

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

December 5, 1974

TO: Presidents

FROM: H. E. Brakebill *H. E. Brakebill*
Executive Vice Chancellor

SUBJECT: Policies and Procedures Pertaining to
Assigned Extension Program Service Areas
Executive Order No. 209

Enclosed are five (5) copies of Executive Order No. 209 which establishes policies and procedures concerning the responsibilities of institutions within their extension program service areas, changes in extension program service area boundaries, and inter-institutional relationships in meeting the continuing education needs of the citizens of California.

Questions about this Executive Order or its implementation should be directed to Dr. Ralph D. Mills, State University Dean for Continuing Education.

HEB:cm

Attachment

Copies to: Vice Presidents for Academic Affairs
Deans of Continuing Education
Chancellor's Staff

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Policies and Procedures Pertaining to
Assigned Extension Program Service Areas

Executive Order No. 209

This Executive Order is issued pursuant to Chapter III, Section 3, subdivision "e" of the Standing Orders of the Board of Trustees of The California State University and Colleges and is effective immediately.

1. Each CSUC campus shall have the primary responsibility for meeting the continuing education needs of individuals in its assigned Extension Program Service Area.

However, because the needs of an area may not always be exactly matched by the resources and capabilities of the campus to which the area is assigned, it may be necessary from time to time to revise the boundaries of assigned service areas or for one campus to respond to the educational needs of individuals in service areas assigned to another campus. The following procedures shall be followed whenever such situations develop.

2. When a campus desires a revision of its assigned service area, the President of the institution shall submit a written request to the Chancellor, indicating the specific changes desired. This request should be accompanied by supporting data and justifications.

The Chancellor shall notify other campuses affected by the proposed revisions and invite each to respond. In cooperation with these campuses, the Chancellor's Office will seek through informal efforts to bring the matter to a mutually agreeable conclusion. How-

ever, if informal procedures fail to resolve the issues, the Chancellor may request the Advisory Committee on Continuing Education and the Chancellor's Council of Presidents to review the matter with representatives of the institutions concerned and submit recommendations for his consideration. The Chancellor shall communicate his decision to the institutions concerned.

3. When a revision of Extension Program Service Area boundaries becomes necessary, the following should be taken into consideration in establishing new boundaries:
 - a. population growth or decline in a geographic area;
 - b. size and accessibility of the service area;
 - c. feasibility of developing areas of joint jurisdiction;
 - d. capacity of a campus to provide offerings that respond to the needs of constituencies that would be included within its revised service area;
 - e. growth of a developing campus;
 - f. records of campus service to assigned service areas.
4. When a campus or group of campuses considers developing a continuing education offering to be delivered via mass media (e.g. television, radio, newspaper) or any other delivery system whose coverage will extend beyond the assigned service area(s), then, prior to the time the offering is developed, the campus(es) shall consult with all other campuses in whose service areas the program might be delivered, to determine whether it might be developed and/or offered on a cooperative basis.
5. When consideration is given to delivering a continuing education offering outside the service area(s) assigned to the sponsoring campus(es), the following procedures shall be followed:

- a. As soon as possible in the planning of such an offering, the sponsoring campus(es) shall consult with the campus(es) having primary responsibility for the service area(s) in which the offering is to be delivered, to determine:
- (1) that the offering is not already available, or one that could not be readily made available through the campus(es) having primary responsibility in the service area(s); and/or
 - (2) whether it would be practical or feasible to deliver the offering on an inter-institutional or cooperative basis.

If these procedures do not lead to arrangements under which the educational need can be met, the campus(es) involved should refer the points at issue to the Chancellor's Office.

6. If a campus delivers a continuing education offering outside its assigned service area without having arrived at an understanding with the campus in whose service area the offering is scheduled, then the latter campus may, at its discretion, refer the matter to the Chancellor's Office for review.
7. Programs offered through The Consortium of The California State University and Colleges by definition function within overlapping primary Extension Program Service Areas under the operating guidelines of The Consortium.



Glenn S. Dumke, Chancellor

Dated: December 5, 1974

Executive Order No. 209: Policies and Procedures Pertaining to
Assigned Extension Program Service Areas