that the chancellor's office review, update, and communicate systemwide policy for club sports insurance.

### **Management Response**

We concur with this recommendation. The chancellor's office will work with the steering committee of the vice presidents for student affairs, including representatives from the Office of General Counsel, Business and Finance, and Risk Management to review and update systemwide policy for club sports insurance. An appropriate policy will be communicated to campuses by January 31, 2006.

## **CHARTERING DOCUMENTATION**

To varying degrees, chartering documentation for student organizations was inadequate at all campuses visited.

Some form of annually chartering/recognizing student organizations existed at each campus visited that typically involved student groups filing an application with certain supporting documentation. A charter was granted upon completion/review of the documents and compliance with other requirements such as securing a faculty/staff advisor, officer attendance at club/organization orientation, and completion of officer responsibility statements.

We noted that:

- ▶ Student organization files were incomplete or had been discarded.
- ▶ Availability and qualifications of club advisors were not consistently verified.
- ▶ Club orientation records did not demonstrate attendance.
- ▶ Required club officer or advisor signatures were missing.

Two systemwide student organization chartering requirements are:

- ▶ Title 5 §41503, provisions for non-discrimination in student organizations, requires each student organization to file with the campus copies of all constitutions, charters, or other documents relating to its policies.
- ▶ REP 07-03-01 Item 10, which addresses effective training, intervention and treatment programs for alcohol, states that campuses should include expectations of members, officers, and advisors in the annual student organization registration document.

Other requirements for chartering/recognizing student organizations are imposed by individual campuses and fluctuate. For example, some campuses required full-time or half-time appointment for faculty/staff advisors to student organizations.

Government Code (GC) §13402 and §13403 state that management is responsible for establishing and maintaining a system of internal administrative controls, which includes documenting the system, communicating system requirements to employees, and assuring that the system is functioning as prescribed and is modified, as appropriate, for changes in conditions. Further, a satisfactory system of internal administrative controls shall include, but not be limited to, an established system of practices to be followed in performance of duties and functions.

Campus management cited various reasons for the incomplete documentation including changes in personnel, chartering forms, and/or practices; involvement of multiple offices; and workload considerations.

Failure to adequately document compliance with chartering/registration requirements for student clubs and organizations exposes the CSU to potential liability for incidents that might be attributed to inadequate communication and misunderstanding of expectations.

### **Recommendation 6**

We recommend that the chancellor's office remind the campuses of the importance of documenting compliance with student organization chartering requirements.

### **Management Response**

We concur with this recommendation. The chancellor's office will remind campuses of the importance of documenting compliance with student organization chartering requirements in a systemwide coded memorandum by September 30, 2005.

## **ACTIVITY/EVENT MANAGEMENT**

Documentation of activity/event authorizations for student organizations was incomplete at six of the eight campuses visited.

We noted that:

- ▶ Activity/event paperwork was incomplete, including unanswered questions on whether food would be prepared or alcohol served, no indication of insurance requirements and applicable permits or fees, and missing approval signatures such as those from the club/organization advisor or campus public safety.
- ▶ Informed consent forms for intramural sports were inadequately documented or not retained.

GC §13402 and §13403 state that management is responsible for establishing and maintaining a system of internal administrative controls, which includes documenting the system, communicating system requirements to employees, and assuring that the system is functioning as prescribed and is modified, as appropriate, for changes in conditions. Further, a satisfactory system of internal

administrative controls shall include, but not be limited to, an established system of practices to be followed in performance of duties and functions.

Campus management cited various reasons for these issues including incomplete staff training, involvement of different offices including auxiliary organizations, and misunderstanding of document retention requirements.

Incomplete documentation and inadequately addressing risks for intramurals and club sports unnecessarily exposes the CSU to potential liability and increases the likelihood of unauthorized activities/events.

**Recommendation 7**

We recommend that the chancellor's office remind the campuses of the importance of documenting authorizations for activities by chartered student organizations, including informed consent forms for intramural sports.

