

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Date: January 10, 1977

To: Presidents

From: Harry Harmon *Harry Harmon*
Executive Vice Chancellor

Subject: The Consortium of The California State University and Colleges -
Executive Order No. 260

I am transmitting to you a copy of Executive Order No. 260: The Consortium of The California State University and Colleges. This document, which replaces No. 183, constitutes the fundamental operating charter for The Consortium. Changes reflected in the new Executive Order are procedural rather than substantive and represent an attempt to streamline administrative and consultative procedures.

An additional document setting forth the operating policies and procedures of The Consortium will be issued in the near future.

Questions regarding the Executive Order may be addressed to the State University Dean, Continuing Education, in this office.

It is your responsibility as President to implement Executive Orders where applicable and to maintain the campus repository and index for all Executive Orders.

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Attachments

Distribution: Vice Presidents for Academic Affairs
Deans of Continuing Education
Deans of Academic Planning
Business Managers
Chairmen of Local Academic Senates
Chancellor's Staff

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Executive Order No.: 260
Title: The Consortium of The California State University and Colleges
Effective Date: January 10, 1977
Supersedes: Executive Order No. 183

This Executive Order is issued pursuant to 5 *California Administrative Code* Section 40100.2 and Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of The California State University and Colleges.

It provides for the administration of The Consortium of The California State University and Colleges and supersedes Executive Order 183 which was issued August 24, 1973.

A. PURPOSE OF THE CONSORTIUM

The Consortium has been established to enable The California State University and Colleges to utilize its combined faculty and program resources more effectively in meeting the educational needs of the State.

B. FUNCTIONS OF THE CONSORTIUM

Within the provisions of the regulations of the Board of Trustees, the policies and procedures of The California State University and Colleges, The Consortium shall have the following functions:

1. To maintain close liaison with public and private agencies and institutions whose educational needs might be served by The California State University and Colleges system, whether by individual institutions within the system, by regional consortia of individual institutions, or by The Consortium;
2. To explore the need for and feasibility of establishing courses and programs leading to certificates, bachelor's degrees, or master's degrees to serve the needs of off-campus clients not being served by established programs;
3. To advise and recommend, as appropriate, concerning the development of courses and programs to meet the needs identified through the exploratory and feasibility studies;
4. To facilitate the development of agreements among individual institutions to provide for reciprocity in the acceptance of credit in satisfaction of residence requirements for degrees in selected academic and professional fields;
5. To offer external programs in the name of The Consortium in geographic locations within the State when the need cannot be met by individual campuses serving the region or by a regional consortium of individual campuses;
6. To provide leadership in the development of statewide courses and programs for members of particular occupational or professional groups, or employees of particular agencies, in cooperation with professional associations and agency representatives;
7. To provide leadership in the development of non-traditional courses and programs of study which emphasize guided independent study combined with short, intensive periods of classroom study, to serve a regional or statewide clientele without regard to geographic location;
8. To explore the feasibility and desirability of establishing a statewide program of assessment for college credit and/or degrees and certificates, including but not limited to testing;
9. To advise and recommend as appropriate, concerning the establishment of an educational resources service, and educational records service (credit bank) and a statewide program of assessment for college credit and/or certificates and degrees;
10. Within the limits of the system's resource capability, to conduct experiments with the use of various instructional delivery systems, including independent study, electronic media, and computer-assisted instruction, in regional and statewide programs of external study;
11. To negotiate agreements for cooperative academic programs with agencies and other institutions of higher education, when such agreements are consistent with the purposes of The California State University and Colleges and of The Consortium;

12. To award certificates and degrees, as appropriate, in the name of the Trustees of The California State University and Colleges to individuals who have completed prescribed programs, when it is not possible or feasible for an individual CSUC institution to do so.

C. ADMINISTRATIVE STRUCTURE OF THE CONSORTIUM

The Consortium will have the following administrative personnel, committees and operational units: the Director of The Consortium, his staff, and academic program committees. These shall be appointed or established in the manner described hereafter and shall have the functions, duties and responsibilities indicated.

1. The Director of The Consortium

- a. The Director shall be appointed by the Chancellor.
- b. The Director shall be administratively responsible to the Vice Chancellor for Academic Affairs through the State University Dean for Continuing Education.
- c. The Director shall be responsible for the overall administration and management of The Consortium, and ensure that its functions are carried out in accordance with the regulations of the Board of Trustees, the policies and procedures of The California State University and Colleges, and all regulations pertaining to the operations and activities of The Consortium.

2. The Staff of The Consortium

- a. In accordance with the personnel policies of the Office of the Chancellor and within the fiscal limitations of the approved budget of The Consortium, support staff may be employed as necessary to carry out the functions of The Consortium. The support staff shall be supervised by the Director of The Consortium.

3. Academic Program Committees

For each program of The Consortium there shall be established an academic program committee composed of regular CSUC faculty representing at least five CSUC institutions, selected in accordance with approved procedures. The committee shall be primarily responsible for the design and for the maintenance of programs from the standpoint of academic content, quality, and standards. Committees constituted for the purpose of program planning shall be temporary. Committees implemented in connection with authorized programs shall be established for the life of the program. Committees shall advise and consult with the administration of The Consortium and the policy advisory body of The Consortium on all matters concerning the program including program proposals, program operation, and academic policies.

