



To: Academic Deans for General Distribution; also to Administration and Finance, University Corporation, Student Affairs and University Advancement

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Subject: Managing Self-Supported Instructional Offerings (final version)

Self-Support: Self-supported instructional workshops, conferences, academic programs, etc., at the post-secondary and graduate/professional levels subsidize their activities with direct fees and revenues. Unlike regular academic programs, they do **not** rely on the general fund—the dollars that the state allocates to CSUN. (This definition purposely leaves out self-supported activities that are **not** instructional at these levels. See **6) Other Activities** for guideline about how to conduct other operations that utilize university resources, be they faculty, staff, or infrastructure in the service of an enterprise that aligned with but not a recognized organizational unit within the Academic Affairs division.

A. Preview: 1) through 10) explain the policies in detail. The main points are:

- Are you planning a self-supported instructional program that charges fees and/or must keep permanent records? Consider working from the start with the Tseng College of Extended Education. In other words, go directly to **4**).
- If your program has no fees and requires no permanent student record, or other academic services offered by Extended Education, read **1**). Odds are that the program is not self-supported. There still are practices about event management that you should know.
- The general fund must be reimbursed when it either seeds or under-writes activities that generate fees and resources for self-supported programs Also there are limits to how much time a full-time faculty can spend on such activities. See **7**) and **8**).
- If you want you program associated with CSUN or the CSU, then the proceeds must be deposited in a state trust account. See **5**).

B. Summary Charts of Self-Supported Instructional Activities: 1) Who Can Do What? and 2) What Must They Do

1. The left column and rows to the right of it indicate the credit/non-credit-bearing activities. The top row shows the organizational unit; and the columns underneath it record whether that unit can launch the activities. “Directive” refers to the sections that follow.

	DEPT	CENTER	EXL	AUX	DIRECTIVE
NC EVENTS	YES	YES	YES	YES	1, 8
NC TRAINING	YES; RESTRICTED	YES	YES; PREFERRED	YES; CAN'T NAME CSUN	3, 4, 6-9
CEUS	RARE; RSTRICTED	RARE; RESTRICTED	YES; PREFERRED	NO	2, 3, 4, 6-9
AC CREDIT	NO	NO	YES; ONLY EXL	NO	4, 6-9
PROF. ED UNITS	NO	NO	NO; SEE CEUS	NO	2

2. The left column indicates the kind of instructional activity; refer to B1 to check what organization can sponsor the activity. The top row summarizes the actions that must follow for the activity to be approved. The chart does not include “academic credit” experiences since only Extended Education can undertake these.

	ACCT TRACK	REGIS RECORD	AC RECORD	APPROVL	GF REIMBURSE	ACCESS/EQUITY/CSU POLICIES	RISK CHECK	IN-CLASS CHECK	W/I 125% RULE
NC EVENT	Y	N	N	THRU CHAIR OR DIRECTOR	Y, IF USING TRUST	Y	Y	Y	Y
NC TRAINING	Y	Y	N	THROUGH DEAN	Y	Y	Y	Y	Y
CEUS	Y	Y	Y	THROUGH DEAN	Y	Y	Y	Y	Y

C. Rationale: We are directing most self-supported instructional activities through Extended Education in this document. Why so? There are two reasons. First, Extended Education has acquired the expertise to execute such programs consistently and successfully. Second, just as the colleges depend on Extended Education to share revenues from self-supported program to supplement the general fund, Extended Education requires the support of Academic Affairs. Otherwise, it lacks the base budget to underwrite the exploratory ventures that benefit the whole division.

1. Events with No Fees and No Permanent Student Record:

Events, public series, subscription series, and conferences that produce no transcripts, issue no credit, charge no fees, and require no curricular approval can be undertaken by many different entities in Academic Affairs, including the Tseng College of Extended Education:

- Frequently, such activities are under-written by the general fund.

