



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

## Minutes

### **Instructionally Related Activities (IRA) Committee**

📅 Fri December 3rd, 2021

🕒 2:00pm - 5:00pm PST

📍 ASI Boardroom - Titan Student Union

#### **👤 In Attendance**

#### 1. **Call to Order (Reveles)**

Marcus Reveles, Chair, called the meeting to order at 2:14 pm.

Student Members Present: Vyas, Reveles

Absent: Bridges, Kelley, Perna, DeLeon.

Faculty Members Present: Abnet, Brusckke, Miyamoto, Ngo, Nobari, Tucker, Xie

Absent: Leekeenan

Non-Voting Members Present: Edwards, Filowitz, Masoud, Ward.

Absent: Mollenaur

Reveles noted Dr. Stang is out and Dr. Filowitz will be standing in their place.

#### 2. **Approval of Agenda**

**Decision: (Abnet-m/Tucker-s) The agenda was approved by unanimous consent.**

#### 3. **Approval of Minutes**

There are no minutes to approve.

#### 4. **Public Speakers**

There were no public speakers.

#### 5. **Reports**

Dr. Edwards shared a report as this was the day the budget was to be reviewed by the IRA Committee for approval. Dr. Edwards stated everyone will be given an opportunity to share their opinion before anyone is able to speak a second time.

##### a. **Chair ~ Reveles**

Reveles shared, hope everyone is doing well.

#### 6. **Time Certain:**

No Time Certain.

##### a. **NONE**

#### 7. **Unfinished Business**

There was no unfinished business.

##### a. **NONE**

#### 8. **New Business**

##### a. **Action: Line Item Transfer Requests (Reveles)**

*The Committee will consider approving an \$8,000.00 line item transfer request from travel (8077) to supplies (8050) for program #3271, Biology Student Abroad virtual activity in lieu of in-person travel.*

**IRA 003 21/22 (Miyamoto-m/Bruschke-s) A motion was made and seconded to approve a Line Item Transfer Request of \$8,000 from Travel (8077) to Supplies (8050) for Program 3271 - Biological Sciences.**

Reveles shared information regarding a Line Item Transfer Request of \$8,000 from Travel (8077) to Supplies (8050) for Program 3271 - Biological Sciences, due to COVID related disruptions.

Reveles yielded to Collins.

Collins, IRA Coordinator, shared information regarding the Line Item Transfer Request of \$8,000 from Travel (8077) to Supplies (8050) for Program 3271 - Biological Sciences.

Reveles opened the floor to questions. There were no questions.

Reveles opened the floor to discussion. There were no points of discussion.

Reveles asked whether or not there were any objections to moving to a Roll Call Vote. There were no objections

**Decision: IRA 003 21/22 (Miyamoto-m/Bruschke-s) Roll Call: Vote 9-0-0 The motion to approve a Line Item Transfer Request of \$8,000 from Travel (8077) to Supplies (8050) for Program 3271 - Biological Sciences, was adopted.**

- b. **Discussion: IRA Funding Deliberation Training (Reveles)**  
*The Committee will receive training and discuss the funding deliberation process.*

Reveles yielded to Dr. Edwards to share information.

Dr. Edwards shared information and a presentation for the IRA Funding Deliberation Training. He discussed steps in the funding process, available funds, ranking spreadsheet, and the final recommendation process.

- c. **Action: 2022-23 IRA Budget Recommendation (Reveles)**  
*The Committee will review the 2022-23 IRA proposals and consider approving the budget recommendation.*

**IRA 004 21/22 (Nobari-m/Tucker-s) A motion was made and seconded to approve the 2022-23 IRA Budget Recommendation.**

Reveles yielded to Dr. Edwards.

Dr. Edwards shared information regarding data to be reviewed by the Committee. Information was compiled into an Excel spreadsheet.

Dr. Edwards explained the two options for funding. The first includes a distribution of funds according to Quartiles; this option requires \$9,869 taken from Reserve Funds to supplement the Recommended Amount for programs since the recommended amount exceeded current available funds. The second includes removing the 4th Quartile from funding altogether, then distributing available funds to Quartiles 1, 2, and 3. Dr. Edwards shared a favorable opinion for the first option.

Reveles opened the floor to questions.

- Nobari asked, why are programs receiving amounts when they did not receive funding for previous years. Dr. Edwards provided an overview of the funding allocation process.
- Edwards reviewed the format of the spreadsheet indicating that programs that received no funding for the relevant year were coded in

pink, while programs with the purple highlight received funding but had no expenditures for that year.

- Bruschke asked for clarification regarding the amount programs asked for in the prior year, versus the current request. Edwards explained the recommended amount is calculated based on the funding deliberation document approved by the president. Existing programs can request a 10% increase. In many cases, the recommended awards are more than they received in the prior year, but may not be what they are requesting for the coming year.
- Edwards led the Committee in reviewing each request with significant variance between their prior year's request and this year's current request if they provided justification for the variance.

Edwards reviewed program #3514, Grand Central Theatre, requesting a 60% increase in funding.

**IRA 005 21/22 (Nobari-m/Miyamoto-s) A motion was made and seconded to increase funding in the amount of \$10,000 for Program 3514, Grand Central Theatre.**

- Bruschke shared support for performances.
- Tucker, chair of the Theater and Dance Department, shared his department's movement to be more inclusive and his appreciation of the support they are receiving.

Reveles asked whether there were objections to moving to a roll call vote. There were no objections.

**IRA 005 21/22 (Nobari-m/Miyamoto-s) Roll Call Vote: 9-0-0 The motion to increase funding in the amount of \$10,000 tGrand Central Theatre was adopted.**

Edwards presented #3314, Tusk Managzine, requesting a 119% increase in funding.

Reveles opened the floor to questions.

- Nobari asked, did we defund them from 21-22. Edwards responded that they had no funding in 18-19, some funding in 19-20 (\$2,100), and in 20-21 they had expenses of \$12,565 and received funding in the amount of \$11,874 for 2021-22.
- Edwards clarified 3314 is currently approved for \$13,061 and requesting \$26,000.

**IRA 006 21/22 (Bruschke-m/Tucker-s) A motion was made and seconded to add \$3,000 to funding for Program 3314, Tusk Magazine.**

Reveles opened the floor to discussion. There were no points of discussion.

Reveles asked whether or not there were any objections to moving to a Roll Call Vote. There were no objections.

**IRA 006 21/22 (Bruschke-m/Tucker-s) Roll Call Vote: 9-0-0 The motion to approve adding \$3,000 to funding for Program 3314, Tusk Magazine, was adopted.**

Edwards presented a request for funding for program #3381, NASW Lobby Days.

Reveles opened the floor to questions. There were no questions.

Reveles opened the floor to anyone wanting to make a motion. No motions were made.

Edwards presented program #3261, MGMT449 in Asia. Requesting a 41% increase in funding from the previous year with the explanation provided.

Reveles opened the floor to questions.

- Xie asked why the expenses for the last two years are more than the funded amount. Edwards answered they were awarded \$31,000 and requested \$41,000.

Reveles opened the floor to anyone who wants to make a motion.