**Management Response**

We concur with this recommendation. The chancellor's office will remind campuses of the importance of documenting authorizations for activities by chartered student organizations, including informed consent forms for intramural sports, in a systemwide coded memorandum by September 30, 2005.

## STUDENT JUDICIARY

The processing of cheating/plagiarism cases in judicial affairs varied, and disciplinary probations were inconsistently recorded.

The number of student discipline cases varied considerably from campus to campus based on reported statistics. For comparison purposes, we requested data from the eight campuses visited and received the following information, which we normalized based on enrollments:

ANNUAL DISCIPLINARY CASES  
IN RELATION TO THE NUMBER OF STUDENTS

CAMPUS	APPROX # OF CASES PER YEAR	# OF FALL 2003 STUDENTS	# OF CASES PER 1,000 STUDENTS
Bakersfield	50	7,933	6.33
Fresno	190	22,342	8.52
Fullerton	300	32,592	9.23
Long Beach	90	34,715	2.59
San Diego	1,900	33,676	56.54
San Francisco	170	29,686	5.72
Sonoma	180	8,371	21.69
Stanislaus	40	8,072	5.00
EIGHT CAMPUS AVG			16.46

One campus (Long Beach) with a low number of cases did not count informal hearings in disciplinary caseload. Another campus (San Diego) with a high number of cases counted many more infractions in the residence halls as disciplinary cases than the other campuses visited. These two campuses were among the largest in the system and comparable in size based on their student populations, yet they reported radically different information.

### **Cheating/Plagiarism and Student Discipline**

The capability to report and aggregate repetitive student code of conduct violations for cheating and plagiarism varied among the campuses visited. At the majority of campuses, it was permissive for faculty to voluntarily refer cheating/plagiarism cases to the coordinator of student discipline and the coordinator tracked repetitive cases. Some campuses had referrals included in academic policy. Disparities in campus practice were exhibited in the two examples below of Fullerton (which had a policy that leaned toward a mandatory referral at the time of our visit) and Sonoma (which did not allow any referral, except in egregious cases, by resolution of the academic senate at the time of our visit). Excerpts from these two campus policies are as follows:

#### Fullerton – Academic Dishonesty (University Policy Statement #300.021)

An instructor who is convinced by the evidence that a student is guilty of academic dishonesty shall 1) assign an appropriate academic penalty and 2) report it to the vice president for student

services (VPSS). The VPSS shall maintain an *Academic Dishonesty File* of all cases. On the first reported incident, the VPSS may initiate disciplinary proceedings and must do so when there are two or more incidents involving the same student.

Sonoma – Cheating and Plagiarism (Policy #1992-1)

When there is informal resolution and a sanction is agreed upon, the faculty member may, but is not required to, complete a *Cheating and Plagiarism Record of Informal Resolution*. The completed form shall remain with the faculty member with a copy given to the student. When there are allegations of a particularly serious violation of the Cheating and Plagiarism Policy, administrative sanctions may be requested by a faculty member who files a completed *Cheating and Plagiarism Complaint Form* with the coordinator of university student discipline.

Title 5 §41301(a) states that cheating or plagiarism in connection with an academic program is a cause for expulsion, suspension, probation, or a lesser sanction. The Office of General Counsel *Student Discipline Manual Revised October 2004* §II.F indicates that issues relating to academic disqualification are separate from student discipline.

Lack of adequate recordkeeping for academic sanctions regarding cheating and plagiarism increases the risk that multiple violations or repeat offenders would not be identified for possible administrative sanction.

The disparities in practice among the campuses on cheating/plagiarism resulted in wide variations on recordkeeping and the appearance that cheating/plagiarism violations might not be consistently handled from campus-to-campus. For the exact same violation, a student on campus A received only an academic sanction (e.g., a failing grade), but on campus B, a student record was created in the student discipline office with additional potential administrative sanctions (e.g., disciplinary probation).

**Recording Judicial Sanctions Settled by Agreement**

Disciplinary probations were not being consistently recorded in the student's academic record at four of the eight campuses visited if the probation was imposed and accepted by a student during a settlement conference.