- Occasionally, such activities are supported through gifts and endowments (deposited in the University Foundation) or grants and contracts (banked in the University Corporation).
- Sometimes, a state trust account (the repository for self-support revenue) is the source, provided that the activity lines up with the purposes of the account.

Such offerings do have requirements, as these examples indicate:

- They require budgets, accounts, publicity, space, etc.
- They also must conform to the CSU policy on accessibility.
- If the event requires a contract and/or exposes the campus community to foreseeable risk, then Risk Management should review it.

For references, see **9**). Therefore, an office, a department, a college, etc., must be the sponsor. (See http://www.admn.csun.edu/vp/policies/900_oversight/900_05A.htm for CSUN’s approval process.) Sponsorship entails logistical and procedural oversight, even if tasks are delegated to a coordinator. However, oversight does not curtail freedom of speech and academic freedom. The coordinator and the sponsoring unit are responsible for arranging for space, working out technology needs, and handling accounts properly. The relevant vice presidents and deans should be informed, before the fact, about open-to-the public series, subscription series, and conferences.

2. Professional Education: In 2000, The Continuing Education System-wide Internal Audit Report, 99-46 said that professional education units are neither authorized by WASC nor recognized as Carnegie units (http://www.calstate.edu/audit/Audit_Reports/continuing_ed/1999/9946ContEd_Systemwide.pdf).

The Report recommended that offerings for professional development—but not for academic credit—should be counted as CEUs (continuing education units). These units are recognized nationally, although they also are not Carnegie units. They refer to non-credit instruction (not transferable as academic credit) that is tailored for an occupation or a targeted population. The course work often is commissioned by a professional organization. Executive Order 255, Provisions Governing Implementation of the Continuing Education Unit Within the California State University and Colleges (http://www.calstate.edu/eo/Subject_Index.shtml), describes the CEU as a ten-hour *per* unit measure of supervised instruction and sets the following pre-conditions:

- Such courses, workshops or conferences require curricular approval by the competent faculty body and the dean or administrator.
- The program normally charges fees and must deposit them in a state trust account if the CSUN or CSU name is invoked in any manner. (See **5**.)
- According to Executive Order 255, the sponsoring office must keep permanent records of registration, academic performance, receipts, and credit.

Various programs and offices can conceive such offerings. But Academic Affairs normally requires them to contract with the Tseng College of Extended Education for the delivery. Academic offices, departments, and colleges that want to administer CEUs independently must secure the approval of the dean and provost. They will confer with the dean of the Tseng College and the vice president for administration and finance:

- First, the program managers **must** show that a professional organization mandates that the administration be in the unit itself.
- Second, they must document compliance with Executive Orders 255 and 753 (see 7).
- Third, they must indicate that employees will not work out of classification.
- Fourth, they must adopt the campus course-numbering system that reserves the 900-level for CEUs.
- Fifth, the program must conform to other pertinent CSUN and CSU practices policies on risk management, disability access, records/privacy, and managing non-general fund resources. See **9) and 10)**.

Once again, administrative sponsorship entails logistical and procedural oversight, even if responsibilities have been delegated to a coordinator. Oversight does not curtail freedom of speech and academic freedom. The coordinator and the sponsoring agency are responsible for arranging for space, working out technology needs, and handling accounts properly. The relevant vice presidents and deans should be informed, before the fact, about workshops and conferences.

3. Non-credit Instruction through Centers: Executive Order 751, Centers, Institutes, and Similar Organizations on Campuses of the CSU (http://www.calstate.edu/eo/Subject_Index.shtml), empowers centers to offer non-credit instruction. Academic Affairs interprets non-credit to include CEUs in this context. Neither non-credit training nor CEU-based programs are transferable for academic credit. Should a center wish to issue the CEU without the Tseng College, it must meet the conditions in **2)**. In other words, this will be a rare occurrence.

Centers can do other training. They can engage in the activities under **1)**. They also can charge fees for services or non-credit training.