**IRA 007 21/22 (Nobari-m/Abnet-s) A motion was made and seconded to approve a funding increase for program #3381, MGMT449 in Asia from \$31,000 to \$41,000.**

Reveles opened the floor for discussion.

- Masood asked, students can ask regarding the increase in funding from recent years, but only includes the closed year? Edwards answered that only closed years are taken into account for expenses.
- Nobari confirmed, they're only requesting 1500 for each student. Stated, if we fund them they will be covered for the trip.
- Bruschke stated the limit is unfavorable. Based on the reasoning the increase in funding only would allow more students to attend, but

would not offset costs for current attendees. Stated the reasoning presented is a bit disconnected.

Reveles asked whether or not there were any objections to moving to a Roll Call Vote. There were no objections.

**IRA 007 21/22 Roll Call Vote: 3-2-4 The motion to approve a funding increase for program #3261, MGMT449 in Asia from \$31,000 to 41,000 was lost.**

- The motion does not pass.
- Reveles recommended making an adjustment to the amount for reconsideration.
- No motions or adjustments were offered.

Edwards presented program #3285, Teaching Math in South Africa. The program is requesting 144% increase in funding.

Reveles opened the floor to questions.

- Nobari asked for clarification regarding the model for distributing funding to programs. Edwards answered that the model is currently based on the prior 3 years' expenses.
- Reveles asked if travel had not been green-lit for this program and how that impacted the funding and requests. Edwards answered that expenses prior to the pandemic have changed as a result of the pandemic. Edwards continued that we can later discuss the model for funding in detail.
- Abnet asked what is the cap on funding for. Edwards gave information to travel expense limits for intrastate, interstate, and international travel.

Reveles opened the floor to anyone wanting to make a motion.

**IRA 008 21/22 (Brushcke-m/Miyamoto-s) A motion was made and seconded to increase funding for program #3285, Teaching Math in South Africa to a total of \$26,000.**

Reveles opened the floor for discussions. There were no points of discussion.

Reveles asked whether or not there were any objections to moving to a Roll Call Vote. There were no objections.

**IRA 008 21/22 (Bruschke-m/Miyamoto-s) Roll Call Vote: 9-0-0 The motion to make the increase in funding more than recommended to \$26,000 was adopted.**

Edwards presented program #3221, Calculus in Uzbekistan. Requesting 37% increase in funding.

- Nobari asked if it is possible to know the rank/quartile of the program. Edward explained the spreadsheet and ranking for the quartile assignment.

Reveles asked if anyone would like to make a motion. No motions were made.

Edwards presented program #3334, CAS Costa Rica Fall 2022. The program is requesting approval for 74% increase in funding.

Reveles opened the floor to questions.

- Tucker asked what was their previous funding vs now. Edwards reviewed the numbers.
- Tucker asked what does the model leave with funding. Edwards shared the adjusted numbers.

**IRA 009 21/22 (Tucker-m/Nobari-s) A motion was made and seconded to increase funding for program #3334, CAS Costa Rica to a total of 27,000, which will cover 4 additional students.**

Reveles opened the floor to discussion.

- Someone asked, can we guarantee the students will be covered. Edwards replied that sometimes classes are set but students don't show to the program and the funding won't be spent on them. Edwards explained unspent money in situations like these build the reserves.

Reveles asked whether or not there were any objections to moving to a Roll Call Vote. There were no objections.

**IRA 009 21/22 (Tucker-m/Nobari-s) Roll Call Vote: 9-0-0 The motion to increase funding to a total of 27,000 for program #3334, CAS Costa Rica was adopted.**

Edwards presented program 3268, Advanced Integrated Circuit Design. Requesting 510% increase. The model proposes \$2,200, the program requested \$12,000.

Edwards explained the previous costs and expenditures of the program over the last few years.

Reveles opened the floor to questions.

- Bruschke asked if they are also requesting money for travel. Nobari replied that they are.

Reveles opened the floor to anyone wanting to make a motion.

**IRA 010 21/22 (Nobari-m/Ngo-s) A motion was made and seconded to increase funding by \$7,200 bringing the total budget for #3268, Advanced Integrated Circuit Design to \$9,400.**

Reveles opened the floor to discussions. There were no points of discussion.

Reveles asked whether or not there were any objections to moving to a Roll Call Vote. There were no objections.

**IRA 010 21/22 (Nobari-m/Ngo-s) Roll Call Vote: 8-0-1 The motion to increase funding by \$7,200 bringing the total budget for 3268, Advanced Integrated Circuit Design to \$9,400, was adopted.**

Edwards presented program #3382 Multidisciplinary Senior Design Projects. Requesting a 39% increase in funding. The model awards just over \$11,064, the program requested \$14,000. The program is in the bottom quartile.

Reveles opened the floor to anyone wanting to make a motion.

**IRA 011 21/22 (Miyamoto-m/Ngo-s) A motion was made and seconded to fund the total requested amount at exactly \$14,000 for program #3382 Multidisciplinary Senior Design Projects.**

Reveles opened the floor to discussions.

- Bruschke was against the motion as they are in the 4th quartile and already receiving an increase.
- Miyamoto stated the amount given will supplement the number of students attending as it is doubled. States this is a small increase to provide for twice as many students to be involved.
- Vyas questioned the relationship between the number of students enrolled and those attending the trips? Ngo seems to include both sections of students/courses.

Reveles asked whether or not there were any objections to moving to a Roll Call Vote. There were no objections.

**IRA 011 21/22 (Miyamoto-m/Ngo-s) Roll Call Vote: 8-1-0 The motion to fund the total requested amount at exactly \$14,000 for program #3382 Multidisciplinary Senior Design Projects was adopted.**



Edwards presented program #3216 Social Media Marketing Experience. Requesting 200% increase in funding. The model provides \$17,600, current awards \$16,000, and they are requesting \$48,000. They provided an explanation for the request and are in the 4th quartile.

Reveles opened the floor to questions. There are no questions.

- Tucker wanted to hear the numbers again, Edwards restated the numbers.
- Nobari commented that there is no explanation for an increase beyond what is currently approved.

Reveles opened the floor to anyone wanting to make a motion. No motions were made.

Edwards presented program #3265, Border Reporting/Minority Reporting. Requesting 364% in increased funding. The model provides \$3,593, current award is \$3,265, requesting an additional \$15,160.

Reveles opened the floor to questions.

- Nobari asked what was last year's funding. Edwards shared the numbers.
- Tucker asked for clarification on amounts offered and previously provided. Edwards provided an overview.

Reveles opened the floor to anyone wanting to make a motion.

**IRA 012 21/22 (Nobari-m/Bruschke-s) A motion was made and seconded to approve increasing the total funding to \$6,000 for Program #3265, Border Reporting/Minority Reporting.**

Reveles opened the floor to discussion.

- Bruschke shared the importance of the program in his college.

Reveles asked whether or not there were any objections to moving to a Roll Call Vote. There were no objections.

