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April 19, 2011

MEMORANDUM

TO: Presidents

FROM: Ephraim P. Smith 
Executive Vice Chancellor and Chief Academic Officer

SUBJECT: Clarification on Self-Support Programs and Courses

At the March 22, 2011 meeting of the Board of Trustees, the Educational Policy Committee heard an information item titled “Strategic Implementation for Expanding Extended Education,” as a follow up to a report presented this past September. While the board item identified possible areas of future modification to extended education policy, at this time CSU directives regarding self-support special sessions have not changed. As you consider available options for providing service during the increasingly difficult fiscal circumstances the university faces, we offer the following information on specific areas of interest to campuses.

1. “Migrating” Courses and Programs from General Fund to Self Support

This practice constitutes “supplanting” and is not allowed. Courses and programs that have been offered through state support shall not be moved to self-support, either temporarily or permanently. Moving course sections that have been scheduled regularly during the fall, winter, and spring terms to self-support summer session also constitutes supplanting and is not acceptable. It is permissible for campuses to continue offering the usual number of state-support course sections in the fall, winter, and spring terms, while scheduling additional self-support versions of the courses.

Self-supporting special sessions shall not supplant regular course offerings available on a state-supported basis during the college year (Education Code Section 89708; EO 1047 (A)).

Special sessions courses shall not be offered at times or places that are likely to supplant or limit offerings of the state-supported program (Education Code Section 89708; EO 1047 (C)(2)(k)).

2. Adding a Self-Support Version of an Existing General Fund Degree Program

Campuses may add a self-support version of an existing degree program, provided that the requirements of applicable state laws and campus and systemwide policies are met, and subject to the campus-approved proposal’s review and Chancellor’s Office approval. Campuses are asked to provide evidence documenting that the program meets the requisite criteria for self support and that

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there is sufficient demand to sustain both the state-support and self-support programs. Guidance on the process is at:

http://www.calstate.edu/app/documents/program_modification/Adding_Self_Support_to_State-Support.pdf.

Once the self-support version has been implemented, it is expected that the General Fund program will be retained. Subsequent discontinuance of the state-support program would amount to supplanting.

Self-support, special sessions courses and programs must meet the requisite conditions specified in the “Special Sessions Programs, Courses and Credit” Executive Order (see <http://www.calstate.edu/eo/EO-1047.html>).

Self-supporting special sessions shall not supplant regular course offerings available on a state-supported basis during the college year (Education Code Section 89708; EO 1047 (A)).

Special sessions courses shall not be offered at times or places that are likely to supplant or limit offerings of the state-supported program (Education Code Section 89708; EO 1047 (C)(2)(k)).

3. Creating New Degree Programs in Self-Support

New self-support programs must meet state laws and campus and systemwide policies, and a campus-approved proposal must be reviewed and approved by the Chancellor’s Office before the program is implemented.

Self-support, special sessions courses and programs must meet the requisite conditions specified in the “Special Sessions Programs, Courses and Credit” Executive Order (see <http://www.calstate.edu/eo/EO-1047.html>).

4. Offering Self-Support Courses in Summer

As stipulated in the February 4, 2011 memorandum issued by the Divisions of Academic Affairs and Budget and Finance, campuses are to elect whether to offer summer 2011 instruction through General Fund or self support. That document is attached.

Self-Support summer courses are not to be offered in place of course sections usually offered through state support in the fall, winter, and spring terms.

Self-supporting special sessions shall not supplant regular course offerings available on a state-supported basis during the college year (Education Code Section 89708; EO 1047 (A)).

Special sessions courses shall not be offered at times or places that are likely to supplant or limit offerings of the state-supported program (Education Code Section 89708; EO 1047 (C)(2)(k)).

5. Remediation Courses in Self-Support

Remediation may be offered on special sessions during the summer but must be on state support during the academic year. We will always ask that you keep the CSU mission as a public university, our dedication to student service, and the CSU values of access, affordability, and diversity at the center of your decision making. In addition to the criteria for offering instruction through special sessions and the prohibition against supplanting state-support courses and programs, we cannot impede students' access to the university by diminishing the availability of affordable remediation.

6. "Migrating" a Portion of Master of Business Administration Degrees to Self Support

Campuses are not to move "MBA-fee"-approved graduate programs (or portions thereof) from state support to self support, even to provide instruction at a lower cost. The recently instituted per-course fee approved for certain graduate professional business programs was authorized by the trustees to provide resources needed for those programs to maintain the curricular standards and the faculty resources and productivity required for professional accreditation. We cannot jeopardize the strength of those programs by restricting their revenues.

Questions regarding self-support may be directed to Ms. Sheila Thomas, State University Dean, Extended Education at (562) 951-4795 or sthomas@calstate.edu. For questions regarding program proposals, please contact Dr. Christine Mallon, State University Dean, Academic Programs and Policy at cmallon@calstate.edu or (562) 951-4672.

ES/clm

Attachment

cc: Charles B. Reed, Chancellor
Benjamin Quillian, Executive Vice Chancellor and Chief Financial Officer
Provosts and Vice Presidents of Academic Affairs
Associate Provosts and Vice Presidents of Academic Affairs
Karen Yelverton-Zamarripa, Assistant Vice Chancellor, Advocacy and State Relations
Robert Turnage, Assistant Vice Chancellor, Budget
Eric Forbes, Assistant Vice Chancellor, Student Academic Support
Christine Mallon, State University Dean, Academic Programs and Policy
Sheila Thomas, State University Dean, Extended Education
Dean Kulju, Director, Financial Aid Services
Kara Perkins, Associate Director for Academic Affairs Initiatives & Resource Management
Deans of Extended Education
Deans of Graduate Study
Directors of Admission and Records
Financial Aid Officers