2.a. Institutional Portfolio: Basic Descriptive Data

CHART A-1: Headcount Enrollment by Level (Fall Term)

<table>
<thead>
<tr>
<th>TERM</th>
<th>Total Headcount</th>
<th>Lower Division Headcount</th>
<th>Upper Division Headcount</th>
<th>Graduate Headcount</th>
<th>Post-Bacc Headcount</th>
<th>Non-Degree Headcount</th>
<th>Total FTE Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2001</td>
<td>33259</td>
<td>10,161 (30.6%)</td>
<td>17,144 (51.6%)</td>
<td>3,500 (10.5)</td>
<td>2,454 (7.4%)</td>
<td>0 (0%)</td>
<td>25592</td>
</tr>
<tr>
<td>Fall 2000</td>
<td>30918</td>
<td>9,113 (29.5%)</td>
<td>16,040 (51.9%)</td>
<td>3,502 (11.3%)</td>
<td>2,263 (7.3%)</td>
<td>0 (0%)</td>
<td>23725</td>
</tr>
<tr>
<td>Fall 1999</td>
<td>30011</td>
<td>8,711 (29.0%)</td>
<td>15,398 (51.3%)</td>
<td>3,658 (12.2%)</td>
<td>2,244 (7.5%)</td>
<td>0 (0%)</td>
<td>22836</td>
</tr>
<tr>
<td>Fall 1998</td>
<td>28637</td>
<td>7,720 (27.0%)</td>
<td>15,148 (52.9%)</td>
<td>3,694 (12.9%)</td>
<td>2,075 (7.2%)</td>
<td>0 (0%)</td>
<td>21456</td>
</tr>
<tr>
<td>Fall 1997</td>
<td>27809</td>
<td>7,194 (25.9%)</td>
<td>15,154 (54.5%)</td>
<td>3,570 (12.8%)</td>
<td>1,891 (6.8%)</td>
<td>0 (0%)</td>
<td>20745</td>
</tr>
</tbody>
</table>

CHART A-2: Headcount Enrollment by Status and Location (Fall Term) *

<table>
<thead>
<tr>
<th>TERM</th>
<th>Total Headcount</th>
<th>Full-Time Location</th>
<th>Part-Time Location</th>
<th>On-Campus Location</th>
<th>Off-Campus Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2001</td>
<td>33259</td>
<td>22,420 (67.4%)</td>
<td>10,839 (32.6%)</td>
<td>33259</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>Fall 2000</td>
<td>30918</td>
<td>21,565 (69.7%)</td>
<td>9,353 (30.3%)</td>
<td>30918</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>Fall 1999</td>
<td>30011</td>
<td>20,567 (68.5%)</td>
<td>9,444 (31.5%)</td>
<td>30011</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>Fall 1998</td>
<td>28637</td>
<td>19,048 (66.5%)</td>
<td>9,589 (33.5%)</td>
<td>28637</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>Fall 1997</td>
<td>27809</td>
<td>18,494 (66.5%)</td>
<td>9,315 (33.5%)</td>
<td>27809</td>
<td>0 (0%)</td>
</tr>
</tbody>
</table>

* This table reports only on-campus, state-supported headcount enrollments. Off-campus/distance-learning enrollments at CSULB are generated totally by self-support instructional programs and are reported separately in Part I, Item 8.

CHART A-3: Degrees and Certificates Granted by Level (Academic Year)

