

**IRA COMMITTEE  
MINUTES  
April 16, 2021**

**CALL TO ORDER**

Marcus Reveles, Committee Chair, called the meeting to order at 9:04 a.m.

**ROLL CALL**

**Student Members**

Present: Costello, Finley, Garcia, Herrera, Hussain, Mendoza, Reveles,  
Thomas  
Absent: Zhou

**Faculty Members**

Present: Abnet, Bruschke, Mickey, Ngo, Nobari, Xie  
Absent: Passante (E), Shand (E)

**Non-Voting Members**

Present: Edwards, Masoud, Stang, Ward  
Absent: Mollenauer

**Guests:** Robbie Abraham, Alyssa Adamson, Yessica De La Torre

(Thomas-m/Costello-s) A motion was made and seconded to excuse Passante, Shand and Zhou from the meeting by unanimous consent.

**TIME CERTAIN 9:05**

**a. 9:05 a.m.: Student Fee  
Advisory Committee (SFAC)  
Presentation**

Yessica De La Torres, Assistant Director of Assessment and Student Development, and Alyssa Adamson, Executive Director, Academic Finances and Space Management, made a presentation on behalf of the Student Fee Advisory Committee (SFAC) about the Consolidated Course Fee (CCF).

[Ward arrived to the meeting at 9:12 am.]

[Masoud arrived to the meeting.]

**APPROVAL OF AGENDA**

(Mickey-m/Thomas-s) The agenda was approved as presented by unanimous consent.

**APPROVAL OF MINUTES**

(Abnet-m/Mickey-s) The minutes from the March 19, 2021 meeting were approved as presented by unanimous consent.

**PUBLIC SPEAKERS**

There were no public speakers.

**REPORTS**

• **Chair**

Reveles thanked the members for their participation and work during the year. This is potentially the last meeting of the year. If there are no more business, the scheduled meetings may be cancelled. The members were be notified on the status later.

• **ASI Executive Director**

Edwards reported that the funding budget approved at the last meeting has been compiled and submitted to the University for review and approval. The

feedback has been positive, and they expect to receive the approval in the next couple of weeks. When the budget is approved, the programs would be notified of their award and the requirement for the post-award orientation (planned for the beginning of May).

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS****a. Line Item Transfer  
Request– 3333**

**IRA 022 20/21** (Thomas-m/Hussain-s) A motion was made and seconded to approve the request from 3333 Undergraduate Field Experience in Biology to transfer \$4,524 from 8077 Travel to 8050 Supplies.

Reveles yielded to Robbie Abraham.

Abraham stated that the program is requesting the transfer due to COVID-19 and the travel restrictions. The funds would be used to cover the costs of supplies for their hands-on virtual exercises.

There were no questions.

There were no discussion.

**IRA 022 20/21** (Thomas-m/Hussain-s) Roll Call Vote: 14-0-0. The motion was adopted.

**b. Discussion: IRA  
Deliberation Process and  
Rubric**

Reveles yielded to Edwards.

Edwards stated that the Committee would review the deliberation process and rubric.

Edwards showed the changes to the deliberation process that were based on the Committee's actions.

There were no questions or discussion from the members about the changes.

Reveles yielded to Stang.

Stang stated that she would lead the discussion on the rubric.

The members discussed the rubric and made changes.

Edwards stated if there is any additional feedback to contact him.

If this year's Committee does not have another meeting, the feedback will be given to next year's Committee.

Edwards stated that 2022-23 budget process has been moved up to the fall semester. The approval of the awards will happen during the beginning of the spring semester.

**ROLL CALL VOTES**

ARTS Thomas  
 CBE Zhou  
 COMM Herrera  
 ECS Hussain  
 ED Mendoza  
 HHD Garcia  
 HSS Finley  
 NSM Costello  
 ARTS Mickey  
 CBE Xie  
 COMM Brusckke  
 ECS Ngo  
 ED Shand  
 HHD Nobari  
 HSS Abnet  
 NSM Passante  
 Chair Reveles

<b>022</b>
Y
Absent
Y
Y
Y
Y
Y
Y
Y
Y
Absent
Y
Y
Absent
Y
<b>14-0-0</b>

**Results**

**ANNOUNCEMENTS/MEMBERS' PRIVILEGE**

None.

**ADJOURNMENT**

The meeting was adjourned at 10:18 p.m.

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Deserita Ohtomo, Recording Secretary

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Marcus Reveles, IRA Committee Chair