



Channel Islands
CALIFORNIA STATE UNIVERSITY

President's Planning and Policy Council

September 18, 2023 – 9:00 – 10:30 a.m.

1. Welcome (President Yao)

2. Policy Review

a. Recommendation (2nd Reading)

- i.** SA.03.004 - Policy on Alcohol at CI (C. Derrico)
- ii.** UA.11.001 - Policy on University Alumni Groups (A. Carpenter)
- iii.** SA.07.012 - Policy on Communication with Students (E. Ford Turnbow)

3. Updates (President Yao)

Next meeting: October 2, 2023



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Student Affairs

Policy Number: <Office Use Only>

Approved By: <Office Use Only>
<Office Use Only>

Effective Date: <Office Use Only>

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Policy on Alcohol on Campus and at University-Sponsored Events

PURPOSE:

The University Alcohol Policy applies to all members of the campus community including students, faculty, staff, visitors, and sponsored organizations. This policy does not govern areas where ground subleases vest control of the property in a third party: (namely ~~e~~East ~~c~~Campus (University Glen) residences located beyond the University Glen Town Center). The University Alcohol Policy is intended to guide practices related to alcohol use and ~~to~~ achieve the following:

1. Provide a safe and secure environment;
2. Promote healthy choices for the campus community;
3. Consistently enforce laws and policies regarding the use of alcohol;
4. Encourage members of the campus community to take responsibility for each other;

BACKGROUND:

California State University Channel Islands (CSUCI) is committed to creating a healthy working and learning environment in which illegal or improper use of alcohol does not interfere with student learning, performance, or development nor impede ~~our~~ the University's ability to maintain a safe environment for ~~our~~ employees and guests.

Authority for establishing regulations and guidelines relating to the use of alcohol is vested in the University's President, pursuant to Title 5, Article 2, section 41301(10) of the California Code of Regulations, California State University Executive Order 1068—Student Activities, and California State University Executive Order 1098—Student Conduct Procedures, Sales, Service, and Promotion of Alcoholic Beverages are further governed by CSU Executive Orders 1107 and 1109.

The California Penal Code, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as The Clery Act), and Section 25662 of the California Business and Professions Code also support university regulation of the use of alcohol on campus.

POLICY:

Accountability:

~~For s~~Students: ~~the~~ the Dean of Students, ~~office~~ and the Senior Director of Housing & Residential Education;



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Policy on Alcohol

~~For~~ Staff: ~~the Senior Director of~~ Human Resources Officers;
~~For~~ faculty: ~~the Associate Vice President for Faculty Affairs, Success, & Equity Assistant~~
~~Provost~~;
~~For~~ Internal campus events ~~and visitors~~: ~~the~~ Director of ~~Conferences & Events~~ University
Events
~~For~~ External events held on campus: Executive Director of Operations
and the Chief of Police: On behalf of the President, the Chief of Police is the approving
authority for the provision of alcohol at all on- and off-campus CSUCI sponsored events. The
Chief of Police is also responsible for the enforcement of California state law as it pertains to
alcohol-related offenses.
and the Chief of Police.

Applicability:

This policy applies to ~~A~~ all CSUCI students, faculty, staff, campus tenants, ~~and~~ visitors, clubs,
and organizations and/or all University-sponsored activities or events whether on- or off-
campus. This policy applies to, and all University-sponsored activities or events whether on- or
off-campus. This policy does not apply to ~~University Glen~~ east campus (University Glen)
residential areas, except for the Town Center while it is leased by CSUCI expressly for student
housing. This policy does not supersede any provision within any CSU collective bargaining
agreement (CBA).

Definition(s):

Alcoholic Beverage: Includes alcohol, spirits, liquor, wine, beer, and every liquid or solid
containing alcohol, spirits, wine, or beer, and which contains one-half of one percent or more of
alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or
combined with other substances.