<table>
<thead>
<tr>
<th>TERM</th>
<th>Total Degrees Granted</th>
<th>Associate</th>
<th>Bachelor</th>
<th>Post-Bacc.</th>
<th>Master</th>
<th>Doctorate</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1999-00</td>
<td>5257</td>
<td>0 (0%)</td>
<td>4,158 (79.1%)</td>
<td>0 (0%)</td>
<td>1,099 (20.9%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>1998-99</td>
<td>5259</td>
<td>0 (0%)</td>
<td>4,078 (77.5%)</td>
<td>0 (0%)</td>
<td>1,181 (22.5%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>1997-98</td>
<td>4812</td>
<td>0 (0%)</td>
<td>3,874 (80.5%)</td>
<td>0 (0%)</td>
<td>938 (19.5%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>1996-97</td>
<td>4941</td>
<td>0 (0%)</td>
<td>3,980 (80.6%)</td>
<td>0 (0%)</td>
<td>961 (19.4%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>1995-96</td>
<td>5166</td>
<td>0 (0%)</td>
<td>4,224 (81.8%)</td>
<td>0 (0%)</td>
<td>942 (18.2%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
</tbody>
</table>

CHART A-4: Faculty by Employment Status

<table>
<thead>
<tr>
<th>TERM</th>
<th>Total Faculty Headcount</th>
<th>Full-Time Faculty</th>
<th>Part-Time Faculty</th>
<th>Total Faculty FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2000</td>
<td>1714</td>
<td>870 (50.8%)</td>
<td>844 (49.2%)</td>
<td>1151.3</td>
</tr>
<tr>
<td>Fall 1999</td>
<td>1613</td>
<td>815 (50.5%)</td>
<td>798 (49.5%)</td>
<td>1081.0</td>
</tr>
<tr>
<td>Fall 1998</td>
<td>1544</td>
<td>782 (50.6%)</td>
<td>762 (49.4%)</td>
<td>1036.0</td>
</tr>
<tr>
<td>Fall 1997</td>
<td>1426</td>
<td>793 (55.6%)</td>
<td>633 (44.4%)</td>
<td>1004.0</td>
</tr>
<tr>
<td>Fall 1996</td>
<td>1360</td>
<td>778 (57.2%)</td>
<td>582 (42.8%)</td>
<td>964.0</td>
</tr>
</tbody>
</table>

CHART A-5.6: Financial Ratios

<table>
<thead>
<tr>
<th>TERM</th>
<th>Net Asset Generation</th>
<th>Surplus (Loss) (Activities</th>
<th>Income/Expense Ratio</th>
<th>Debt-to-Equity</th>
<th>Support of Educational Mission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1999-00</td>
<td>0.049</td>
<td>0.391</td>
<td>1.214</td>
<td>0.898</td>
<td>0.692</td>
</tr>
<tr>
<td>1998-99</td>
<td>0.061</td>
<td>0.300</td>
<td>1.239</td>
<td>0.535</td>
<td>0.675</td>
</tr>
<tr>
<td>1997-98</td>
<td>0.046</td>
<td>0.444</td>
<td>1.204</td>
<td>0.367</td>
<td>0.707</td>
</tr>
<tr>
<td>1996-97</td>
<td>N/A</td>
<td>N/A</td>
<td>1.202</td>
<td>0.201</td>
<td>0.687</td>
</tr>
<tr>
<td>1995-96</td>
<td>N/A</td>
<td>N/A</td>
<td>1.063</td>
<td>N/A</td>
<td>0.746</td>
</tr>
</tbody>
</table>

N/A - Information not available or incomplete. CSULB did not have audited financial statements prior to 96/97. IPEDS reports do not contain balance sheet information.
2.b. Institutional Portfolio: Prescribed Exhibits

I. Institutional Integrity

A. A widely disseminated, written policy statements of commitment to academic freedom in teaching, learning, research, publication, and oral presentation

   Policy on Faculty Professional Responsibility

B. Due process procedures that demonstrate faculty and students are protected in their quest for truth

   Policy on Faculty Professional Responsibility

C. Written policies on due process and grievance procedures for faculty, staff and students

   Grade Appeal Procedure
   Student Grievance Procedures
   Policy and Procedures for Resolving Graduate Student Grievances

D. A clear statement of institutional policies, requirements, and expectations to current and prospective employees

   Faculty Handbook
   Staff Handbook
   CSULB Statement on Civility and Acts of Violence