- They must indicate, in advance, to both participants and governance, whether they will keep records of participation permanently.
- If offerings are presented as courses, they must follow the campus numbering system, which reserves the 800-level for non-credit, non-CEU.
- In fact, Executive Order 751 requires centers to function under the authority of academic offices. The relevant faculty and dean/administrator must approve the

initiatives of the center; the relevant dean/administrator must approve the processes for transactions and records, in consultation with the appropriate vice presidents. (See, too, the relevant policies at CSUN, on the web at http://www.csun.edu/graduatestudies/07_CentersAndInstitutes/01_GeneralInformation.html#Policy.) The appropriate vice presidents should be informed, before the fact, about workshops and conferences.

- The center must follow the standard financial procedures for self-supported activities. In particular, if the center uses the CSUN or CSU name in any way for the self-supported activity, it must deposit the proceeds in a state trust account. (See 5.) If the center uses general fund resources or services to carry out the program, it must structure the finances so that the general fund recovers. (See 6.)
- The program must conform to other pertinent CSUN and CSU practices and policies. For references to disability access, risk management, records/privacy, and non-general fund resources, see 9) and 10).

4. Non-credit Training through Departments; Continuing Education Units, and Academic Credit through Extended

Education: The Tseng College is the CSUN agency that is trained especially for carrying out self-supported programs. It can assess needs for disability resources, manage risk, preserve records, protect privacy, report workload, share revenues, and reimburse the general fund appropriately. (See internal policies, <http://tsengcollege.csun.edu/policies-internal.html>.)

- The Tseng College offers—for fees—non-credit training for professional and personal development. These offerings are called *extension only* when delivered by Tseng College; they are not transferable as academic credit.
- Academic offices, departments, and colleges that intend to offer non-credit training (excluding CEUs) should partner with the Tseng College. Centers that want to offer non-credit training should see 3). Departments and offices that want to waive this partnership must meet these conditions:
 - The program must be approved by appropriate CSUN faculty and administrators.
 - Then, the program developers must document compliance with Executive Orders 753 (see 7).
 - Then, they must indicate that employees will not work out of classification.
 - If approved, they then must parallel the CSUN course numbering system.
 - The program must conform to other pertinent CSUN and CSU practices and policies. For references to disability access, risk management, records/privacy, and non-general fund resources, see 9) and 10).

- Tseng also offers—for a fee—continuing education units (CEUs) that are tailored for an occupation or a targeted population and that are usually commissioned by a specific organization. Each non-credit unit represents ten-hours of supervised instruction; however, CEU-based programs are not transferable for academic credit. Centers and departments that want to issue CEUs independently must meet the conditions in 2).
- The College also arranges academic (resident) credit for courses and programs in self-supported special sessions. No other entity at CSUN can do so.

For more information on types of self-supported programs in Tseng, consult their site (http://tsengcollege.csun.edu/registration/winter_general_information.htm).

Tseng staff usually develop these options with CSUN faculty and/or departments. Fees are deposited into the Extended Education state trust. Programs can share the revenues. Curriculum oversight rests with the cooperating academic department and the Tseng College. As the administrative and budgetary agent, the Tseng College maintains logistical and procedural oversight. The oversight does not curtail freedom of speech and academic freedom. The Tseng College is responsible for arranging for space, working out technology needs, and handling accounts properly. The relevant vice presidents and deans should be informed, before the fact, about courses and programs, if their approval is not specifically required.

However, this policy on continuing-education programs does not apply to other self-supported activities that have University (co-)sponsorship but are not instructional at the post-secondary level, graduate, and professional levels. (See CSUN’s policies on Licensing: 900-05 and 900-05A: http://www-admn.csun.edu/vp/policies/900_oversight/900_05.htm and http://www-admn.csun.edu/vp/policies/900_oversight/900_05A.htm.)