EO 628, *Revised Student Discipline Procedures*, dated September 30, 1994, prescribes a system of due process for disciplinary proceedings that includes investigation of facts, conferencing with students, settlement agreements, and formal hearings. Article VI.1.a describes probation as follows:

A period of time during which the privilege of continuing in student status is conditional. The conditions may include, but are not limited to loss of specified privileges which a current student would otherwise be entitled to and an acknowledgement by the student that any additional violations of the student code will result in more serious sanction.

EO 628 Article VI.6 – Record of Discipline requires that:

Probation and suspension shall be made part of the student’s academic record during the term of the probation or suspension.

EO 628 does not differentiate between probations accepted through a settlement agreement versus those that are imposed through a disciplinary hearing.

Some campus management stated that they were following unwritten advice of General Counsel that they were free to apply/record any type of student disciplinary sanction if the case was voluntarily resolved through settlement agreement versus the disciplinary hearing process.

Variations in terminology reduce the meaning and significance of sanctions and destroy comparability among campuses within the system, while the lack of adequate recordkeeping for all types of probations and suspensions increases the risk of the campus producing misleading transcripts, students improperly receiving services during periods of ineligibility, multiple violations and repeat offenders not being identified for possible administrative sanction, and adversely affects the impact/significance of disciplinary sanctions.

### **Recommendation 8**

We recommend that the chancellor’s office clarify, document, and communicate a process to ensure consistent handling of cheating and plagiarism cases including the options available for counting and recording disciplinary probations.

### **Management Response**

We concur with this recommendation. The chancellor’s office will work with the steering committee of the vice presidents for student affairs, including representatives from the Office of General Counsel and the statewide academic senate, to clarify, document, and communicate a process to ensure consistent handling of cheating and plagiarism cases. Appropriate policies and procedures will be communicated to campuses by January 31, 2006.

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## APPENDIX A: PERSONNEL CONTACTED

### Office of the Chancellor

David S. Spence	Executive Vice Chancellor and Chief Academic Officer (At time of review)
Gale Baker	University Counsel
Keith Boyum	Associate Vice Chancellor, Academic Affairs
Marsha Hirano-Nakanishi	Assistant Vice Chancellor, Academic Research
Allison Jones	Assistant Vice Chancellor, Student Academic Support
Mick McBride	Student Administration Project Director, Common Management System
Charlene Minnick	Director, Risk Management
Colleen Nickles	Senior Director, Financing and Treasury
Judy Osman	Associate Director, Student Academic Support
Dawn Theodora	University Counsel
Elisabeth Sheh Walter	University Counsel
Leon Washington	Associate Director, Enrollment Management Services (At time of review)
Richard West	Executive Vice Chancellor and Chief Financial Officer

### California State University, Bakersfield

Horace Mitchell	President
Steven Aguilar	Intramural Sports Coordinator
Marina Avalos-Kegley	Interim Director, Student Activities
Randy Bye	CSUB Foundation Manager
E. J. Callahan	Assistant Director, Educational Opportunity Program and Advisor to the Academic Advancement Center Peers
Irene Cook	Lecturer, Child Adolescent and Family Studies and Advisor to the Child Development Club
George Hibbard	Vice President, Student Affairs
Monique Idoux	Academic Skills Counselor, Student Achievement and Academic Retention Program and Advisor to Chi Alpha Epsilon
Michelle Jackson	Interim Coordinator, Judicial Affairs
Joyce Kohl	Professor, Fine Arts and Advisor to the Art Club
Mark Martinez	Associate Professor, Political Science and Advisor to Global Affairs
Homer Montalvo	Associate Vice President, Enrollment Services and Advisor to the Hispanic Scholarship Fund
Michael Morris	Sergeant, Public Safety
Mike Neal	Vice President, Business and Administrative Services
William Perry	Assistant Vice President, Student Life
Keith Powell	Director, Educational Support Services and Advisor to the Kappa Alpha Psi Fraternity
Frank Ramirez	Financial Aid Counselor and Advisor to the Delta Zeta Tau Fraternity
Edwin Sasaki	Associate Vice President for Academic Programs
Joanne Schmidt	Professor, French and Women's Studies and Advisor to the French Club
Nolan Shaffer	Former Interim Director, Student Activities
Sharon Taylor	Assistant Vice President, Fiscal and Support Services