Alcohol Privileges: When a student residing in on-campus student housing has completed the
designated Alcohol Education program and is ~~are~~ 21 years of ~~fr~~ age or older, they are given an
Alcohol Privilege Card and the permission to consume alcohol in a Designated Consumption
Zone (DCZ) within student housing.

Appropriate University Official: President, Provost, Vice Presidents, Deans, Associate Vice
Presidents, Directors, and Police Officers or their designee(s).



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Campus Community Members: Current CSUCI students, faculty, staff, and administrators, including auxiliary employees.

Co-Sponsored Events: Programs, activities, and overnight conferences/facility use occurring on University property as a collaborative effort between the University and the outside entity where costs for facility rental may be reduced or paid by the outside entity and/or the co-sponsoring University area/program/unit/department. Facility set up fees may also be incurred by the University area/program/unit/department or the outside entity partner.

External Events: Programs, activities, and overnight conferences/facility use occurring on or off University property through a Facilities Use Agreement by individuals and/or groups external to the University. External groups are charged a fee for rental and set up of campus facilities.

Internal Events: Programs and activities occurring on University property by and for members of the campus community and other non-campus community guests who are invited to attend. A fee for facility rental is not generally charged, but facility set up fees may be charged.

Intoxication: affected by alcohol at, or in excess of, the legal limit (.08%) and/or to the point where a person is unable to exercise care for their own safety, or the safety of others while in public. physical or mental control is markedly diminished.

Residence: Any leased apartment or dwelling space on University property or leased off-campus by the University for student occupancy, (including but not limited to balconies and adjacent sidewalks or pathways, parking lots, and yards).

Resident: Any person who rents, leases, or resides in a University residence.

Sale: The exchanging of any consideration, either directly or indirectly, for an alcoholic beverage. The term "sale" also includes the imposition of any admission charge to, or any other charge for, an event at which alcoholic beverages will be served exclusively to those who pay such charge. The term "consideration," as used above, includes money or tickets, tokens or chips that have been issued in exchange for money, or anything else of value.



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Student Housing Designated Consumption Zone: Any apartment or suite where all occupants have completed the required Alcohol Education Program, are in good judicial standing with student housing, met with the Director of Residential Education or designee and hasve been granted full alcohol privileges.

University Property: Any real property, land, facility, or annex property thereof, which is owned, leased, licensed, rented, used, or otherwise controlled by the University.

University Residence: Any leased apartment or dwelling space on University property or leased off-campus by the University for student occupancy, including but not limited to balconies and adjacent sidewalks or pathways, parking lots, and yards.

University-sponsored Event: Any event, meeting, conference, party, or gathering that is conducted on University property or ~~that is~~ conducted or sponsored off-campus by the University, or by a component thereof, or by an official, employee, or agent thereof, acting in their capacity as such, or by any club, team, or organization that is permitted to use the name of the University or that is officially affiliated with the University. Off-campus University-sponsored events typically include events funded by the University or the CSUCI Foundation, or activities offered for academic credit to students. This does not include off-campus events sponsored by external organizations or professional/educational association meetings which are attended by students, staff, or faculty.

Text:

The intent of this policy is to neither prohibit nor endorse the use of alcoholic beverages, but to describe the permitted and prohibited uses of alcoholic beverages on campus and at off-campus University-sponsored events. The University is committed to maintaining an environment that is predominantly free of the use of alcoholic beverages and to being in full compliance with federal and state laws and CSU System-wide mandates and directives.

Students, employees, or visitors who violate laws or University policies concerning alcoholic beverages shall be subject to criminal prosecution and/or institutional sanctions. ~~Such s~~ Student sanctions may include behavioral probation, suspension, or student housing license termination, or expulsion. For staff/faculty discipline, in case of conflict between this policy and any CSU policy or CBA, the language of the conflicting policy or CBA is controlling.



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Policy on Alcohol

Authorization for the Possession, Sale or Distribution of Alcoholic Beverages

An individual or group may not possess, consume, sell, or distribute alcoholic beverages on ~~CSUCI~~ California State University Channel Islands' property without the written approval from the President or designee except as provided herein.