4. Administration of Consortium Programs of Instruction

Programs of instruction leading to Consortium degrees shall be administered by participating CSUC campuses in accordance with the provisions specified in the Operating Procedures of The Consortium.

D. POLICY ADVISORY RESPONSIBILITY OF THE ACADEMIC SENATE, CSUC

1. Academic Senate, CSUC

To provide for the participation by the faculties of The California State University and Colleges in the formulation of policies relating to The Consortium, the Academic Senate

of The California State University and Colleges shall be responsible for advising and recommending to the Chancellor concerning the academic and administrative policies of The Consortium.

In addition, as the policy advisory body for The Consortium, the Academic Senate shall have the following duties and responsibilities:

- a. To provide liaison between the campuses and the Chancellor's Office, as appropriate, on matters related to the programs and activities of The Consortium,
- b. To make recommendations to the Chancellor for the establishment of courses and programs (traditional and non-traditional) to be operated under the auspices of The Consortium;
- c. To make recommendations to the Chancellor concerning agreements for cooperative academic programs involving The Consortium and other agencies and institutions of higher education;
- d. To make recommendations to the Chancellor concerning designs to be used in evaluating the programs and activities of The Consortium;
- e. To review an annual evaluation report on the programs and activities of The Consortium;
- f. To advise and consult with the administration of The Consortium on matters relating to the operations and activities of The Consortium including but not limited to the following:
 - (1) Awarding academic credit, credentials, and degrees;
 - (2) Initiating needs assessment activities;
 - (3) Initiating feasibility and exploratory studies;
 - (4) Establishing academic program committees;
 - (5) Developing curriculum concords.
- g. To carry out such other advisory duties as may be requested by the Chancellor.

2. Consortium Advisory Committee

To facilitate the advisory role of the Academic Senate, there shall be a committee of the Senate, The Consortium Advisory Committee.

- a. The committee shall have nine members: six members appointed by the Academic Senate in accordance with its By-laws; three named by the Chancellor, one of whom shall be the Director of The Consortium.
- b. The chairman of the committee shall be appointed by the Academic Senate in accordance with its By-laws.
- c. The Director of The Consortium shall serve as the executive secretary of the committee.

- d. The committee shall meet regularly in accordance with the meeting schedule established for the Academic Senate and its standing committees. In addition, the committee shall meet at such other times as may be deemed necessary by the chairman or the executive secretary. (Fiscal responsibility for extraordinary meetings shall be assumed by The Consortium.)
- e. The committee shall make recommendations to the Academic Senate on matters relating to The Consortium, including but not limited to the following:
 - (1) Establishment of courses and programs (traditional and non-traditional) to be operated by The Consortium;
 - (2) Designs to be used in evaluating the programs and activities initiated by The Consortium;
 - (3) Agreements for cooperative academic programs involving The Consortium and other agencies and institutions of higher education;
 - (4) Such other matters as may be brought before it by the Academic Senate or by the Senate's Executive Committee.
- f. The committee shall advise and consult with the administration of The Consortium on matters relating to the administration, operations, activities, and programs of The Consortium, and with respect to the development and improvement of The Consortium.
- g. Reporting Procedures: The committee, unless otherwise specifically directed by the Senate, shall report to the Senate. The recommendations of the committee shall not be considered policy statements of the Senate until formally approved by the Senate.

E. PROGRAMS AND ACTIVITIES OF THE CONSORTIUM

In accordance with the provisions of 5 California Administrative Code, the policies and procedures of The California State University and Colleges, and these provisions, The Consortium may implement the types of courses, programs, and activities listed below. Prior to implementation. However, proposals for such courses, programs and activities shall be developed in accordance with approved consultative procedures and be authorized for implementation by the Chancellor.

1. Consortial Programs of Instruction

Programs of instruction offered by The Consortium, *per se*, will be of three types:

a. Statewide or Regional Extension Courses

Statewide or regional extension or summer session courses which are not offered as part of an external degree curriculum may be designed to serve the needs of particular client groups who prefer or require a course that can be provided on a regional or statewide basis involving delivery in more than one extension program service area. When appropriate, technological media may be employed in the delivery of instruction. In some instances, courses may be established for the specific purpose of testing the use of such media, or for the purpose of testing other innovations in the delivery of instruction.

Such courses may be designated for credit or non-credit, depending upon client needs. Credit may be awarded by The Consortium or by individual campuses working in collaboration with The Consortium.

b. Statewide or Regional External Degree Programs Based on Independent Study

These shall be curricula based on non-traditional methods of instruction or access to instruction, which serve a statewide clientele without regard to geographic location and which do not require regular class attendance on a state university or college campus. Programs of this type may be offered by The Consortium, *per se*, or by individual campuses in collaboration with The Consortium. Such curricula may be offered statewide, or to large regions extending over several extension service areas (e.g., Southern California).

c. Statewide, Regional and Local Programs Based Primarily on Classroom Instruction

External degree curricula may be offered by The Consortium in specific geographic areas when the proximate CSUC institution is unable to offer such programs.

2. Programs of Assessment and Services

a. Statewide programs involving assessment for college credit and/or certificates and degrees, including but not limited to assessment of experience-based learning and assessment of competency.

b. Statewide educational records service (credit bank).

c. Statewide educational resources service.

3. Curriculum Concords

Curriculum concords may be defined as agreements between institutions which provide for reciprocity of residence credit and the satisfaction of course requirements for degree or certificate requirements. Curriculum concords shall involve agreements between institutions, and between institutions *and* The Consortium.

4. Consortium Curriculum

The curriculum may be developed as the basis for a program of instruction offered by The Consortium or as the basis for evaluation for a degree awarded by The Consortium in accordance with the provisions of approved Curriculum Concords between campuses and The Consortium.

F. PILOT PERIOD FOR THE CONSORTIUM

The Consortium of The California State University and Colleges shall be a 5-year pilot project extending from Summer 1973 through Summer 1978. An annual evaluation report shall be submitted to the Chancellor and to the Board of Trustees.

The decision as to whether or not to make The Consortium a permanent part of The California State University and Colleges shall be made by the Board of Trustees on recommendation of the Chancellor in Summer 1978, following appropriate consultation.

G. ANNUAL EVALUATION REPORT

Each year the administrative officer of The Consortium shall prepare an evaluation report on the activities and programs of The Consortium for submission to the Academic Senate, CSUC, the Chancellor's Council of Presidents, and the Chancellor.

H. INDIVIDUAL INSTITUTIONS AND THE CONSORTIUM

The function of The Consortium is to meet needs not met by individual institutions of The California State University and Colleges (CSUC) system. Therefore, the following principles shall guide the development of The Consortium and its relationship with individual institutions:

1. None of the activities of The Consortium shall be allowed to encroach upon the responsibilities of the individual campuses of the CSUC, as defined by existing statutes, regulations, and policies of the Board of Trustees.
2. No external program of instruction shall be offered by The Consortium within the extension program service area of CSUC campus until the possibility that the local campus might offer the program (externally, or as an internal, evening or weekend program) is explored and the campus agrees that it is unable to do so within a reasonable period of time.
3. No program of instruction shall be offered by The Consortium which would be competitive with late afternoon, evening, or weekend internal or external programs offered by any CSUC institution.
4. Responsibility for programs of instruction offered by The Consortium within the extension program service area of a CSUC campus shall be transferred to the campus within a reasonable period of time (not to exceed one year) after the campus has indicated its willingness to conduct the program as an internal or external program.

I. THE FACULTY AND THE CONSORTIUM

A basic assumption underlying The Consortium is that regular faculty of individual CSUC campuses must be involved in the design, implementation, and maintenance of Statewide Programs, Statewide Curricula, Curriculum Concords, and Statewide Extension Courses. It is recognized, however, that the priorities of individual faculty and campuses must be taken into account before the faculty become involved in the activities and programs of The Consortium. Therefore, the following principles should guide the development of The Consortium in its relationship with faculty:

1. The Consortium shall not have the authority to require a faculty member of any CSUC campus to teach in any program of instruction offered by The Consortium.
2. The Consortium shall not have the authority to require a faculty member of any CSUC campus to participate in any of the activities of The Consortium.
3. The approval of the appropriate authorities of a CSUC campus shall be obtained before a faculty member of that campus may teach in an external program offered by The Consortium or participate in any of the activities of The Consortium.
4. Primary responsibility for academic content, academic quality, and academic standards of programs of instruction conducted by The Consortium shall be vested in regular faculty

members of CSUC campuses, within general guidelines established by appropriate Consortium Academic Program Committees.

5. Faculty employed to teach in Consortium programs shall be employed by the participating campuses administering the program.
6. That portion of a faculty member's full-time service which is performed on a reimbursed basis for The Consortium shall constitute service for all purposes at the campus at which such faculty member holds a regular full-time appointment.

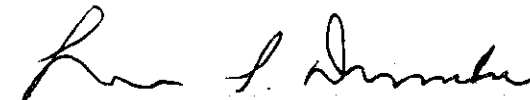
J. BUDGETARY PROVISIONS

The budget of The Consortium of The California State University and Colleges shall be established within the budget of the Division of Continuing Education in the Chancellor's Office, from State-appropriated funds, from the Systemwide Program Development Reserve of the Continuing Education Revenue Fund, and from such other sources as may be identified.

Until such time as the increase in campus Continuing Education revenues attributable to Consortium-conducted programs warrants it, no portion of the annual administrative and program development costs of The Consortium shall be assessed, *pro rata*, against campus Continuing Education revenues. When it is determined that such a *pro rata* assessment is warranted, the Chancellor will determine the level of such assessment after appropriate consultation.

K. IMPLEMENTATION OF PROVISIONS

Operating Procedures of The Consortium, designed to implement the foregoing provisions, will be developed by the administration of The Consortium in consultation with its policy advisory body and will be approved through established CSUC consultative channels.



Glenn S. Dumke, Chancellor

January 10, 1977

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