

**IRA COMMITTEE  
MINUTES  
February 8, 2019**

**CALL TO ORDER**

Vickie Chew, Committee Chair, called the meeting to order at 9:08 a.m.

**ROLL CALL**

Members Present: Bono<sup>1</sup>, Bourget, Brown, Brusckke<sup>2</sup>, Chacko, Lee<sup>3</sup>, Liu, Martinez, Meyer, Primbs, Schinowsky, Soria, Su, Waneis

Members Absent: Martinez

**Non-Voting Members**

Present: Chew, Lawrence, Masoud<sup>4</sup>, Ohtomo, Rahmatian, Ward

Absent:

Guests: None

1. Bono left the meeting early.
2. Brusckke left the meeting at 10:45am.
3. Lee arrived to the meeting at 9:16am.
4. Masoud left the meeting at 11:37am.

**APPROVAL OF AGENDA**

The agenda was approved as presented. (Bono-m/Brusckke-s)

**APPROVAL OF MINUTES**

Brusckke stated that he wanted to strike the word "recommendation" from the motion to suspend the 50% contribution for the travel policy.

The minutes from the December 7, 2018 meeting were approved as amended. (Brusckke-m/Meyer-s)

**UNFINISHED BUSINESS**

None.

**REPORTS**

**Meeting Dates**

Chew reported that the timeline has been updated.

**Travel Policy Suspension**

Chew reported that a memo was sent to the VP for Student Affairs and Provost with the Committee's recommendation to suspend the 50% contribution for travel.

Chew stated that the original motion was to suspend the rule for programs with multiple trips after December 7, 2018. The memo recommended suspending the rule until the end of the 2018-19 fiscal year for all programs that travel.

Lawrence stated that they wanted to honor the Committee's motion, but it was easier to suspend the 50% contribution rule for the rest of the fiscal year. This has not been communicated to the programs since they are waiting for feedback from the University.

**NEW BUSINESS****Action: Ineligible Proposals**

[Lee arrived to the meeting at 9:16am.]

Chew read the memo. The members discussed.

Chew stated that there were 97 funding proposals for the 2019-20 fiscal year. There were 25 proposals that were flagged with certain concerns. The Committee will vote whether these proposals will move forward in the budget process.

Chew stated that 16 proposals had clerical errors (wrong dates, missing syllabi, missing travel documents, etc.).

The proposals were:

1. Mechanisms Controlling Geotechnical Seismic Hazards (3260)
2. Poland Study Abroad (3262)
3. Titan Universe (3266)
4. Greek Study Abroad (3313)
5. Choral Programs (3504)
6. Musical Theatre (3506)
7. Jazz Ensembles & Combos (3507)
8. Florence International Media Workshops (3517)
9. South Africa Service Learning (3521)
10. Interarts Collaborative Projects (3550)
11. Oceanography Boat Trips (3557)
12. Biology Study Abroad (NEW)
13. Comm Study Abroad Greece (NEW)
14. Double Reed Workshop (NEW)
15. Electrical Power System Analysis (NEW)
16. Study Abroad Japan (NEW)

**IRA 006 18/19** (Meyer-m/Chacko-s) A motion was made and seconded to approve 16 proposals (listed above) for the 2019-20 fiscal year that are now compliance and can move forward in the budget process.

**IRA 006 18/19** 13-0-0 The motion passed.

Chew stated that Titan Internet Radio and Titan TV did not include all of the syllabi listed in the proposal with their follow-up.

**IRA 007 18/19** (Bruschke-m/Bourget-s) A motion was made and seconded to approve Titan Internet Radio and Titan TV to move forward in the budget process.

**IRA 007 18/19** 11-2-0 The motion passed.

Ohtomo stated that the proposal for Experiential Learning in Construction requested 5 trips, but there were not separate travel detail forms for each trip. When the faculty in charge followed up, they revised the request to 2 trips (one was a field trip; the other was to attend a conference). The information for the trip to the conference did not break down the costs; only a total was provided.

**IRA 008 18/19** (Bourget-m/Schinowsky-s) A motion was made and seconded to approve Experiential Learning in Construction (3572) to move forward in the budget process.

Bono stated that it is bothersome that the proposal had 5 trips but then revised to 2.

Chew stated that the instruction was that a travel detail form had to be completed for each trip.

**IRA 008 18/19** 9-4-0 The motion passed.

Chew stated that proposal for Accounting IT and Data Analytics included an institutional membership for the University that could be considered a department expenses and not eligible for IRA funding.

**IRA 009 18/19** (Bono-m/Waneis-s) A motion was made and seconded to approve the 2019-20 proposal for Accounting IT and Data Analysis (NEW) to move forward in the budget process.

**IRA 009 18/19** 11-0-1 The motion passed.

Chew stated that the proposal for Chicano Resource Collection Processing was not associated with a course. General criteria requires that the program be a required as part of a class.

**IRA 010 18/19** (Schinowsky-m/Primbs-s) A motion was made and seconded to not consider the 2019-20 funding proposal for Chicano Resource Collection Processing (NEW) since it does not meet IRA general criteria.