On-campus Requirements:

- Sale and/or services of alcohol at on-campus events must be provided by University Auxiliary Services (UAS), or other food service vendors cleared by University Auxiliary Services (UAS) and University Procurement.
- Any sale, furnishing, use, or consumption of an alcoholic beverage in violation of state or federal law and/or CSU System-wide mandates and directives is prohibited.
- No minors shall be permitted to consume alcoholic beverages at any time. No person under ~~twenty-one (21)~~ years of age shall be in attendance where alcoholic beverages are being sold, furnished, used or consumed unless specific control procedures to prevent service to and consumption by minors ~~are is~~ actively employed.
- Attendance at an approved event where alcohol is ~~permitted allowed~~ shall be limited to members of the sponsoring organization and their invited guests. ~~-. The event shall not be advertised or publicized as an event where alcoholic beverages are to be served.~~
- The University's Chief of Police must approve the provision of alcohol within the limits of this policy in advance of any University-sponsored event where alcohol is served.
- The sponsoring organization ~~in charge~~ of the approved event ~~where alcohol is used or consumed~~ is responsible for ensuring mechanisms are in place to comply with all applicable laws, regulations, University policies and procedures regarding alcohol.
- No resident of student housing, 21 years of age or older, may possess or consume alcoholic beverages ~~within their own residence in student housing~~; until and unless the resident obtains individual alcohol privileges *and* the room where alcohol is being stored or consumed has been approved as a Designated Consumption Zone (DCZ). ~~Residents who have alcohol privileges may only exercise them in an approved DCZ. - Student housing~~ ~~Residents-students~~ are responsible for ensuring that their guest(s) abides by all laws and University policies, including the alcohol policy contained herein and as outlined in the student housing license agreement, resident handbook, and documents governing CSUCI student housing. ~~the resident student host must always accompany~~



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~~their guests.~~ Residents or guests under the age of 21 are not allowed to be present in a DCZ when **alcohol consumption is taking place**. These restrictions ~~do~~ not apply to non-student employees of CSUCI residing in student housing.

- Consumption of alcoholic beverages in ~~a~~ public areas is prohibited, except where alcohol at an event is approved in advance by the President, the President's designee, or the University's Chief of Police.
- Intoxication in any area of the University is prohibited.

Off-campus Requirements:

- Any sale, furnishing, use or consumption of an alcoholic beverage, at any off-campus event sponsored by a registered/recognized student club or organization without prior approval by the President or designee is prohibited.
- Intoxication by any member of a University registered/recognized student club or organization at any University-sponsored off-campus event is prohibited.

Enforcement of the Policy on Alcohol

On campus, the CSUCI Police Department exercises police powers in enforcing state laws regarding alcoholic beverages. Violators may be referred to the District Attorney for prosecution. In addition to requesting prosecution under appropriate laws, the University may impose its own sanctions on students and University employees consistent with the terms of the applicable CBA or ~~Title 5 of the California Code of Regulations~~ CSU Student Conduct Procedures

(EO 1098). Alleged violation of the University Alcohol Policy by students for on and off campus University events will be adjudicated through the University student conduct process. Non-resident incidents may be referred to the Dean of Students office. Violation of the Housing ~~and~~ Residential Education alcohol ~~policy~~ community living standards as outlined in the CSUCI Resident Handbook ~~will~~ may be referred to the Senior Director of Housing & Residential Education or their designee. ~~Some a~~ Alcohol violations in Housing and Residential Education will be adjudicated may also be referred to the Dean of Students office for adjudication through the University student conduct process and may also be referred to the Dean of Students office. Resident students are also subject to removal from student housing for violations of this University policy.