**IRA 012 21/22 (Nobari-m/Bruschke-s) Roll Call Vote: 9-0-0 The motion to approve an increase in funding to \$6,000 for Program #3265, Border Reporting/Minority Reporting was adopted.**

Edwards presented program #3263, Production Line Simulation. Requesting 65% in increased funding. The model recommends \$3,263, the program requested \$5,400.

Reveles opened the floor to questions.

- Masood asked if the colleges were the same, for business management. Edwards responds with the similarities and differences among the programs.

Reveles opened the floor to anyone wanting to make a motion. No motions were made.

Edwards presented program #3566, Accounting Ethics. Requesting 152% increase in funding. The model recommends \$6,988, they requested \$16,000.

Reveles opened the floor to discussion.

- Bruschke believes the program does not meet the mission statement, students will only be attending the conference. We should cut funding entirely.

Reveles opened the floor to anyone wanting to make a motion.

**IRA 013 21/22 (Bruschke-m/Miyamoto-s) A motion was made and seconded to eliminate funding for program #3566, Accounting Ethics (ACCT 415) entirely.**

Reveles opened the floor to questions.

- Edwards pointed out funding has been given over the past 4 years.
- Nobari requested to see the final report submitted last 4 year. Edwards was only able to present the past three years from the model.
- Miyamoto stated the documentation comes across as students were only attending the event and not actively participating in the event.
- Bruschke stated the only funding is to transport other people to speak for students. Funding can come from elsewhere, not IRA.

Reveles asked whether or not there were any objections to moving to a Roll Call Vote. There were no objections.

**IRA 013 21/22 (Bruschke-m/Miyamoto-s) Roll Call Vote: 9-0-0 The motion to eliminate funding for this program entirely was adopted.**

Edwards provided an overview of the program movement between quartiles.

3356 - Washington DC Internships, to the 3rd quartile from 1st.

3505 - Theatre Dance/Arts to 3rd quartile from 1st.

3202 - COMM Week, to 4th quartile from 1st.

3555 - Models for Life Drawing, to 1st quartile from 3rd.

3362 - Clarinet Choir, to 1st quartile from 3rd.

3550 - Inter-Arts Collaborative Projects, to 1st quartile from 3rd.

3571 - Exploring Poetry, to 1st quartile from 4th.

Edwards shared the last part of the process, recommended amounts.

Reveles opened the floor to questions. There were no questions.

Amounts have been adjusted on the spreadsheet. \$53,108 will be taken from the reserves.

**(Nobari-m/Tucker-s) Motion 004 was amended to use the entire funding amount of \$2,378,075, and an additional \$53,108 from reserves for the funding of the 2022-2023 IRA Programs.**

Edwards asked if anyone wants to make modifications prior to accepting and finalizing the budget.

- Ngo noted most programs are receiving more funds than awards in previous years. Asked if we are considering awarding more funds first to 1st Quartile programs compared to bottom tiers? Edwards answered, explaining the re-distribution of funding within tier 1-3, vs tier 1-4. Stated the model is currently built on the previous history of expenditures and favors existing programs over new ones. Stated this current package is implemented to offset the biases and assist the newer programs as well. Where we now have more funds than in past, we can fund more programs.
- Bruschke, agreed with Ngo. Most new programs are in the 4th quartile and Bruschke is troubled regarding the programs receiving additional funding where higher tier programs may not. Stated there was not enough time to process information presented and would've liked an opportunity to review a few days prior to the meeting if a new program is in the bottom quartile receiving funding. Also stated that they may not have had enough time to vet the new programs as IRA Programs but by having them receive IRA funding they are now being established as IRA Programs. Edwards agreed with their reasoning and stated that they were finalizing the spreadsheet and data until minutes before the meeting was called.
- Edwards stated that ideally, he would like to have documents ready for review prior to the meeting being called so next December this meeting can run smoother.

Reveles asked whether or not there were any objections to moving to a Roll Call Vote. There were no objections.

**Decision: IRA 004 21/22 (Nobari-m/Tucker-s) Roll Call Vote: 9-0-0 The motion to use the entire funding amount of \$2,378,075, and an additional \$53,108 from reserves for the funding of the 2022-2023 IRA Programs was adopted.**

**9. Announcements and Members Privilege**

- Dr. Edwards announced a number of meetings toward the Spring Semester. Stated that we plan to bring this process back for modification by the Committee.

**10. Adjournment (Reveles)**

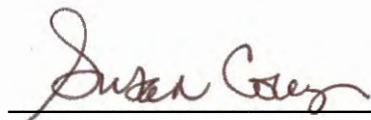
Reveles, adjourned the meeting at 4:16pm



Marcus Reveles (Feb 8, 2022 11:57 PST)

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Marcus Reveles, IRA Committee Chair



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Susan Collins, Recording Secretary



Roll Call Votes		Nobari/Miyamoto			Bruschke/Tucker		
		005 - 3514 Increase by \$10k			006 - 3314 Increase by \$3000		
		Yes	No	Abstain	Yes	No	Abstain
Arts Faculty	Tucker	1			1		
CBE Faculty	Xie	1			1		
Comm Student	Kelley	ABSENT					
Comm Faculty	Bruschke	1			1		
EDU Student	Perna	ABSENT					
EDU Faculty	Leekeenan	ABSENT					
ECS Student	De Leon	ABSENT					
ECS Faculty	Ngo	1			1		
HHD Student	Bridges	ABSENT					
HHD Faculty	Nobari	1			1		
HSS Faculty	Abnet	1			1		
NSM Student	Vyas	1			1		
NSM Faculty	Miyamoto	1			1		
Chair	Reveles	1			1		
		Yes	No	Abstain	Yes	No	Abstain
		9	0	0	9	0	0

Roll Call Votes		Nobari/Abnet			Bruschke/Miyamoto		
		007 - '3261 Increase \$9,850			008 - '3285 make \$26,000		
		Yes	No	Abstain	Yes	No	Abstain
Arts Faculty	Tucker			1	1		
CBE Faculty	Xie	1			1		
Comm Student	Kelley	ABSENT					
Comm Faculty	Bruschke		1		1		
EDU Student	Perna	ABSENT					
EDU Faculty	Leekeenan	ABSENT					
ECS Student	De Leon	ABSENT					
ECS Faculty	Ngo			1	1		
HHD Student	Bridges	ABSENT					
HHD Faculty	Nobari	1			1		
HSS Faculty	Abnet	1			1		
NSM Student	Vyas			1	1		
NSM Faculty	Miyamoto		1		1		
Chair	Reveles			1	1		
		Yes	No	Abstain	Yes	No	Abstain
		3	2	4	9	0	0

Roll Call Votes		Tucker/Nobari			Nobari/Ngo		
		009 - 3334 Increase to \$27,000			010 - 3268 increase by \$7200		
		Yes	No	Abstain	Yes	No	Abstain
Arts Faculty	Tucker	1			1		
CBE Faculty	Xie	1			1		
Comm Student	Kelley	ABSENT					
Comm Faculty	Bruschke	1					1
EDU Student	Perna	ABSENT					
EDU Faculty	Leekeenan	ABSENT					
ECS Student	De Leon	ABSENT					
ECS Faculty	Ngo	1			1		
HHD Student	Bridges	ABSENT					
HHD Faculty	Nobari	1			1		
HSS Faculty	Abnet	1			1		
NSM Student	Vyas	1			1		
NSM Faculty	Miyamoto	1			1		
Chair	Reveles	1			1		
		Yes	No	Abstain	Yes	No	Abstain
		9	0	0	8	0	1