E. Institutionally developed and published non-discrimination, equal opportunity, and affirmative action policies

   Principles of Shared Community
   Discrimination, Including Sexual Harassment Policy and Complaint Resolution Procedures

F. Clearly written polices on conflict of interest for board, administration, faculty, and staff, including appropriate limitations on the relations of business, industry, government, and private donors to research in the institution

   Executive Order: Conflicts of Interest in Grants and Contacts
   A voidance of Conflict of Interest in the Assignment of Course Materials
II. Research

A. Policies covering human subjects and animals in research, classified research, patent provisions, cooperative research relations with industry, and other similar issues related to the integrity and independence of the research enterprise

Policy on Protection of Human Subjects


Executive Order Animal Welfare Board

Cheating and Plagiarism

Executive Order: Conflicts of Interest in Grants and Contacts

Policy on Intellectual Property: Inventions and Discoveries

Misconduct in Research and Creative Activity

Native American Burial Remains, Associated and Unassociated Funerary Objects, Sacred Objects, and Other Cultural Patrimony

Clearance and Signoff on Grants, Contracts, and Cooperative Agreements

Executive Order: Institutional Bio-Safety Committee for Use of Recombinant DNA Molecules

Policy on Units Organized to Promote Research, Service, and Instruction

University and Foundation Policy on Use of Cost Sharing or Cost Matching in Externally Funded Projects

B. Institutions that support applied research having the potential for producing significant revenue have clear policies on how faculty responsible for such research share revenue from patents, licenses, and sales. Institutions supporting entrepreneurial activity of faculty of institutionally sponsored research parks have clear policies covering the involvement of faculty in such ventures, the protection of basic research, and the publication of research results

Policy on Intellectual Property: Inventions and Discoveries
III. Educational Programs

A. Precise, accurate, and current information in printed material regarding educational purposes:

1. University Mission

2. Degrees, curricular programs, educational resources, and course offerings
   - General Education
   - Baccalaureate Degrees and Other Undergraduate Programs
   - Credential Programs
   - Graduate Degrees and Other Post Baccalaureate Studies
   - Student Services and Campus Life
   - Academic Advising

3. Student charges and other financial obligations, student financial aid, and fee refund policies
   - Fees (includes discussion of fee refund policies, other financial obligations, and financial aid)

4. Requirements for admission and for achievement of degrees
   - Admission to the University

5. The names of administration, faculty, and governing board
   - Emeritus Faculty
   - Faculty
   - Administration/Trustees

B. Publications that make clear the status (e.g., full-time, part-time, adjunct) of each faculty member
   - Collective Bargaining Agreements
C. Clearly articulated polices for the transfer of credit to ensure that students who transfer in with general education course credits meet with the institution's own standards for the completion of the general education requirement

General Regulations and Procedures
General Education Policy

D. Polices and procedures for additions and deletions of programs

Discontinuance of Academic Programs
Departmentalization Procedures

E. Requirements for continuation in, or termination from, academic programs, and a policy for readmission of students who are disqualified for academic reasons

General Regulations and Procedures
Graduate Degrees and Other Post Baccalaureate Studies
Admission to the University

F. Clearly stated graduation requirements that are consistently applied in the degree certification process

Baccalaureate Degrees and Other Undergraduate Programs

IV. Faculty

A. Personnel policies governing employment of teaching fellows and assistants

Employment of Graduate Students as Student Assistants, Graduate Assistants, and teaching Associates

B. Policy designed to integrate part-time faculty appropriately into the life of the institution

Range Elevation for Lecturers
Evaluation of Lecturers and Temporary Librarian Faculty
Lecturer Program at CSULB
Faculty Handbook for Lecturers
C. Explicit and equitable faculty personnel policies and procedures