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Marketing and Sales of Alcoholic Beverages

- CSU Chancellor's Office Executive Order No. 966-1109 prohibits the sale of alcoholic beverages at any athletic event held in University owned or operated facilities and limits alcohol advertising of beer and wine on California State University campuses in compliance with policy guidelines consistent with the "Guidelines for Beverage Alcohol Marketing" distributed by the National Inter-Association Task Force on Alcohol Issues, a higher education coalition dedicated to the responsible use and advertising of alcoholic beverages.

Substance Abuse Resources

Resources are available for students, faculty, and staff seeking support with concerns related to substance use or abuse.

Students: Counseling & Psychological Services, Student Health Services, and Wellness Promotion & Education.

Faculty & Staff: Employee Assistance Program, and Health Insurance Benefits for those who qualify.

Exhibit(s)

[Request to Serve Alcoholic Beverages](#)



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

University Advancement

Approved By:

President

Policy Number: ~~UA-11.001~~

Effective Date: 3/25/13

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Policy on University Alumni Groups

PURPOSE:

Alumni groups connect graduates and friends of CSUCI by engaging them through events that foster pride and create a lifelong connection to CSUCI. The purpose of this policy is to coordinate all alumni groups. To ensure that all alumni groups' activities are coordinated through University Advancement Career Development & Alumni Engagement (CDAE). ~~Alumni Relations.~~

BACKGROUND:

A need exists to coordinate all alumni activities to avoid compromising relationships with California State University Channel Islands alumni and ~~and to~~ avoid duplicating communications and fundraising activities to better serve alumni for the overall support of the University and its students.

The CSUCI Alumni & Friends Association shall be an umbrella organization for all alumni constituency or affinity organizations and shall ensure, together with the campus administration, that such organizations adhere to this policy.

Article 15, Section 89030; sub-section 42397.1 Recognition, Education Code ~~seites clearly~~ cites the role of university alumni associations and the agreement between the organization and the campus and explicitly defines that the campus president may recognize the campus alumni association as a single campus-wide organization that is the umbrella organization for the constituency alumni groups of the campus.

Amendment 1, Foundation Operating Agreement between Trustees and California State University Channel Islands; Terms and Conditions states that the State recognizes the Auxiliary as the State's exclusive university-wide alumni organization and hereby confers upon the Auxiliary the right to represent itself as such and to use the State's name in the name of the Association and a non-exclusive right to the use of the State's seal, mascot and logo in Auxiliary's brochures, publications, advertisements and promotional printings.

POLICY:

Accountability:

University Advancement, ~~Alumni Relations~~ Career Development & Alumni Engagement

Applicability:

Any group who identifies themselves as an alumni group, organization, or club of California State University Channel Islands on or off campus.



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Policy Number: ~~UA.11.001~~

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Policy on University Alumni Groups

Definition(s):

Alumni group within this document refers to any collaborative of alumni who are gathered for the purpose of networking, holding events, fundraising, connection, or membership. Gatherings may be defined as ~~in-person meetings~~ or online communities.



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Policy on University Alumni Groups

Text:

An individual with intent to start an official alumni group should contact the Director of Alumni Relations Engagement to become a recognized entity, network, or chapter of the Alumni & Friends Association. Alumni groups may be based on University academic programs, student clubs, enrollment groups (~~such as e.g., EOP~~), or club sportsathletics. ~~Such R~~requests may be made verbally or in writing, by email or by writing a letter.

Once a request to become a recognized alumni group is received, Alumni RelationsCDAE will review the request. Alumni RelationsCDAE reserves the right not to recognize an alumni group if their intended or practiced activities compromise the mission of the University, the campus perception or its students, or if it violates any University policies including policies prohibiting discrimination in our programs or activities.~~the campus perception or its students or violates their.~~ CDAE will engage in regular communication with the recognized alumni groups to support the communications and activities involved so as not to compromise relationships with alumni and to maintain a positive role in supporting the campus.