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APPENDIX A: PERSONNEL CONTACTED

Kandy Mink	Dean of Students
Sherri Newcomb	Chief Financial Officer
Peter Othmer	Mechanical Engineering Professor
Robert Palmer	Vice President for Student Affairs
Sandra Perez-Linggi	Assistant Professor and Coordinator of Latin American Studies
Sandra Rhoten	Associate Dean of Judicial Affairs
Charles Tumlinson	Director of Jazz Studies
Alexander Tzoumas	Director of Internal Audit
Esiquio Uballe	Associate Dean of Students
Stephen Udell	Accounting Manager, ASI
Son Kim Vo	Coordinator of Intercultural Development Center
Karen Wall	Assistant Vice President for Student Affairs

California State University, Long Beach

Robert C. Maxson	President
Jeane Caveness	Assistant Dean of Students
Kathryn Courtney	Interim Director of Student Life and Development
William Griffith	Vice President for Administration and Finance
Richard Haller	Executive Director of Associated Students, Inc.
Rita Hayes	Recreation Director and Faculty/Staff Advisor to Alpine Ski and Snowboard Team
Mike Hostetler	Associate Vice President/Dean of Students
Steven Katz	Director of Judicial Affairs
Lloyd Kermod	Associate Professor, Department of English and Faculty/Staff Advisor to English Student Association
Jeff Klaus	Assistant Director of Student Life and Development and Student Life and Development Advisor to Zeta Phi Rho Fraternity
Arlene Lazawitz	Director of the Jewish Studies Program and Faculty/Staff Advisor to Hillel
Arthur Levine	Professor of Ethics and Legal Studies, Department of Finance, Real Estate and Law and Faculty/Staff Advisor to The Law Society
Ed Murawski	Associate Director of Housing
Jack Pearson	Chief of Police, University Police Department
Chris Ramirez	Customer Service Manager, Forty-Niner Shops, Inc. and Faculty/Staff Advisor to Asian American Christian Fellowship
Doug Robinson	Vice President of Student Services
Fernando Solorzano	Sergeant, University Police Department
Aysu Spruill	Interim Director of Internal Auditing Services
Matt Taylor	Director of Forensics, Department of Communication Studies and Faculty/Staff Advisor to Long Beach State Forensics Team
Eileen Tom	Coordinator of the Health Professions, Advising Office and Faculty/Staff Advisor to Red Cross Organization
Brett Waterfield	Assistant Director of Student Life and Development, and Student Life and Development Advisor to Lambda Sigma Gamma National Sorority
Bill Webb	Lecturer of Wilderness Studies and Faculty/Staff Advisor to Outdoor Adventures

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APPENDIX A: PERSONNEL CONTACTED

San Diego State University

Stephen L. Weber	President
DeJuan Benford	Intramural Sports and Sport Club Coordinator, Associated Students
Marty Block	Director, Center for Student Rights and Responsibilities
Theresa Blocker	Administrative Support Coordinator
Valerie Carter	Audit and Tax Manager
Doug Case	Coordinator, Center for Fraternity and Sorority Life
Evette Castillo	Assistant Dean of Students
Alex DeNoble	Professor of Management and Advisor to the Entrepreneur Society
Leona DePaepe	Deputy Fire Marshal, San Diego Fire Department
John Gaughen	Coordinator, Student Affairs Research and Assessment
Kamal Haddad	Professor, Finance and Advisor to the Finance and Investment Society
Susan Heiser	Associate Director, Associated Students
Jim Herrick	Executive Director, Alumni Association
Jennifer Johnson	Coordinator, Student Organizations and Activities
Jim Kitchen	Vice President for Student Affairs
Rick Lemon	Associate Computer Coordinator, Housing Administration
Julie Logan	University Judicial Officer
Mark Luther	Computer Coordinator, Housing Administration
Doreen Mattingly	Associate Professor, Women's Studies and Advisor to the Andrea O'Donnell Women's Resource Center
Howard Oleff	Advisor to the Advertising Club
Sally Roush	Vice President for Business and Financial Affairs
Samone Sayasenh	Counselor, Educational Opportunity Program and Advisor to the Alpha Phi Gamma Sorority
Mary Sharp	Records Supervisor, Enrollment Services
Jane Smith	Assistant Vice President, Academic Services and Advisor to Mortar Board
Katie Taylor	Program Advisor, American Humanics
Doug Van Sickle	Acting Dean of Students