5. Using an Auxiliary—Limitations: According to Executive Orders 794, Financial Management of Continuing Education, and 919, Policy Governing Non-General Fund Receipts (http://www.calstate.edu/eo/Subject_Index.shtml), a program, department, center, college, etc. cannot use an auxiliary, like the University Corporation or the Student Union, as its agent for self-supported programs **AND** use CSUN or CSU’s name in any manner. When an auxiliary is in charge—arranging for space, working out technology needs, and handling accounts properly, etc.—it must be named as sponsor. Also, neither a campus auxiliary nor any other party can be assigned to issue either CEUs or academic credit on behalf of CSUN.

6. Using State Resources to Conduct “Charitable,” Outreach, Public Relations, and/or Services to Various Populations: The rules to keep in mind are simple. Whether one decides to run a workshop for teenagers or a clinic for the elderly, the actual decision must be made by the local

Administrator—typically, the dean or vice president, when the activity uses or trades on the University’s name, reputation, and/or resources. Further, the University is not a universal charity; it spends directly on what governance has approved in interpretation of the mission. Hence, the expectation is that other uses, when approved by the Administrator, will generate resources sufficient to pay the direct and indirect cost of the use incurred by or imputed to the University. The Corporation has established rates for space rental, etc., and should be consulted, through the local Administrator, well in advance of the execution of any explicit or implicit contract that commits University resources. Policies that follow, apply in this case as well. (See CSUN’s policies on Licensing: 900-05 and 900-05A: http://www-admn.csun.edu/vp/policies/900_oversight/900_05.htm and http://www-admn.csun.edu/vp/policies/900_oversight/900_05A.htm.)

7. Cost Recovery: Auxiliaries and other units that use campus facilities and services to assist self-supported activities are subject to the recovery of costs for the general fund. Executive Order 753 (http://www.calstate.edu/eo/Subject_Index.shtml) spells this out.. The campus policies on event sponsorship and use of buildings outline the principles (http://www-admn.csun.edu/vp/policies/900_oversight/900_05A.htm; http://www-admn.csun.edu/vp/policies/100_acad_admin/100_01.htm).

8. Limits on Additional Employment: Article 36 of the Faculty MOU (http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article36.shtml) caps additional employment for full-time faculty at 25%. The 25% is calculated on a full-time base; it assumes that the source of pay for the 25% is not the general fund but rather other campus accounts—grants and contracts, self-supported revenues, auxiliary contracts, etc. The administrative unit in charge of the activity and the faculty person must report workload correctly to Faculty Affairs. See Article 36 for details about AY and CY appointments and their implications for this rule.

9. Application of Other CSU and CSUN Policies: The list of policies and practices that govern self-supported programs and general-fund activities is long and complex. These three areas call for special attention:

- The program must meet the standards of physical accessibility. (See Executive Order 926 on Disability Support and Accommodation, <http://www.calstate.edu/eo/Index.shtml>, and consult CSUN’s Office of Students with Disabilities Resources, <http://www.csun.edu/cod/sdr/index.htm>.)
- Record keeping must adopt the format of CSUN data and follow current practices about privacy. (See Executive Order 796 on Privacy, http://www.calstate.edu/eo/Subject_Index.shtml, and Records Administration, http://www.admn.csun.edu/vp/policies/750_stu_affairs/650_30.htm at CSUN.).
- If the program requires a contract and/or exposes the campus community to foreseeable risk, then it should reviewed by Risk Management; see http://www.admn.csun.edu/vp/policies/125_admn_fin/350/725_30.htm and CSU Executive Order 715, <http://www.calstate.edu/eo/Index.shtml>.

10. Managing Non-General Fund Resources: Units that are wholly or partially self-supporting must follow the campus policy for arranging such funds at http://www-admn.csun.edu/vp/policies/125_admn_fin/300/300_50.htm. Essentially, the procedures describe the proper use of state trust and other pertinent accounts, as well as the sub-coding that clarifies the sources and objects of budget transfers.

Questions about **1)** through **9)** can be directed to the Provost or the Dean of the Tseng College of Extended Education.