- Policy on Retention, Tenure and Promotion
- Equal Employment Opportunity
- Principles of Shared Community
- EEO & AA Statement of Policy
- Policies and Procedures for the Appointment and Review of Department Chairs
- Policy of Faculty Professional Responsibility
- Avoidance of Conflict of Interest in the Assignment of Course Materials
- Discrimination, Including Sexual Harassment, Policy and Complaint Resolution Procedures
- Faculty Teaching Doctoral-Level Courses, Serving on Doctoral Committees, or Supervising Doctoral Dissertations
- Summer and Winter Session Guidelines
- Permanent Reassignment of a Tenured or Probationary Faculty Member
- Joint Appointments for Faculty Personnel and Policy Procedures
- Changes in Development of Tenure-Track Faculty Search Protocols
D. Policies on salaries and benefits

Range Elevation for Lecturers

Service Step Increase Policy

Faculty Merit Increase Policy


Calpers Health Forms and Publications

Health Benefits

Savings Plans and Programs

Leaves of Absence

Disability Insurance

Retirement Benefits

E. Policies for faculty and staff regarding privacy and accessibility of information


CFA Contract: 1998-2001 (Article 1 Recognition)

V. Library

A. Written library collection development and weeding policies, including the bases for accepting gifts

Gifts to the University Library: Information Guide

Procedure for the Systematic Review and Weeding of Library Collections

Policies and Procedures for Collection Development
VI. Students

A. Admission and retention policies and procedures, with particular attention to the application of sound admission and retention policies for athletes, international students, and other cases where pressures may be anticipated

Admission to the University

B. Clearly defined admissions policies attentive to the special needs of international students

International Admissions

Admission to the University

C. Policies on student rights and responsibilities, including the rights of due process and redress of grievances

Executive Order No. 628. Student Disciplinary Procedures for the California State University

Regulations for Campus Activities, Student Organizations, and the University Community

Resolving Differences Handbook

Grade Appeal Procedure

Student Grievance Procedures

Policy and Procedures for Resolving Graduate Student Grievances

D. A policy regarding fee refunds that is uniformly administered, and consistent with customary standards

Fees

VII. Finances

A. Policies, guidelines, and processes for developing the budget


Internal Budget: 2000-2001 (Hardcopy)
B. Clearly defined and implemented policies with regard to cash management and investments, approved by the governing board

**CSULB Policy Statement FM 91-01. Investment of Restricted Trust Fund Monies Maintained by the University; and, the Distribution of Investment Income Earned on Said Investments**

**Coded memorandum AD 97-08. Cover Memorandum for Investment Manual for California State University Trust Funds** The full manual is available on request.

C. Policies and a code of ethics for employees involved in buying, bidding, or providing purchase orders

**California State University Procurement and Support Services Officers Association – Code of Ethics**

**Statement of Economic Interests for Designated Employees** March 14, 2001 memorandum from VP William Griffith to Elizabeth Beal, Manager of Purchasing Office

D. Policies on risk management, addressing loss by fire, burglary and defalcation; liability of the governing board and administration; and liability for personal injury and property damage

**California State University Risk Management Policy – Executive Order 533**

**The California State University Public Liability, Workers’ Compensation, Property and Automobile Liability Self-Insurance Program**

E. Policies regarding fundraising activities that comply with sound ethical accounting and financial principles

**Case Statement of Ethics**

VII. **Assessment Activities**

Representative assessment activities during the past five years.
2.b.1 Institutional Portfolio: Detailed Data

We include here the information requested of institutions undergoing a visit in 2003. We have provided data in their “native” format, as collected and extensively used by our institution.

Data Element 1.1 – Student Admissions

Fall terms

Spring terms

Data Element 1.2 – Preparation/Selectivity Levels of Entering Students

Note: mean score is reported rather than median. Also, less than 5% of incoming freshmen have only ACT scores.

SAT scores

HSGPA

Remediation

Data Element 1.3 – Admissions by Gender

Collected for Common Data Set, Item B. Multiple year report could be created on ad hoc basis.