San Francisco State University

Robert A. Corrigan	President
Agnes Barin	Administrative Support Coordinator, Office of Student Programs/Leadership Development (OSPLD)
Joe Benjamin	Academic Counselor, Undergraduate Advising Center and Advisor to the Iota Phi Theta Fraternity
Steve Blecha	Academic Personnel Assistant, Human Resources and Safety and Risk Management, and Advisor/Coach, Men's Volleyball Club Sports Team
Kevin Bowman	Associate Vice President for Student Affairs/ Director, Counseling and Psychological Services
Lilia Chavez	Director, OSPLD
Donna Cunningham	Judicial Affairs Officer
Guy Dalpe	Managing Director, Cesar Chavez Student Center
Irene Donner	Administrative Support Coordinator, Internal Audit

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APPENDIX A: PERSONNEL CONTACTED

Denise Fox-Needleman	Associate Vice President for Human Resources and Safety and Risk Management
Maria Garcia	Risk Services Associate
Trevor Getz	Associate Professor – History Department and Advisor to the Pi Kappa Phi Fraternity
Ricardo Gomes	Chair, Design and Industry Department and Advisor to the Organization of Black Designers
Martha Gorzycki	Assistant Professor, Cinema Department and Advisor to The Sequential Art and Literature Society
Mary Keller	Assistant Director for Program Services, Cesar Chavez Student Center
Karen Kingsbury	Director, Orientation and Retention and Advisor to the Gator Aider Club
Peter Koo	Executive Director, Associated Students, Inc.
Mohammad Kowsar	Professor, Theatre Arts Department and Advisor to the Theatre Arts Graduate Students Association
Phoebe Kwan	Executive Director, Division of Information Technology (DoIT)
Josh Levine	Lecturer in Composition, Theory and Electronic Music and Advisor to the Music Club
Franz Lozano	Associate Internal Auditor (At time of review)
Michael Martin	Director of Risk Management
Rafael Martinez	Program Coordinator, OSPLD and Advisor to the Hip Hop Coalition
Frances McGowan	Associate Director, Registrar’s Office
Linda Medina-Sam	Risk Services Coordinator
Paula Moran	Lecturer, Kinesiology Department and Director, Intramurals/Recreation
Leroy Morishita	Vice President, Administration and Finance
Hong Nguyen	Business Office Manager, Associated Students, Inc.
Bill Nichols	Professor, Cinema Department and Advisor to the Cinema Studies Graduate Student Association
Michael Ritter	Coordinator, Prevention Education Programs/CEASE Program
Donna Ryan	Manager, Employment and Compensation
J. E. “Penny” Saffold	Vice President for Student Affairs and Dean of Students
Jennifer Schwartz	Sergeant, Public Safety
Robert Shearer	Director, Environmental Health and Occupational Safety
Bitia Shooshani	Prevention Education, Counseling and Psychological Services
Bob Spina	Chair, Kinesiology Department
Allyson Tintiango-Cubales	Assistant Professor, Asian American Studies and Advisor to the League of Filipino Students
Jim Van Ness	Internal Auditor (At time of review)
Larry Ware	Associate Vice President for Fiscal Affairs and Controller
<u>Sonoma State University</u>	
Ruben Armiñana	President
Trisha Allen	Campus Life/Greek Advisor
Ed Beebout	Advisor, The Sonoma State Star