Official recognition establishes the privileges and responsibilities of the relationship between these entities and the University, including use of the University's name, facilities, and resources. Without such recognition, no group may (a) represent itself as raising funds or otherwise providing support on behalf of or for the benefit of the University, a campus, or any institutional unit thereof; (b) use the name of the University or any of its campuses, facilities, or programs either expressly or by implication in connection with such activities; or (c) use University facilities, equipment, or personnel in connection with such activities.

The chartering process for alumni chapters grants recognition by the Alumni & Friends Association Board of Directors entitling the group to official CSUCI status, use of the University name and campus facilities, membership dues allocation, and eligibility for other services and recognitions approved by the CSUCI Alumni & Friends Association. All alumni chapters operate under the umbrella of CSCI Alumni & Friends Association.

~~All recognized alumni groups will then communicate regularly with Alumni Relations in order to manage the communications and activities involved so as not to compromise relationships with alumni and to maintain a positive role in supporting the campus.~~

Recognized alumni groups may also receive ~~some~~ support from Alumni Relations as resources allow and may be authorized to use the University and Alumni & Friends Association logos. To support and



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enhance the growth and development of alumni constituencies the Alumni Association provides a host of privileges to chartered chapters including the use of University and Alumni & Friends Association logos in accordance with our University Identify Style Guide. In exchange for these privileges, minimum standards are required to be upheld by all chartered organizations.

Alumni groups who do not adhere to this policy or whose activities compromise the Alumni & Friends Association or the University will not be supported or recognized by the University. Further action may be taken if the group violates other University policies.

EXHIBIT(S): None

Referenced Documents:

CSU Article 15. Alumni Associations

University Identify Style Guide



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10/17/169/18/2023

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Policy on Communication with Students

PURPOSE:

To ensure accurate, timely, and effective communication to applicants, as well as matriculated students either electronically or by mail.

BACKGROUND:

A need exists to provide effective, consistent and sustainable communication with applicants and enrolled students. All matriculated students shall receive a [#Dolphin](#) email account from the University. Official student email addresses end in [@myci.csuci.edu](#).

POLICY:

Accountability:

President or designee; Provost, Vice Presidents, or designees

Applicability:

All CSU Channel Islands applicants, matriculated students, faculty, [staff](#), and third-party vendors.

Definition(s):

Applicant: a person who has applied for admission to the University.

Dolphin Email: the University's official email system for matriculated students.

Electronic Communication: any method used to send information from one computing device to another, including email, text messaging, ~~or~~ social media.

Email: a means or system for transmitting messages electronically (as between computers on a network).

Global Message: communication sent to all matriculated students through Dolphin Email.

Mail: letters and parcels conveyed by the United States Postal Service. ***Other reputable carriers such as Federal Express and UPS may be utilized if deemed necessary.*



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Policy on Communication with Students

Matriculated student: an admitted student who has been term activated and is planning to or is currently enrolled at [CSUCI](#).

Official University Business: as it pertains to this policy, general or ~~specific~~ broader information regarding admissions, registration, financial aid or scholarships, tuition, payment information, and enrollment or financial deadlines; emergency, health or safety issues (health/safety warnings, campus or building closures or evacuations, police alerts or notifications); referendums; system failures (network interruptions, power outages or disruptions to essential services lasting longer than 60 minutes); information weekly notification to/from the University's e-newsletter, Wavelength; online News Center or Channel magazine; information from student marketing; biannual notification of the University's magazine, Channel, University-IRB-approved surveys; and messages or announcements from the President or CSU Chancellor.

Social Media: forms of electronic communication (as websites for social networking, e.g. Facebook, Twitter, [Instagram](#), [TikTok](#), and micro blogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos).

Text Message: An electronic communication sent and received by cellular device.

Text:

1. Mail:

- a. Students shall provide the University with a current mailing address.
- b. Students shall maintain their mailing address by updating it in *myCI*.
- c. Third-party vendors may use mailing addresses provided by [the University](#) ~~CI~~ for only the purpose in which they are intended. Additionally, third-party vendors may not save any student information for future/unauthorized use.
- d. It is a violation of University policy to use University mail to impersonate a University office, administrator, faculty, staff ~~member~~, or student.