**IRA 010 18/19** 12-0-0 The motion passed

Chew stated that the proposal for Diversifying the Profession through Recruitment of Underrepresented Minorities. IRA funds cannot be used for recruitment expenses.

**IRA 011 18/19** (Primbs-m/Meyer-s) A motion was made and seconded to not consider the 2019-20 funding proposal for Diversifying the Profession through Recruitment of Underrepresented Minorities (NEW).

**IRA 011 18/19** 0-13-0 The motion failed.

Chew stated that the proposal for IMVBOX Membership was to pay for individual (personal) memberships for faculty and students. IRA funds cannot be used to pay for personal memberships.

The members discussed and determined that the memberships were needed as part of the course.

**IRA 012 18/19** (Schinowsky-m/Bourget-s) A motion was made and seconded to approve the 2019-20 funding proposal for IMVBOX Membership (NEW) to move forward in the budget process.

**IRA 012 18/19** 10-3-0 The motion passed.

Chew stated that the proposal for Professional Certificates for IS Students was to pay for certificates for each student. IRA funds cannot be used to pay for personal fees or memberships.

**IRA 013 18/19** (Brown-m/Bourget-s) A motion was made and seconded to approve the 2019-20 funding proposal for Professional Certificates for IS Students (NEW) to move forward in the budget process.

Primbs stated that the request was not to gain access to the information but only to request funds to pay for the certificate after the student complete the online program. There is a concern that this is not enhancing the instructionally related activity.

**IRA 013 18/19** 12-1-0 The motion passed.

[Bruschke left the meeting at 10:45am.]

Chew stated that the proposal for Titan Ambassadors to Taiwan only requested travel funds. However, not all students are required to travel. They have to apply to be selected. Travel takes place summer 2019, but the course associated with the program takes place fall 2019.

**IRA 014 18/19** (Waneis-m/Bourget-s) A motion was made and seconded to approve the 2019-20 funding proposal for Titan Ambassadors to Taiwan (NEW) to move forward in the budget process.

**IRA 014 18/19** 1-11-0 The motion failed.

Chew called a recess at 11:00am.

[Bono left the meeting.]

Chew recalled the meeting at 11:14am.

#### **Discussion: 2019-20 IRA Budget Proposal Assignments**

Chew stated that voting members would receive a rubric workbook with their application assignments. All of the members will be given access to the Dropbox folder with all of the funding proposals.

Chew stated that the completed rubric workbooks are due February 26<sup>th</sup> by 5pm.

The members discussed how the proposals should be assigned. There was concerns that grading proposals from a member's College may be biased.

**IRA 015 18/19** (Primbs-m/Schinowsky-s) A motion was made and seconded to assign the 2019-20 IRA funding proposals to at least one reviewer with expertise with the proposal.

**IRA 015 18/19** 3-8-0 The motion failed.

Chew stated that the rubric scores will be used during deliberations. The Committee will determine if the proposal receives full, minimum or no funding.

[Masoud left the meeting at 11:37am.]

**ROLL CALL VOTES**

	006	007	008	009	010
Bono	Y	Y	Y	Y	Y
Bourget	Y	Y	Y	Y	Y
Brown	Y	Y	N	Y	Y
Bruschke	Y	Y	Y	Y	Y
Chacko	Y	N	N	A	Y
Lee	Y	Y	Y	Y	Y
Liu	Y	N	N	Y	Y
Martinez	Absent				
Meyer	Y	Y	N	Y	Y
Primbs	Y	Y	Y	Y	Y
Schinowsky	Y	Y	Y	Y	Y
Soria	Y	Y	Y	Y	Y
Su	Y	Y	Y	Absent	Absent
Waneis	Y	Y	Y	Y	Y
<b>Results</b>	<b>13-0-0</b>	<b>11-2-0</b>	<b>9-4-0</b>	<b>11-0-1</b>	<b>12-0-0</b>

**ROLL CALL VOTES**

	011	012	013	014	015
Bono	N	Y	Y	N	Absent
Bourget	N	Y	Y	Y	N
Brown	N	Y	Y	N	N
Bruschke	N	Y	Y	Absent	Absent
Chacko	n	N	Y	N	N
Lee	N	Y	Y	N	Y
Liu	N	Y	Y	N	N
Martinez	Absent				
Meyer	N	N	N	N	N
Primbs	N	Y	Y	N	Y
Schinowsky	N	Y	Y	N	Y
Soria	N	Y	Y	N	N
Su	N	N	Y	N	N
Waneis	N	Y	Y	N	N
<b>Results</b>	<b>0-13-0</b>	<b>10-3-0</b>	<b>12-1-0</b>	<b>1-11-0</b>	<b>3-8-0</b>

**ANNOUNCEMENTS/MEMBERS PRIVILEGE**

None.

**ADJOURNMENT**

The meeting was adjourned at 11:46 a.m.



Deserita Ohtomo, Recording Secretary



Vickie Chew, IRA Committee Chair