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APPENDIX A: PERSONNEL CONTACTED

Liz Close Professor and Chair, Nursing and  
Faculty/Staff Advisor to Sigma Alpha Epsilon Fraternity

Letitia Coate University Controller and Senior Director for Financial Services

Tammy Cotter Alcohol/Drug Education and Prevention Specialist

Erik Dickson Executive Director, Associated Students

Christina Difani Assistant Coach, Women's Volleyball and  
Faculty/Staff Advisor to the Men's Volleyball Club

Marilyn Dudley-Rowley Lecturer, Sociology and  
Faculty/Staff Advisor for Cannabis and Society Education

George Ellington Lieutenant, Police and Parking Services

Larry Furukawa-Schlereth Chief Financial Officer and Vice President for Administration and  
Finance

Heather Howard Interim Director of Campus Life and Leadership

Nate Johnson Senior Director, Police and Parking Services/Chief of Police

Shawn Kilat Administrative Assistant, Office of Campus Life and Leadership

Kurt Koehle Director, Internal Operations

Rand Link Vice President for Student Affairs

Richard Ludmerer Senior Director of Risk Management

Neil Markley Director of Administrative Services

Kris Montgomery Coordinator, Women's Resource Center and  
Interim Director of Judicial Affairs and Special Projects

Barbara Moore New Media Development Manager, Information Technology

Mark Niemann Technology Consultant, School of Education and  
Faculty/Staff Advisor to the Rowing Club

Lisa Noto University Registrar

Mack Schwing Director, Wine Business Program and  
Faculty/Staff Advisor to Wine Sense

Darius Spearman Inter-Cultural Center Coordinator, Sonoma Student Union and  
Faculty/Staff Advisor to the Asian Pacific Islander Organization

Joe Standridge Lecturer, Business Administration and  
Faculty/Staff Advisor to the Inline Hockey Club

Lynn Stauffer Associate Professor, Computer Science and  
Faculty/Staff Advisor to the Computer Club

Pam Su Recreational Sports Coordinator, Sonoma Student Union

Vickie Vescio Open Recreation Coordinator, Sonoma Student Union

Tom Wagner Administrative Manager, Student Affairs

Steve Wilson Associate Vice President for Administration and Finance

John Wright Executive Director, Sonoma Student Union

California State University, Stanislaus

Hamid Shirvani President

Marvalene Hughes Interim President (At time of review)

Fernando Beltran Academic Advisor, Educational Opportunity Program

Wanda Bonnell Academic Advisor, Educational Opportunity Program

Alan Brown Director, University Student Union

April Dunham-Filson Accountant I

Fred Edmondson Dean of Students/Associate Vice President, Student Affairs

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APPENDIX A: PERSONNEL CONTACTED

Mark Erickson	Director of Housing
Jennifer Humphrey	Executive Assistant to the Vice President for Student Affairs/ Coordinator, Student Discipline
Troy Johnson	Assistant Track Coach/Athletic Academic Coordinator
Kelly Lutt	Machine Systems Specialist
Sari Miller-Antonio	Professor of Anthropology
Stacey Morgan-Foster	Vice President for Student Affairs
Ronald Noble	Senior Director, Retention Services/ Director, Educational Opportunity Program
Robert Pecot	Freshman Success Coordinator
Brandon Price	Director, Student Leadership and Development
Cari Stammler	Administrative Director, Associated Students, Inc.
Mary Stephens	Vice President, Business and Finance
Tyler Summerset	Student Activities Coordinator/Greek Advisor
Amy Thomas	Crime and Emergency Resource Officer
Aracele Villapudua	Academic Advisor for Student Support Services



# THE CALIFORNIA STATE UNIVERSITY

BAKERSFIELD • CHANNEL ISLANDS • CHICO • DOMINGUEZ HILLS • EAST BAY • FRESNO • FULLERTON • HUMBOLDT  
 LONG BEACH • LOS ANGELES • MARITIME ACADEMY • MONTEREY BAY • NORTHRIDGE • POMONA • SACRAMENTO  
 SAN BERNARDINO • SAN DIEGO • SAN FRANCISCO • SAN JOSE • SAN LUIS OBISPO • SAN MARCOS • SONOMA • STANISLAUS