Data Element 1.4 – Admissions by Race/Ethnicity

Fall terms

Spring terms

Data Element 2.1 – Headcount Enrollments by Degree Objective

Fall Terms

Spring Terms

Data Element 2.2 – Headcount Enrollment by Gender
Data Element 2.3 – **Headcount Enrollment by Race/Ethnicity**

Note: ethnic breakdown is by undergraduate/graduate. The requested format is not currently collected for campus or IPEDS.

Data Element 2.4 – **Students Receiving Financial Aid**

Collected for **Common Data Set, Item H**

Data Element 3.1 – **Degrees Granted by Degree-Level Program**

Note: bachelor’s and master’s degrees by department

Data Element 3.2 – **Cohort Graduation, Retention, and Transfer Rates**

Note: transfer out rate not available

We currently post reports for one-year continuation rates, four, six, and eight year graduation and retention rates for first-time freshmen and junior transfers, and two, four, and six year graduation and retention rates for graduate students.

Data Element 4.1 – **Faculty Composition**

Note: We track faculty demographics by different categories. However, we only started tracking full versus part-time by tenure status in fall 1999.

Data Element 4.2 – **Faculty Headcount by Department/Program**

Note: We track faculty by college and department as full-time equivalent FTEF.

Data Element 4.3 – **Staff by Gender and Race/Ethnicity**

Data Element 4.4 – **Full-Time Faculty and Staff Turnover**

Data Element 5.1 - **Information and Computing Resources**

Computing and Information Systems information may be found in the report we generate for the Office of the Chancellor.

**Library Statistics**

Data Element 5.2 – **Physical Resources**

Data Element 5.3 – **Sources of Revenue**

Data Element 5.4 – **Operating Expenditures**

Data Element 5.5 – **Assets and Liabilities**

Data Element 5.6 – **Capital Investments**
Institutional Capacity

Data Element 5.7 – Endowment Values and Performances

Data Element 6.1 - Key Undergraduate Educational Operations Ratios

  Applications and Admissions Data

  Retention Reports

  Student/Faculty Ratio

Data Element 6.2 – Key Asset and Maintenance Ratios

  Faculty by Age Group

  Expenditures

Data Element 6.3 – Key Financial Ratios

Data Element 7.1 – Assessment Activities
2.c. Institutional Portfolio: Additional Exhibits

These exhibits support the thematic essays contained in Part III of the Self-Study, Educational Effectiveness. They are referenced in those essays and are presented here for reference purposes only.

Task Force I

Retention and Graduation Rates

Progress Report of the President’s ad hoc Committee on Enrollment Management of 1/28/00

President Maxson’s letter of April 25, 2001 to Chancellor Reed requesting Impacted Status

Executive Vice Chancellor Spence’s Reply of May 17, 2001 Granting Impacted Status

Charge of the new Program Review and Planning Council

Mid-Range Goals

Strategic Planning Policy

Guidelines for Department Planning: “Faculty of the Future”: Mix, Specialties, and Competencies

An Overview of “Planning the Faculty and Academic Programs of the Future”

Political Science Tenure Track Searches 2001-2002

Biological Sciences Tenure Track Searches for 2001-2002

University Retention, Tenure and Promotion

Clicking this link will take you to a listing of both college and department retention, tenure and promotion policies. They are organized by colleges.
Task Force II:

General Education Assessment Report

General Education Policy

The Game

Academic Advising Center Mandatory Survey Results

General Education Reports and Course Guidelines

Center for Faculty Development, Professional Education Network

Assessment Grants

International Curricular Awards

Community Service Learning Flyer

Assessing Student Learning and Providing Instructional Improvements and Innovation

Academic Advising Forms

Task Force III:

Report of the ad hoc Commission on Graduation Rates

Campus 2000 Accountability Report

Academic Advising Council Memorandum from Provost Anatol

SNAPS Survey

Summary of Data from the Mandatory Advising Surveys

Probation Rates in Fall

Probation Rates in Spring

University Retention, Tenure and Promotion Policy

Faculty Merit Increase Policy

Deferred Maintenance Database

Capital Improvement Plan