

California State University, Fullerton

Guidelines for Campus Centers and Institutes Self-Study/Program Review

The CSU Chancellor's Office, in its October 24, 2014 memorandum, requires that Campus Centers and Institutes shall be reviewed at least once every seven years. On our campus, the recently revised UPS 100.700 states that each Campus Center and Institute (CCI) shall complete a self-study/program review every six years in addition to a brief annual report, in order to ensure the quality and integrity of CCIs.

Review Process

The review process begins with a self-study prepared by the CCI (see next section for requirements for the self-study). The CCI should submit its self-study to the appropriate College Dean(s) **no later than March 15**. The Dean(s) will provide a brief written evaluation, and make recommendations regarding the CCI, including budgetary and operational issues. The CCI then provides a written response to the Dean's evaluation. The complete CCI review package, including the (a) self-study; (b) Dean's evaluation; and (c) the CCI's response, should be submitted by the CCI to the Office of Research and Sponsored Programs **no later than April 30**.

The CCI review package will be reviewed by the Office of Research and Sponsored Programs for the Provost/Vice President for Academic Affairs. Upon completion of the reviews, the Provost/Vice President for Academic Affairs will provide the final recommendation to the CCI in writing. The recommendations shall take one of the following forms: (a) Continuation; (b) Provision of further information; or (c) Dissolution. Any final recommendations to dissolve or suspend will be presented to the Council of Deans for approval. The CCI will be notified of the Council of Deans decision **no later than October 1**. The CCI self-study, evaluation by the College Dean(s), CCI response, and final recommendation by the Provost/Vice President of Academic Affairs and/or the Council of Deans will be processed by the Office of Research and Sponsored Programs for record keeping.

Self-Study Components

The total narrative portion of the self-study and annual **report should not exceed five pages and two pages**, respectively in length. Supplemental materials that help clarify or elaborate on the CCI's activities or accomplishments can be included as appendices. Note that the College Dean(s) and/or the Provost and Vice President for Academic Affairs may determine that specific areas, in addition to the topics below, need to be addressed in the Self-Study, or that external reviewer(s) shall assess the structure and operations of the CCI.

Full Review

1. Cover Sheet that indicates the following:

- official name of the CCI
- name(s) and academic title(s) of the person(s) who head(s) the CCI
- college(s) or other unit(s) [e.g. department or academic degree program] within which the CCI conducts its functions

- contact information – phone number, email address, and building/room location
 - year established
 - year of last review
 - date the review is being submitted
 - name of primary author(s) if different from the director(s) of the CCI
2. Mission and Goals: What are the mission and goals of the CCI? Which university mission and goals does the CCI best align with? What are the departmental or college-level missions or goals that the CCI strives to attain?
 3. Activities: What activities took place in the most recent three- or six-year period? How were specific activities conducted during the most recent three- or six-year period directed toward meeting the aforementioned mission and goals?
 4. Organizational Structure and Governance: What is the CCI's organizational and governance structure? Does the CCI operate with a formal Advisory Committee or Governing Board? If so, what is the composition of that group and the frequency of meetings? What roles and oversight duties are the committee or board generally engaged in, and in what ways was the committee or board particularly impactful during the review period? If there is no advisory or governing group, then what is the rationale for not having such participation in the decision- making process?
 5. Resources and Sustainability: List the revenue received by the CCI during its latest three years of operation. What additional resources/sources of support does the CCI receive (e.g., assigned time for leadership, baseline budget amount, hours from community volunteers, unpaid student internships, etc.)? Provide a summary of the number of faculty and staff affiliated with the CCI and approximate time base of each. What assigned space does the CCI occupy and what administrative unit assigns that space? Are there costs related to the space? Comment on the "degree of sustainability" of the CCI in relation to the resources that the CCI has to draw upon and in relation to plans to maintain, reduce, or grow the work of the CCI.
 6. Highlights and Accomplishments: Discuss any special reports, products, or activities that reflect accomplishments of the CCI in its most recent three- or six-year period. In what ways have these accomplishments contributed to the impact of the CCI? In what ways have they contributed to the mission of the college or university and/or to the goal of promoting faculty and student research and engagement?
 7. Planning and Strategic Outlook: What is the nature and formality of the CCI's strategic planning process? What are the goals of the CCI for the coming six-year period and to what extent are the CCI's resources aligned with those goals? If the leadership of the CCI believes that some or all of the activities and operations of the CCI need to be substantially modified, refocused, or discontinued, please explain the rationale and potential timeframe for the viewpoint.

Annual report

Annual reports for any academic year should be submitted no later than September 30 of the following year. For example, annual report of academic year 2024-25 should be submitted no later than September 30, 2025.

Please respond to the following components of the annual report:

1. CCI Details
 - a. Official name of the CCI
 - b. Name(s) and academic title(s) of the person(s) who head(s) the CCI
 - c. Name of primary author(s) if different from the director(s) of the CCI

- d. Name of the college/AA unit/division hosting the CCI
 - e. Email Address of College Dean/AVP/VP
 - f. Contact Details: Phone Number, Email Address, Building / Room Location
 - g. Year established
 - h. Year of last full review
 - i. Review period covered by this report
- 2. CCI Activities
 - a. Center Activities that took place during the reporting period
 - b. Publications
 - c. Reports generated
 - 3. Resources and Sustainability
 - a. Summary of Revenue received by the center/institute
 - b. Summary of Expenditure incurred by the center/institute
 - c. Financial Report of the center/institute
 - 4. Additional Documents (optional)

For questions, please contact the Office of Research and Sponsored Projects at x4728 orsp@fullerton.edu.