**KEITH O. BOYUM**

Associate Vice Chancellor, Academic Affairs

August 19, 2005

**To:** Mr. Larry Mandel

**From:** Keith O. Boyum

**Subject:** Management Response to Recommendations of Audit Report  
 Number 04-35, *Student Activities*, Systemwide

Thank you for your July 27, 2005 memorandum transmitting the draft audit report Number 04-35, *Student Activities*, Systemwide. In accordance with the *Policies and Procedures for the Office of the University Auditor*, we have inserted our response and corrective action plan to each of the eight recommendations on the enclosed diskette/file that you provided with the audit recommendations. A printed copy of the recommendations with our management response is also attached.

We appreciate both the work and the recommendations of the Office of the University Auditor. The recommendations and our corrective action plan will strengthen the effectiveness of our campus student activities programs.

KOB:lem

## Attachments

cc: Dr. Charles B. Reed (w/o diskette)  
 Mr. Richard P. West (w/o diskette)  
 Mr. Allison G. Jones (w/o diskette)

RECEIVED  
 UNIVERSITY AUDITOR

AUG 19 2005

THE CALIFORNIA STATE  
 UNIVERSITY

## STUDENT ACTIVITIES

### SYSTEMWIDE

REPORT NUMBER 04-35

JULY 15, 2005

## GENERAL ENVIRONMENT

### OVERALL PROGRAM EVALUATIONS

#### Recommendation 1

We recommend that the chancellor's office develop, document, and communicate appropriate systemwide policies, procedures, and/or guidelines for student organizations and activities, including program self-assessment and comparison with industry standards.

#### Management Response

We concur with this recommendation. The Chancellor's Office will work with the Steering Committee of the Vice Presidents for Student Affairs to identify appropriate systemwide policies and procedures for student organizations and activities that address this recommendation. Appropriate policies and procedures will be communicated to campuses by January 31, 2006.

### STUDENT ORGANIZATIONS

#### Recommendation 2

We recommend that the chancellor's office develop, document, and communicate appropriate systemwide policies, procedures, and/or guidelines for student organizations and activities, including those activities that are appropriate for delegation between campuses and auxiliary organizations.

#### Management Response

We concur with this recommendation although we do not believe some of the comments or suggestions in the narrative are appropriate, e.g., establishing an appropriate number of clubs and organizations that should exist for a campus of a given size and minimum number of students necessary to establish a club. However, several of the findings in the audit report are valid, and the Chancellor's Office will work with the Steering Committee of the Vice Presidents for Student Affairs to review these and to determine appropriate policies, procedures, and/or guidelines for student organizations and activities. Appropriate policies and procedures will be communicated to campuses by January 31, 2006.

## **MINOR REPRESENTATIVE OFFICERS**

### **Recommendation 3**

We recommend that the chancellor's office update and clarify existing systemwide policy for minor representative officers to include whether or not a campus must define and designate minor representative officers and require documented verification of office holder enrollment status/qualifications.

### **Management Response**

We concur with this recommendation. The Chancellor's Office will work with the Steering Committee of the Vice Presidents for Student Affairs to address this recommendation. Appropriate policy updates and clarifications will be communicated to campuses by January 31, 2006.

## **OFF-CAMPUS STUDENT ACTIVITIES**

### **Recommendation 4**

We recommend that the chancellor's office formalize systemwide policy concerning campus involvement with student activities conducted off-campus by chartered student clubs/organizations.

### **Management Response**

We concur with this recommendation.