Miyamoto/Ngo

Nobari/Bruschke

Roll Call Votes	start 001	011 - '3382 fund at request			012 - 3265 increase to \$6,000		
		Yes	No	Abstain	Yes	No	Abstain
Arts Faculty	Tucker	1			1		
CBE Faculty	Xie	1			1		
Comm Student	Kelley	ABSENT					
Comm Faculty	Bruschke		1		1		
EDU Student	Perna	ABSENT					
EDU Faculty	Leekeenan	ABSENT					
ECS Student	De Leon	ABSENT					
ECS Faculty	Ngo	1			1		
HHD Student	Bridges	ABSENT					
HHD Faculty	Nobari	1			1		
HSS Faculty	Abnet	1			1		
NSM Student	Vyas	1			1		
NSM Faculty	Miyamoto	1			1		
Chair	Reveles	1			1		
		Yes	No	Abstain	Yes	No	Abstain
		8	1	0	9	0	0

Bruschke/Miyamoto

Roll Call Votes	start 001	013 - 3566 cut funding to zero		
		Yes	No	Abstain
Arts Faculty	Tucker	1		
CBE Faculty	Xie	1		
Comm Student	Kelley	ABSENT		
Comm Faculty	Bruschke	1		
EDU Student	Perna	ABSENT		
EDU Faculty	Leekeenan	ABSENT		
ECS Student	De Leon	ABSENT		
ECS Faculty	Ngo	1		
HHD Student	Bridges	ABSENT		
HHD Faculty	Nobari	1		
HSS Faculty	Abnet	1		
NSM Student	Vyas	1		
NSM Faculty	Miyamoto	1		
Chair	Reveles	1		
		Yes	No	Abstain
		9	0	0



**Instructionally Related Activities (IRA)  
Request for Line Item Transfer**



Fiscal Year 2021-2022

Program Name & Number Biology Study Abroad- 3271 Date 11/8/2021

**Account(s) to Transfer From:**

Account #	Current Budget Amount *	Transfer Amount	Revised Budget Amount
8077	16500	8000	8500

**Account(s) to Transfer To:**

Account #	Current Budget Amount *	Transfer Amount	Revised Budget Amount
8050	3900	8000	11900

**NOTE: Request Only Even Dollar Amounts to be Transferred  
Send Form to IRA Funding, c/o ASI Financial Services, TSU-224.  
Amounts over \$1,000 must be approved by the IRA Committee.**

Reason for Transfer (detailed information required):

**\*Current budget amount should be entered here. However, if other transfers have occurred, contact the ASI Financial Services Office (x2404) for the current amount .**

**Approvals:**

Faculty in Charge of IRA Program

MARIA SOLEDAD Ramirez *Maria Soledad Ramirez* 4562  
 \_\_\_\_\_  
 Print Name Signature Extension

IRA Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

Line Item Transfer Completed By \_\_\_\_\_ Date \_\_\_\_\_  
 ASI Financial Services Personnel



**From:** [Ramirez, Maria Soledad](#)  
**To:** [IRA Funding](#)  
**Cc:** [Casem, Merri Lynn](#); [Johnson, Marie](#); [Walker, Sean](#); [ASI Admin Clerk](#)  
**Subject:** Re: Application  
**Date:** Monday, November 8, 2021 12:51:47 PM  
**Attachments:** [Signed 2021-2022 IRA-Line-Item-Transfer-Form-3.pdf](#)

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Thanks Susan  
Please find attached the completed form  
Let me know if something else is required  
THANKS  
Dr. Ramirez

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**From:** Collins, Susan <sucollins@fullerton.edu> on behalf of IRA Funding <irafunding@fullerton.edu>  
**Date:** Monday, November 8, 2021 at 12:18 PM  
**To:** Ramirez, Maria Soledad <msramirez@Fullerton.edu>, IRA Funding <irafunding@fullerton.edu>  
**Cc:** Casem, Merri Lynn <mcasem@fullerton.edu>, Johnson, Marie <mariejohnson@Fullerton.edu>, Walker, Sean <swalker@fullerton.edu>, ASI Admin Clerk <adminclerk@fullerton.edu>  
**Subject:** RE: Application

Good afternoon, Professor Ramirez,

Thank you for reaching out and providing the update for your course. What you are requesting involves a Line Item Transfer and a change to your program. You can initiate this through the IRA Line Item Transfer form. Please fill out the form, include the appropriate approvals, and your below email will serve as supporting documentation.

The form is available on the IRA webpage and the link is provided here: <https://asi.fullerton.edu/wp-content/uploads/IRA-Line-Item-Transfer-Form.pdf>

The request will need to be reviewed and approved by the IRA Committee. The next meeting for the Committee will be on November 19<sup>th</sup>. Please submit your approved form to [irafunding@fullerton.edu](mailto:irafunding@fullerton.edu) on or before Monday, November 15<sup>th</sup>, for consideration.

Thank you, and feel free to let me know if you have questions or need further clarification.

Best,  
Susan



**Susan Collins**  
*Corporate Affairs Senior Coordinator*  
Associated Students Inc.  
California State University, Fullerton

P: (657) 278-7456 | O: TSU 218



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**From:** Ramirez, Maria Soledad <msramirez@Fullerton.edu>  
**Sent:** Monday, November 8, 2021 11:24 AM  
**To:** IRA Funding <irafunding@fullerton.edu>; Collins, Susan <sucollins@fullerton.edu>  
**Cc:** Casem, Merri Lynn <mcasem@fullerton.edu>; Johnson, Marie <mariejohnson@Fullerton.edu>; Walker, Sean

<swalker@fullerton.edu>

**Subject:** Re: Application

Dear Susan and IRA Committee,

First, we would like to thank the IRA committee for its support and funding of our proposal (Biology Study Abroad-3271) for the 2021-22 academic year.

Unfortunately, considering the current global situation, the limitation for international travels, directly impacts the study abroad component of our program. While the inability to travel and experience another culture is a loss, we will offer the proposed course (BIOL 490T, Biology Study abroad) here on-campus and keep the essence of the high impact practices (HIPs) and meet the educational and experiential goals of the proposal. We are proposing to provide the same lecture and hands-on lab experiences here at CSU Fullerton, as we did last year in the middle of the pandemic, to give to the students the opportunity to have this experience and meet the requirements for their graduation goals.

The students will still be able to acquire the tools and knowledge necessary to understand the epidemiology and molecular mechanisms of infectious diseases. Students will interact with scientists and clinicians from Buenos Aires via Zoom. As a result, the students will be prepared to discuss real-life clinical cases and develop and enhance the critical thinking skills necessary to work in the field.

We are requesting permission to reallocate funds to support this revised course design. We would like to use \$ 8,000 of travel funds to be used to purchase personal protective equipment to use in lab and additional supplies required for the assays since we will be adding to the CSUF-based instructional component of the course. We will increase the enrollment number to 20, considering the necessity of lab units for graduation and lack of hands-on experience in the past semester.

This course will facilitate reducing graduation delays. The present course also offers the lab/field requirements for Biology majors providing the students the opportunity to meet the unit requirements. We hope that you agree that the revised course design retains the critical educational experiences that benefit our students and that our request for a reallocation of funds is appropriate given worldwide travel limitations. Due to the difficult times we are experiencing, we are trying to find the best contingency plan to offer this exciting course.

**Action requested**

Move \$8,000 from 8077 to 8050, increasing the total in this line item of \$ 11,900.

The remaining from item 8077 (\$8,500) will be return to IRA.

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**From:** Collins, Susan <[sucollins@fullerton.edu](mailto:sucollins@fullerton.edu)> on behalf of IRA Funding <[irafunding@fullerton.edu](mailto:irafunding@fullerton.edu)>

**Date:** Wednesday, October 13, 2021 at 4:38 PM

**To:** Ramirez, Maria Soledad <[msramirez@Fullerton.edu](mailto:msramirez@Fullerton.edu)>

**Subject:** RE: Application

No, there is a link available after you complete the orientation to confirm that you attended. Once you confirm, you will receive a link to the application.

Best,  
Susan

**Susan Collins**  
*Corporate Affairs Senior Coordinator*  
Associated Students Inc.  
California State University, Fullerton

# IRA Deliberation Process

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# Agenda

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- Steps of the funding deliberation process
- Available funds for 2022-23
- Ranking and funding spreadsheet
- Recommendation

# Funding Deliberation Process

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- Committee will be presented with proposals listed in rank order by overall average score in quartiles
  - Items included in the ranking spreadsheet:
    - Rubric score average
    - Requested funding amount
    - Proposed funding amount
    - Prior year funding award, if applicable
- The Committee should review any program that has a high standard deviation or a change (higher or lower) from one quartile to another from the previous year's rankings prior to making a funding decision to determine if the current ranking is appropriate.
- It is important to realize that there typically are limited and often insufficient IRA funds to fully award to all programs. The Committee's purpose is to apply a critical analysis, remain focused on the intent of the IRA program, and make difficult decisions regarding which programs to fund.
- At today's meeting, we will do a detailed review and deliberation.

# 2022-2023 Fee Projections

Instructionally Related Activity Fee 2022-23 Fee Projection Summary		
<u>Total IRA Fee</u>	<u>Fall 2022</u>	<u>Spring 2023</u>
Projected Students	40,087	39,556
Less: Waivers	180	150
Budgeted Student Headcount	39,907	39,406
IRA Fee	\$41.71	\$41.71
Budgeted Fees Available	<b>\$1,664,521</b>	<b>\$1,643,624</b>
<b>TOTAL PROJECTED IRA FEES:</b>		<b>\$3,308,145</b>
<b>Allocations:</b>		
<b>Administrative Fee (10%)</b>	\$330,815	
	<b>Total Administrative Fee</b>	<b>\$330,815</b>
<b>Athletics (36%)</b> per Referendum October 2010		<b>\$1,071,839</b>
<b>Curriculum-Related</b>	\$1,905,491	
Plus: 1/3 of 2020-21 Unspent Funds	\$472,583	
<b>Total Amount for Curriculum-Related</b>		<b>\$2,378,074</b>

# 2022-2023 IRA Total Available Funds

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2022-23 Total IRA Available Funds		
<b>FEEs FROM ENROLLMENT PROJECTION:</b>		<b>\$3,308,145</b>
<b>ONE THIRD OF UNSPENT FUNDS</b>	\$1,417,749	<b>\$472,583</b>
<b>TOTAL AVAILABLE FUNDS:</b>		<b>\$3,780,728</b>
<b>RESERVE BALANCE:</b>	\$4,000,563	

# Ranking and Funding Spreadsheet

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- Review the spreadsheet and the recommended budget allocation.
- Review the significant variance.
- Make adjustments.



# Recommend Budget

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## 1. Approve

- Review the options presented and approve the recommended budget for presentation to the VPSA, Provost and VPAF/CFO.