2. Electronic Communication:

Email:



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Policy on Communication with Students

- a. ~~Prospective students~~ Applicants shall provide the University with a current email address. Upon matriculation, the University will utilize the student's Dolphin email address as the official means of communication.
- b. Applicants shall maintain their email address by updating it in *myCI*.
- ~~b.~~
- c. The University shall utilize the Dolphin ~~e~~Email system as the official means of communication to matriculated CSUCI students. It is the student's responsibility to ensure that communication is ~~received and~~ read and is not marked as spam.
- d. Students may redirect their Dolphin ~~e~~Email address to another account. However, the University will not be responsible for the handling of email by outside vendors or departmental servers. -Instructions for redirecting shall be available ~~at on the CSUCI~~ the Information Technology Services webpage. ~~web site~~.
- ~~d.~~
- e. Faculty shall determine how electronic forms of communication will be used in their respective classes and will specify requirements to their students (see Exhibit 1).
- f. All electronic communication shall meet federal and state accessibility requirements.
- g. All email sent to students ~~shall~~should include an appropriate email signature that includes contact information so that the student may verify the integrity of the email.
- h. It is a violation of University policy to use a CSUCIUniversity email address to impersonate an University office, administrator, faculty, staff ~~member~~, or student.



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Policy on Communication with Students

- i. Students who are suspended or expelled may have their Dolphin ~~e~~email account closed. The account shall only be re-opened with approval from the Dean of Students or their designee.
- j. Complaints involving harassing email ~~shall~~will be investigated by the Dean of Students for issues related to students, or Human Resource for issues related to a University employee~~the appropriate University representative~~.
- k. Matriculated students, who attend CSUCI and attempt a minimum of 30 semester units and, maintain access to their Dolphin ~~e~~email regardless of program degree completion.
- l. Only approved designated~~designated~~ University offices are eligible to send global messages to students using a generic email account representing the respective area.
- m. Only items defined as ~~e~~"Official University Business" are ~~may be~~permitted to be -communicated to students via a global message.
- n. Emails on a specific subject matter should only be sent once or as necessitated by the particular communication topic.
- o. Student directory information and email addresses shall not be utilized or provided to a third party for commercial purposes, personal gain or spamming.
- p. Third-party vendors may use email addresses provided by the University~~CI~~ for only the purpose in which they are intended. Additionally, third-party vendors may not save any student information for future/unauthorized use.
- q. Prospective students~~Applicants~~ to the University should inform the Admissions & Recruitment office if there is a change in their email address by submitting a letter or email with their name and contact number requesting the University to utilize an alternate email address for communication.



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Policy on Communication with Students

Social Media

University social media accounts may be used to supplement communication of official University business (as defined) or to redirect students or parents to appropriate staff via email, telephone or in person. Student-specific or confidential information should never be communicated with students via social media channels.

Texting

Texting is currently used by the University to communicate emergency or safety notifications through CSUCI Alerts when broad messages or instructions are being communicated ~~to the entire campus community~~.

Exhibit(s):

Faculty electronic communication with students is governed by the [Academic Senate Policy SP 12-19 - Policy on Electronic Communication with Students](#).

[Procedures for ~~Sending Global Communication with~~ Students](#)



Procedure for Communication with Students

I. Purpose

In support of the CSU Channel Islands (CSUCI) policy [on Communication with Students](#), the procedures outlined below should be followed prior to dissemination of communication to students.

II. Email Accounts

Generic email accounts should be used to distribute global emails to students for the purpose of communicating official University business (as defined in the Policy on Communication with Students). At least two (2) designated staff members for each generic email account shall be identified to send and monitor generic email accounts.