The proposed Title 5 revision of the Student Conduct Code presented to the Board of Trustees for information in July 2005 and returning for action at its September 2005 meeting will, if adopted, address the key findings in this recommendation by clarifying the university's authority for off-campus behavior that includes students who are members of clubs and organizations. The Student Conduct Code sets the standard of expected behavior and sets out conduct that is unacceptable and subject to discipline through the university's processes. It has not been significantly revised in many years. Over time minor procedural issues and definitional questions have arisen. More recently there has been debate regarding the extent of the university's reach into off-campus behavior of CSU students. This complete revision of the Code is an effort to respond to all of those issues, streamline and update the language. Importantly, this new version also contains a statement of the positive expectations of student conduct, in addition to a listing of unacceptable behavior that can invoke the Code.

In addition to this pending modification to Title 5, the Chancellor's Office will work with the Steering Committee of the Vice Presidents for Student Affairs, including representatives from the Office of General Counsel and Risk Management, to explore and recommend appropriate written agreements that identify the relationship between student clubs/organizations and campuses. The outcome of this review will be communicated to campuses by January 31, 2006.

## **CLUB SPORTS INSURANCE**

### **Recommendation 5**

We recommend that the chancellor's office review, update, and communicate systemwide policy for club sports insurance.

### **Management Response**

We concur with this recommendation. The Chancellor's Office will work with the Steering Committee of the Vice Presidents for Student Affairs, including representatives from the Office of General Counsel, Business and Finance, and Risk Management, to review and update systemwide policy for club sports insurance. An appropriate policy will be communicated to campuses by January 31, 2006.

## **CHARTERING DOCUMENTATION**

### **Recommendation 6**

We recommend that the chancellor's office remind the campuses of the importance of documenting compliance with student organization chartering requirements.

### **Management Response**

We concur with this recommendation. The Chancellor's Office will remind campuses of the importance of documenting compliance with student organization chartering requirements in a systemwide coded memorandum by September 30, 2005.

## **ACTIVITY/EVENT MANAGEMENT**

### **Recommendation 7**

We recommend that the chancellor's office remind the campuses of the importance of documenting authorizations for activities by chartered student organizations, including informed consent forms for intramural sports.

### **Management Response**

We concur with this recommendation. The Chancellor's Office will remind campuses of the importance of documenting authorizations for activities by chartered student organizations, including informed consent forms for intramural sports, in a systemwide coded memorandum by September 30, 2005.

## STUDENT JUDICIARY

### **Recommendation 8**

We recommend that the chancellor's office clarify, document, and communicate a process to ensure consistent handling of cheating and plagiarism cases including the options available for counting and recording disciplinary probations.

### **Management Response**

We concur with this recommendation. The Chancellor's Office will work with the Steering Committee of the Vice Presidents for Student Affairs, including representatives from the Office of General Counsel and the Statewide Academic Senate, to clarify, document, and communicate a process to ensure consistent handling of cheating and plagiarism cases. Appropriate policies and procedures will be communicated to campuses by January 31, 2006.

  
**THE CALIFORNIA STATE UNIVERSITY**  
**OFFICE OF THE CHANCELLOR**

BAKERSFIELD

August 30, 2005

CHANNEL ISLANDS

CHICO

DOMINGUEZ HILLS

**MEMORANDUM**

EAST BAY

FRESNO

TO: Mr. Larry Mandel  
University Auditor

FULLERTON

FROM: Charles B. Reed  
Chancellor

HUMBOLDT

LONG BEACH

SUBJECT: Draft Final Report Number 04-35 on  
*Student Activities, Systemwide*

LOS ANGELES

MARITIME ACADEMY

MONTEREY BAY

In response to your memorandum of August 30, 2005, I accept the response as submitted with the draft final report on *Student Activities, Systemwide*.

NORTHRIDGE

SONOMA

CBR/jt

SACRAMENTO

Enclosure

SAN BERNARDINO

cc: Dr. Keith O. Boyum, Associate Vice Chancellor, Academic Affairs  
Mr. Allison Jones, Assistant Vice Chancellor, Academic Affairs  
Mr. Richard P. West, Executive Vice Chancellor and Chief Financial Officer

SAN DIEGO

SAN FRANCISCO

SAN JOSÉ

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS