

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
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Date: December 3, 1984

To: Presidents

From: W. Ann Reynolds
Chancellor

W Ann Reynolds

Subject: Procedures Governing Self-Support Programs Conducted Through the Continuing Education Revenue Fund Outside the State of California
Executive Order No. 448

I am transmitting to you five (5) copies of Executive Order No. 448, which establishes procedures governing self-support programs conducted through the Continuing Education Revenue Fund when conducted out-of-state for the benefit of the citizens of other states and countries.

These procedures apply only to self-support programs which are conducted through CERF and do not apply to those programs which are conducted through the campus or CSU foundations. At the same time, it is essential that campuses maintain their own procedures for these other programs to ensure the well-being of personnel and the quality of the programs. It should be noted also that the identical academic standards and requirements are to be applied to these programs as for comparable on-campus activities.

In accord with The California State University policy, the campus President has the responsibility for implementing Executive Orders where applicable and for maintaining the campus repository and index for all Executive Orders.

WAR:md
Attachments

Distribution: Vice Presidents for Academic Affairs
Vice Presidents for Business Affairs/Administration
Deans of Extended/Continuing Education
Business Managers
Chancellor's Office Staff

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275

Executive Order No.: 448
Title: Procedures Governing Self-Support Programs Conducted Through the Continuing Education Revenue Fund Outside the State of California
Effective Date: December 3, 1984
Supersedes: No Prior Executive Order

1.0 Definition and Introduction

Out-of-State and Out-of-Country Programs are self-supporting instructional activities of the CSU conducted through the Continuing Education Revenue Fund which provide, either in person or through electronic instruction, programs outside of California and which are designed primarily for residents of the locales where offered. These procedures do not apply to self-support foreign travel-study programs nor to those sponsored by auxiliary organizations. The programs authorized by this Executive Order and related Board of Trustee policy provide a means of utilizing the expertise of The California State University faculty in activities benefiting both students and campuses. Students benefit from instruction not readily available from nearby educational institutions. The sponsoring campus benefits by broadened faculty understanding of the educational practices and culture of other states and countries and by the improvement of morale which typically accompanies such activities.

These procedures supplement existing policies and procedures governing self-supporting instructional programs which shall also apply to Out-of-State and Out-of-Country Programs unless specifically excluded or clearly inapplicable.

These procedures supplement existing policies and procedures governing self-supporting instructional programs which shall also apply to Out-of-State and Out-of-Country Programs unless specifically excluded or clearly inapplicable. Particular attention should be given to the following Executive Orders:

- E.O. 165 – “Foreign Study Program Policies & Procedures of The California State University”
- E.O. 181 – “Provisions for Extension & Summer Session Independent Study Programs Involving Foreign Travel”
- E.O. 255 – “Provisions Governing Implementation of the Continuing Education Unit Within The California State University and Colleges”
- E.O. 298 – “Regulations Governing Extension Student Enrollment in Regular Session Offerings”
- E.O. 313 – “Financial Management of Continuing Education”
- E.O. 317 – “Student Air Travel”
- E.O. 373 – “Authorization – Approval of 1982 Summer Session Course Fees”

E.O. 394 – "Authorizations – Approval of 1982-83 Extension Course Fees"

E.O. 407 – "Special Sessions"

2.0 Authority

This Executive Order is issued in accordance with Board of Trustee Resolution REP 07-84-04 adopted by the Board on July 11, 1984.

2.1 Responsibility

The President is responsible for all Out-of-State and Out-of-Country Programs sponsored by the campus and shall ensure that these programs are established and managed in accordance with the laws of the State of California, the laws of the state, territory, or nation in which the program is being offered, the policies of the Board of Trustees, and all pertinent directives issued by the Chancellor.

2.2 Academic Standards

2.2.1 The academic standards and requirements are the same as for comparable on-campus activities.

2.2.2 Programs shall be developed and administered in accordance with applicable standards, policies, and procedures of the Senior Commission of the Western Association of Schools and Colleges (WASC).

2.3 Fiscal Support

Programs shall be self-supporting and shall be administered in accordance with the fiscal policies and procedures governing the Continuing Education Revenue Fund.

2.4 Programs to Be Offered in Other States and Territories

Programs offered in other states and territories shall be designed to expand the educational opportunities of the region being served, rather than to compete with local educational institutions. Mutual understanding shall be reached with the local public institutions of higher education to ensure that California State University programs will neither duplicate nor compete with the instructional activities of these institutions. Where there are circumstances which make a mutual understanding impossible, the President shall consult with the Chancellor prior to deciding whether to offer the program. Program planners shall notify the appropriate regional accrediting agencies of their intentions. Any such program must be in compliance with laws and regulations of the state or territory concerned.

2.5 Programs to Be Offered in Other Nations

In addition to the provisions of Article 2.4, whenever an institution is considering the development of a program for delivery in a foreign country, the institution shall take the following additional steps early in the planning process:

A. Contact the United States Department of State to advise appropriate personnel of campus intentions and to seek advice.

B. Contact the United States Embassy (and/or Consulate) in the nation concerned to inform appropriate personnel of campus intentions and to seek advice and comments concerning such matters as living conditions, security, etc. Once contact has been established, it should be maintained as need dictates during the life of the program.

C. Contact the Embassy of the nation concerned to inform appropriate personnel of campus plans and seek advice.

D. Special attention should be given to the foregoing when there is any reason for concern that the health or safety of California State University personnel might be an issue.

3.0 Program Evaluation

In order to assure compliance with systemwide and campus policies and procedures, the President of any campus offering Out-of-State or Out-of-Country Instructional Programs shall establish procedures for their evaluation, review, and approval with respect to their academic, contractual, faculty, fiscal, legal, and logistical arrangements and commitments. These procedures, and subsequent modifications, shall be filed with the State University Dean of Extended Education in the Office of the Chancellor at least 60 days prior to the initiation of the first program to be offered under the provisions of this Executive Order. Once procedures are on file, the President shall routinely advise the Division of Extended Education in the Office of the Chancellor of intention to initiate a program.

3.1 Administration

Any contract related to Out-of-State or Out-of-Country Instructional Programs to which the campus is party must conform to the following as well as all other pertinent policies and procedures:

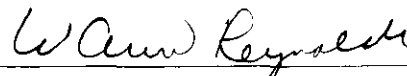
A. The contract must be made in conformance with applicable laws and procedures and Board of Trustees policy and Chancellor directives;

B. The contract must be specific concerning the matters for which the institution is and is not responsible.

C. The contract must be reviewed and approved as to proper legal form by the Office of General Counsel in the Chancellor's Office.

3.2 Out-of-State or Out-of-Country Program Director

Each Out-of-State or Out-of-Country Program shall have a director assigned by means of a letter of appointment issued by the campus President or the President's designee. This letter must specify the extent of the director's responsibility as a campus employee.



W. Ann Reynolds, Chancellor

Date: December 3, 1984