Examples of generic email accounts include:

sbs@csuci.edu

deanofstudents@csuci.edu

student.health@csuci.edu

division.academicaffairs@csuci.edu

police@csuci.edu

vpsa@csuci.edu

csuci.news@csuci.edu

Requests for designated users of generic accounts should be submitted to the Associate Vice President for Communication & Public Relations (AVPC&PR) for review, approval and coordination with Information Technology Services.

Student employees' email accounts should not be identified as designated users for sending global emails to students on behalf of generic email accounts.

Official University business may also be communicated to individual student's Dolphin Email account from an individual University email account.

III. Divisional Leads, Dissemination and Timeframes

A. General Campus Communication: Office of the President, Communication & Public Relations

Requests for global emails to students about official University business outside of onboarding new students communication managed by Enrollment Management & Marketing (see III-B) or student experience communication managed by the Division of Student Affairs (see III-C

below), should be submitted by sending the draft email content to the AVPC&PR or their designee, at least one to two (1-2) business days in advance of the target distribution date.

The AVPC&PR or their designee will reply within one (1) business day with suggested edits, if needed, and scheduling confirmation on the master calendar for global emails to students. For urgent or unexpected communication, a text message may also be sent to the AVPC&PR for a response.

Regular/normal email correspondence to specific, individual students should always be sent from a University email account.

CSUCI Alert emergency notifications or information bulletins will be sent to students' Dolphin email accounts, as well as text messaging if enabled on their *myCI* account. Communication & Public Relations may also determine that a temporary web banner or webpage is needed or as required for emergency communication.

B. New Student Recruitment, Admissions, and Enrollment Communication: Division of Academic Affairs, Enrollment Management & Marketing

Onboarding New Students communication – AVP for SS&R in the short term, then to AVPEM&M – this section to be **drafted when AVPEM&M is on board**

C. Matriculated Student Communication: Division of Student Affairs, Student Marketing Center

Under the direction of the VPSA Office, the Student Marketing Center (SMC) will produce and curate content for a weekly email newsletter to be sent to matriculated students. The content will consist of relevant news and opportunities for students, including events and important deadlines, scholarships, committees, research, employment, and program highlights within the Division of Student Affairs (DSA).

This weekly newsletter will be sent each Monday morning. Concurrently, the SMC will deploy a matching set of A-Frame posters, as well as a series posts to the main CSUCI social media accounts and to DSA-controlled flatscreens across the campus for maximum reach.

All newsletter communication will be managed by the Multimedia Coordinator or their designee through the official SMC email account (smc@myci.csuci.edu). As a standard email sent through the CSUCI email domain, the newsletter will exist without a subscribe/unsubscribe option.

IV. Content Criteria

Content criteria for global emails should follow information noted in the Text section of the Policy on Communication with Students, as well as the following:

- Be brief, succinct and include website/url links to reduce text. A maximum of 400 words is suggested.
- Include contact information for a student to respond to or to obtain additional information.

Content for communication to students, including global emails, cannot contain:

1. Political statements or endorsements.
2. Personal items for purchase/rent or sought for purchase/rent.
3. Announcements for campus events or reminders (e.g. speakers, lectures, presentations, workshops, and division-, area-, or student-sponsored award ceremonies, etc.), unless approved by the President or a Cabinet member.
4. Electronic newsletters for specific programs or areas.
5. Personal announcements about students, faculty or staff.
6. Information regarding employee union activities or actions.
7. Non-University related solicitations, announcements or promotions for external constituents/individuals, agencies, organizations, or fundraising activities.

V. Postings

The University recognizes that materials including fliers, posters, banners, lawn signs or flags, chalking, notices, A frames, or digital screens, etc., serve as a means for communicating information to the campus community in a timely and orderly manner.

Refer to the [Policy on Time, Place and Manner and the Use of University Buildings and Grounds](#), as well as the [Procedure for Time, Place, and Manner and the Use of University Buildings and Grounds](#) for information about Postings.

VI. Other Resources

Official University business announcements or reminders may also be submitted to Communication & Public Relations for posting onto the University's primary [social media accounts](#) or online [News Center](#).