**Instructionally Related Activity  
2022-23 Budget Deliberation**

IRA Program	College	IRA Program Name	2018-19 Expense	2019-20 Expense	2020-21 Expense	2018-19, 2019	2021-22 Award	Greater of [20	2022-23 Request	% Increase	Rubric Score	Funding Process	Recommended	% Below Request	Significant Variance
3555	Arts	Models for Life Drawing	\$0	\$18,082	\$5,119	\$7,734	\$18,082	\$18,082	\$19,890	10%	3.00	\$19,890	\$19,890		
3531	ECS	Mechanical Design I and II	\$0	\$33,141	\$49,301	\$27,481	\$55,714	\$55,714	\$66,000	18%	2.95	\$61,285	\$61,285		
3507	Arts	Jazz Ensembles and Combos	\$21,754	\$8,758	\$15,509	\$15,341	\$32,489	\$32,489	\$39,510	22%	2.93	\$35,738	\$35,738		
3201	COMM	Daily Titan	\$115,423	\$88,557	\$78,847	\$94,276	\$119,800	\$119,800	\$119,600	0%	2.92	\$119,600	\$119,600		
3275	COMM	Diversifying the profession through community o	\$0	\$809	\$8,519	\$3,109	\$18,505	\$18,505	\$22,814	23%	2.92	\$20,356	\$20,356		
3514	Arts	Grand Central Theatre	\$18,107	\$18,109	\$17,969	\$18,062	\$21,000	\$21,000	\$33,500	60%	2.92	\$23,100	\$23,100	-31%	\$10,400
3504	Arts	Choral Programs	\$90,030	\$71,551	\$37,719	\$66,433	\$98,856	\$98,856	\$110,612	12%	2.90	\$108,742	\$108,742		
3571	HSS	Exploring Poetry	\$1,500	\$0	\$2,000	\$1,167	\$2,000	\$2,000	\$2,000	25%	2.90	\$2,500	\$2,500		
3305	COMM	Forensics	\$61,195	\$63,438	\$44,666	\$56,433	\$86,469	\$86,469	\$115,100	33%	2.88	\$95,116	\$95,116		
3527	EDU	Maywood Education Fair	\$2,610	\$4,650	\$2,270	\$3,177	\$8,000	\$8,000	\$9,000	13%	2.88	\$8,800	\$8,800		
3362	Arts	Clarinet Choir	\$3,760	\$1,000	\$0	\$1,587	\$3,750	\$3,750	\$3,750	0%	2.87	\$3,750	\$3,750		
3506	Arts	Musical Theatre	\$45,640	\$42,391	\$46,881	\$44,971	\$55,850	\$55,850	\$62,850	13%	2.85	\$61,435	\$61,435		
3500	Arts	Begovich Gallery	\$115,591	\$46,075	\$84,000	\$81,889	\$78,150	\$81,889	\$70,000	-10%	2.85	\$70,000	\$70,000		
3502	Arts	Symphonic Orchestra	\$94,331	\$75,254	\$58,951	\$76,179	\$111,010	\$111,010	\$133,065	20%	2.85	\$120,000	\$120,000		
3250	CBE	Accounting Research Conference	\$14,467	\$0	\$2,188	\$5,552	\$15,996	\$15,996	\$5,175	-68%	2.82	\$5,175	\$5,175		
3309	NSM	Geology Field Camp	\$12,765	\$6,889	\$18,001	\$12,552	\$20,796	\$20,796	\$31,890	53%	2.82	\$22,876	\$22,876		
3342	Arts	New Music Series	\$24,107	\$11,380	\$23,443	\$19,643	\$35,500	\$35,500	\$36,500	3%	2.82	\$36,500	\$36,500		
3332	Arts	Pianists In Performance	\$19,167	\$11,265	\$3,840	\$11,424	\$15,740	\$15,740	\$17,870	14%	2.80	\$17,314	\$17,314		
3350	COMM	OC News	\$19,400	\$24,061	\$13,554	\$19,005	\$25,700	\$25,700	\$29,800	16%	2.80	\$28,270	\$28,270		
3550	Arts	InterArts Collaborative Projects	\$1,438	\$2,732	\$5,350	\$3,173	\$7,913	\$7,913	\$10,350	31%	2.80	\$8,704	\$8,704		
3354	Arts	Performer's NYC Showcase	\$13,835	\$6,878	\$9,000	\$9,904	\$14,650	\$14,650	\$16,000	9%	2.78	\$16,000	\$16,000		
3522	COMM	PRactical ADvantage Communications	\$8,517	\$4,100	\$1,346	\$4,654	\$8,570	\$8,570	\$8,530	0%	2.78	\$8,530	\$8,530		
3255	COMM	Feature Film Production	\$96,209	\$19,825	\$94,571	\$70,202	\$73,805	\$73,805	\$100,000	35%	2.75	\$81,186	\$81,186		
3270	COMM	ASHA Hill Day Project	\$0	\$5,380	\$0	\$1,793	\$7,500	\$7,500	\$7,500	0%	2.73	\$7,500	\$7,500		
3314	COMM	Tusk Magazine	\$0	\$2,150	\$12,565	\$4,905	\$11,874	\$11,874	\$26,050	119%	2.73	\$13,061	\$13,061	-50%	\$12,989
3501	Arts	Symphonic Bands	\$0	\$29,126	\$31,758	\$20,295	\$48,476	\$48,476	\$57,955	20%	2.73	\$53,324	\$53,324		
3333	NSM	Undergraduate Field Experiences in Biology	\$19,952	\$14,450	\$6,705	\$13,702	\$24,265	\$24,265	\$15,920	-34%	2.72	\$15,920	\$15,920		
NEW	HHH	MSW Global Service-Learning in Chile							\$15,000	NEW	2.70	\$15,000	\$15,000		
3503	Arts	Opera	\$61,317	\$27,598	\$39,310	\$42,742	\$63,953	\$63,953	\$66,545	4%	2.70	\$66,545	\$66,545		
3381	HHH	NASW Lobby Days	\$16,844	\$0	\$0	\$5,615	\$22,748	\$22,748	\$36,000	58%	2.68	\$25,023	\$25,023	-30%	\$10,977
3261	CBE	MGMT449 in Asia	\$20,000	\$0	\$0	\$6,667	\$31,986	\$31,986	\$45,000	41%	2.68	\$35,185	\$35,185	-22%	\$9,815
3313	HHH	Greece Study Abroad	\$14,000	\$0	\$0	\$4,667	\$43,500	\$43,500	\$43,500	0%	2.67	\$43,500	\$43,500		
3360	HHH	CAS International Practicum - Europe	\$26,000	\$27,300	\$0	\$17,767	\$0	\$17,767	\$61,150	124%	2.67	\$19,543	\$19,543		
3562	NSM	Natural Sciences Research Experience Abroad	\$15,276	\$18,203	\$0	\$11,160	\$24,303	\$24,303	\$30,827	27%	2.63	\$26,733	\$26,733		
3541	EDU	Puerto Rico International Education (PRIE) Progra	\$8,001	\$9,326	\$0	\$5,776	\$14,539	\$14,539	\$15,750	8%	2.62	\$15,750	\$15,750		
3557	NSM	Oceanography Boat Trips	\$0	\$0	\$0	\$0	\$2,500	\$2,500	\$2,500	0%	2.62	\$2,500	\$2,500		
3318	COMM	Titan Radio	\$35,646	\$27,386	\$29,635	\$30,889	\$39,870	\$39,870	\$47,120	18%	2.61	\$43,857	\$43,857		
3285	EDU	Teaching Math in South Africa	\$0	\$13,520	\$0	\$4,507	\$0	\$4,507	\$33,000	144%	2.60	\$4,957	\$4,957	-85%	\$28,043
NEW	CBE	Capstone Glo-bus Simulation							\$3,236	NEW	2.60	\$3,236	\$3,236		
3348	Arts	Dance Performance & Repertory	\$24,394	\$11,297	\$21,340	\$19,011	\$22,800	\$22,800	\$24,325	7%	2.58	\$24,325	\$24,325		
3518	HSS	London Semester	\$15,000	\$10,500	\$9,600	\$11,700	\$26,317	\$26,317	\$30,000	14%	2.58	\$28,949	\$28,949		
3351	HSS	Moot Court	\$10,606	\$15,784	\$1,950	\$9,447	\$25,000	\$25,000	\$20,870	-17%	2.57	\$20,870	\$20,870		
3321	COMM	Titan TV	\$36,178	\$31,909	\$25,046	\$31,044	\$44,400	\$44,400	\$50,407	14%	2.56	\$48,840	\$48,840		
NEW	ECS	CEE Senior Design							\$47,200	NEW	2.56	\$47,200	\$47,200		
3208	ECS	3D Printing Education Program	\$0	\$0	\$5,033	\$1,678	\$5,250	\$5,250	\$6,000	14%	2.53	\$5,775	\$5,775		
3359	HSS	Town Hall Meeting	\$4,943	\$110	\$1,216	\$2,089	\$9,475	\$9,475	\$11,900	26%	2.52	\$10,423	\$10,423		
3538	Arts	Brass Percussion Ensemble	\$5,340	\$6,399	\$9,312	\$7,017	\$11,760	\$11,760	\$12,350	5%	2.52	\$12,350	\$12,350		
NEW	HSS	Guatemala the World in Words							\$22,500	NEW	2.50	\$22,500	\$22,500		
3218	ECS	Structural Analysis Lab	\$0	\$0	\$11,240	\$3,747	\$11,240	\$11,240	\$11,240	0%	2.48	\$11,240	\$11,240		
3526	COMM	Motion Picture Production II	\$19,449	\$16,777	\$8,544	\$14,923	\$20,000	\$20,000	\$20,000	0%	2.48	\$20,000	\$20,000		
NEW	HSS	Costa Rica Study Abroad							\$26,000	NEW	2.48	\$26,000	\$26,000		
3521	HSS	South Africa Service Learning	\$0	\$0	\$0	\$0	\$15,750	\$15,750	\$15,750	0%	2.47	\$15,750	\$15,750		
3505	Arts	Theatre Dance/Arts	\$59,002	\$52,374	\$44,937	\$52,104	\$64,800	\$64,800	\$80,400	24%	2.46	\$71,280	\$71,280		
3207	Arts	String Chamber Music Ensemble	\$9,065	\$10,974	\$5,842	\$8,627	\$15,870	\$15,870	\$15,865	0%	2.45	\$15,865	\$15,865		
3356	HSS	Washington DC Internships	\$14,335	\$9,439	\$0	\$7,925	\$30,533	\$30,533	\$38,600	26%	2.45	\$33,586	\$33,586		

**Instructionally Related Activity  
2022-23 Budget Deliberation**

IRA Program	College	IRA Program Name	2018-19 Expense	2019-20 Expense	2020-21 Expense	2018-19, 2019-20, 2020-21 Average	2021-22 Award	Greater of [2021-22 Award, 2020-21 Expense]	2022-23 Request	% Increase	Rubric Score	Funding Process	Recommended	% Below Recommended	Significant Variance
New	ECS	Engineering Economics Analysis in Renewable Energy Related Project							\$8,500	NEW	2.45	\$8,500	\$8,500		
3528	Arts	Applied Flute Program	\$7,666	\$5,190	\$7,472	\$6,776	\$7,364	\$7,364	\$8,200	11%	2.43	\$8,100	\$8,100		
3206	HSS	Journey in Advocacy	\$1,637	\$0	\$0	\$546	\$11,000	\$11,000	\$11,000	0%	2.42	\$11,000	\$11,000		
New	HSS	HSS Summer 2022 Study Abroad: Bali							\$22,500	NEW	2.41	\$22,500	\$22,500		
3222	ECS	EGCE443 Learning Kits	\$0	\$0	\$0	\$0	\$3,750	\$3,750	\$4,275	14%	2.40	\$4,125	\$4,125		
3573	HHD	CSUF SON Poverty Simulation	\$8,397	\$7,620	\$0	\$5,339	\$10,125	\$10,125	\$10,673	5%	2.40	\$10,673	\$10,673		
3221	NSM	Calculus in Uzbekistan	\$0	\$0	\$0	\$0	\$28,500	\$28,500	\$39,000	37%	2.38	\$31,350	\$31,350	-20%	\$7,650
3559	NSM	Rock-on! Hands-on Geology!	\$2,374	\$2,628	\$445	\$1,816	\$8,658	\$8,658	\$7,485	-14%	2.38	\$7,485	\$7,485		
New	HSS	Portugal Service Learning							\$22,500	NEW	2.38	\$22,500	\$22,500		
3334	HHD	CAS Costa Rica Fall 2022	\$20,000	\$21,600	\$0	\$13,867	\$21,600	\$21,600	\$37,660	74%	2.37	\$23,760	\$23,760	-37%	\$13,900
3341	Arts	Applied Music Vocal	\$26,463	\$11,525	\$20,508	\$19,498	\$24,050	\$24,050	\$27,470	14%	2.37	\$26,455	\$26,455		
3269	COMM	AI Dia Newscast	\$0	\$3,352	\$8,622	\$3,992	\$44,850	\$44,850	\$44,850	0%	2.36	\$44,850	\$44,850		
3352	Arts	Piano Pedagogy Perspective	\$250	\$1,100	\$1,100	\$817	\$2,000	\$2,000	\$2,200	10%	2.35	\$2,200	\$2,200		
3367	HSS	DASH Literary Journal	\$8,334	\$8,159	\$7,290	\$7,928	\$11,800	\$11,800	\$10,800	-8%	2.33	\$10,800	\$10,800		
3568	NSM	Geo/Bio Field Investigations	\$417	\$0	\$0	\$139	\$4,509	\$4,509	\$9,402	109%	2.32	\$4,960	\$4,960		
3202	COMM	Comm Week	\$17,884	\$4,196	\$8,364	\$10,148	\$20,000	\$20,000	\$19,600	-2%	2.30	\$19,600	\$19,600		
3271	NSM	Biology Study Abroad	\$0	\$17,517	\$6,164	\$7,894	\$21,760	\$21,760	\$21,760	0%	2.27	\$21,760	\$21,760		
NEW	CBE	MGMT 340 Study Abroad							\$37,500	NEW	2.26	\$37,500	\$37,500		
3274	HSS	CRJU Study Abroad Australia	\$0	\$16,800	\$0	\$5,600	\$18,480	\$18,480	\$24,000	30%	2.23	\$20,328	\$20,328		
3258	ECS	Manufacturing Training Program	\$6,000	\$0	\$6,000	\$4,000	\$3,300	\$4,000	\$6,000	82%	2.22	\$4,400	\$4,400		
3268	ECS	Advanced Integrated Circuit Design	\$0	\$1,434	\$0	\$478	\$2,000	\$2,000	\$12,200	510%	2.20	\$2,200	\$2,200	-82%	\$10,000
3370	ECS	GPS Related Design Projects	\$7,118	\$7,286	\$3,410	\$5,938	\$12,295	\$12,295	\$13,800	12%	2.18	\$13,525	\$13,525		
3382	ECS	Multidisciplinary Senior Design Projects in Compu	\$11,000	\$7,446	\$10,938	\$9,795	\$10,058	\$10,058	\$14,000	39%	2.15	\$11,064	\$11,064	-21%	\$2,936
3216	CBE	Social Media Marketing Experience	\$0	\$0	\$0	\$0	\$16,000	\$16,000	\$48,000	200%	2.13	\$17,600	\$17,600	-63%	\$30,400
3276	Arts	Double Reed Workshop with Applied Music Oboe	\$0	\$4,590	\$0	\$1,530	\$0	\$1,530	\$6,704	46%	2.13	\$0	\$0		
3259	CBE	MCBE study abroad	\$15,000	\$28,000	\$0	\$14,333	\$35,080	\$35,080	\$45,000	28%	2.13	\$38,588	\$38,588		
3265	COMM	Border Reporting/Minority Reporting	\$2,444	\$0	\$0	\$815	\$3,265	\$3,265	\$15,160	364%	2.13	\$3,592	\$3,592	-76%	\$11,568
NEW	Arts	CSUF Instrumental Music Education							\$5,000	NEW	2.13	\$5,000	\$5,000		
3210	COMM	Comm Study Abroad: Barcelona	\$0	\$0	\$0	\$0	\$33,000	\$33,000	\$37,500	14%	2.11	\$36,300	\$36,300		
3263	CBE	Production Line Simulation	\$1,680	\$2,820	\$3,195	\$2,565	\$3,263	\$3,263	\$5,400	65%	2.10	\$3,589	\$3,589	-34%	\$1,811
NEW	HSS	Honors Study Abroad - Amsterdam							\$25,500	NEW	2.07	\$25,500	\$25,500		
3203	CBE	Titan Capital Management	\$15,953	\$4,883	\$0	\$6,945	\$26,320	\$26,320	\$24,000	-9%	2.03	\$24,000	\$24,000		
NEW	CBE	Data Science Professional Certificate							\$6,240	NEW	2.01	\$6,240	\$6,240		
3225	HHD	KNES342 Experiential Learning	\$0	\$0	\$0	\$0	\$4,377	\$4,377	\$5,837	33%	1.98	\$4,815	\$4,815		
NEW	CBE	Study Abroad MBA Multinational Organizations							\$30,000	NEW	1.88	\$30,000	\$30,000		
NEW	CBE	Machine Learning in the Economist's Toolbox							\$13,000	NEW	1.83	\$13,000	\$13,000		
NEW	ECS	Netsec							\$3,680	NEW	1.77	\$3,680	\$3,680		
NEW	ECS	Embedded Processor Interfacing							\$12,334	NEW	1.55	\$12,334	\$12,334		
3566	CBE	Accounting Ethics (ACCT 415)	\$6,115	\$2,862	\$9,931	\$6,303	\$6,353	\$6,353	\$16,000	152%	1.52	\$6,988	\$6,988	-56%	\$9,012
3267	CBE	Accounting Information Technology	\$0	\$1,008	\$0	\$336	\$5,389	\$5,389	\$8,000	48%	1.28	\$5,928	\$5,928		
		<b>Totals</b>			<b>\$980,518</b>		<b>\$1,948,118</b>		<b>\$2,707,606</b>			<b>\$2,387,943</b>	<b>\$2,387,943</b>		<b>\$140,165</b>

Available Funds	
<b>Enrollment Fee Projection Amount</b>	<b>\$3,308,145</b>
<b>Administrative Fee 10%</b>	<b>\$330,815</b>
<b>Athletics 36%</b>	<b>\$1,071,839</b>
<b>1/3 unused Funds from 2020-21 FY</b>	<b>\$472,583</b>
<b>Total</b>	<b>\$2,378,075</b>

<b>Funds Available</b>	<b>\$2,378,075</b>	<b>\$2,387,943</b>
<b>Remaining Funds to Award</b>	<b>-\$9,869</b>	
	<b>Use of reserves \$9,869</b>	

**Instructionally Related Activity  
2022-23 Budget Deliberation**

Orange	First Quartile.
Blue	Second Quartile.
Green	Third Quartile.
Yellow	Fourth Quartile.
Turquoise	Totals.
Pink	No Award.
Bright Green	Program cancelled. Returned award.
Purple	No expenditures.
Salmon	Requesting over 20%. Provided explanation on proposal.
Red	Requesting over 20%. Did not provide explanation on proposal.
Dark Blue	Recommendation 20% below the requested amount

# **IRA Funding/Deliberation Process**

## **2021-22 Academic Year**

The Committee will evaluate all completed IRA proposals received by the announced application deadline. The Committee will review and approve the application rubric and the deliberation/funding process in the fall semester of each academic year and propose any changes to the University President, if necessary. The approved deliberation/funding process and the approved rubric scores will be utilized in the spring semester to determine which programs will be recommended to receive IRA funding. The rubric may be edited by a majority approval of the IRA Committee to include campus priorities, while providing ongoing support for quality programs “that aid and supplement the foundational educational mission of the institution.”<sup>1</sup>

### **Post-application Process**

After receipt of applications for IRA funding, ASI will conduct an administrative review and prepare the applications for consideration by the Committee. This process will typically occur over the winter break and prior to the beginning of the Committee’s deliberation in the spring semester. This administrative review will confirm:

- Mandatory funding orientation was completed (confirmation signature on application)
- IRA Final Report for the previous year was submitted, if the program received an award in the prior year. The report summarizes the program’s learning outcomes and financial performance in the prior year.
- Syllabus for the course listed in the application was submitted
- Courses listed in the application have final University approval by verifying the department Chair’s and Dean’s signature
- Start/end dates of the program match the semesters the course is taught and are within the upcoming fiscal year (July 1 through June 30 of the next year)
- Expenditures listed in the application are eligible for IRA funding. Ineligible items are removed from the proposal and a modified proposal is submitted to the Committee for consideration and noted with the Committee.
- Detailed travel costs are documented on the appropriate form for each trip and verification that travel calculations are correct, including not exceeding the maximum amounts allowed per student per trip (\$500, \$750, \$1500). Additionally, travel dates are confirmed to ensure travel occurs during the fiscal year.
- Travel is required for course credit by verifying with the syllabus.
- Proposals for new programs meet the general criteria from the IRA Governance Document
- The amount of the request is between \$2,000 (minimum award) and \$120,000 (maximum award).

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<sup>1</sup> [http://www.fullerton.edu/data/assessment/assessment\\_at\\_csuf/missionstrategicplan.php](http://www.fullerton.edu/data/assessment/assessment_at_csuf/missionstrategicplan.php)

Programs that fail to submit their final report from the prior year as required will only be considered for funding after consideration of all programs that submitted a complete application, if funds are available.

### Committee Role

Using the approved rubric, all proposals will be rated by a minimum of three Committee members, with no Committee member rating proposals from their own college. The IRA Committee Chair will assign the proposals, with assistance from ASI, to each voting committee member for evaluation. Each committee member will receive the following:

- Current year application
- Prior year final report, if applicable
- Any modifications made to the application by ASI

Committee members will conduct their evaluation and electronically submit their rubric ratings to ASI for calculation by the published evaluation deadline. The ASI Financial Service Office will be tasked with calculation of the overall rubric score per rater based upon the weighted rubric category scores.

### **Deliberation Considerations**

To outline a fair process to allocate IRA funds, the following deliberation process is provided. The purpose of the deliberation process is to determine how to fund as many programs as possible. Factors to consider include how existing programs have used funds in prior years, how to provide “stable and adequate” funding, and how to encourage new and innovative programs. Because returning programs have additional information (prior year ratings, prior funding levels, prior expenditure levels, etc.) there are additional factors considered. See Governance Document section III-B for more guidance on balancing funding priorities. The Committee should keep in mind the purpose of the IRA funds to balance the needs of returning and new programs.

Prior to the first deliberation meeting of the spring semester and with approval of the IRA Committee Chair, ASI will submit to the Committee an overall summary of the applications including the following:

- Rubric score averages, including standard deviation
- College Dean ratings
- Requested funding amount
- Revised funding amount
- Prior year funding award and rating, if applicable
- Number of years the program has consecutively received IRA funds

Proposals will be listed in rank order by overall average score (along with standard deviation for each average score). In the case of a tie in committee rankings, the Dean ratings will be considered. Allocations will be determined utilizing all available information, including the weighting rubric averages, Dean’s ratings, prior year final report, etc., as factors contributing to the final funding recommendation. Programs will be rated by the Dean based on the merit of the

program according to the college mission on a scale of 1 to 3 similar to the rubric. (3 - excellent, 2 - good, and 1- poor)

The Committee should review any program that has a high standard deviation or a change (higher or lower) from one quartile to another from the previous year's rankings prior to making a funding decision to determine if the current ranking is appropriate. If necessary, an additional rater will be utilized and included in the average rating score.

It is important to realize that there typically are limited and often insufficient IRA funds to fully award to all programs. The Committee's purpose is to apply a critical analysis, remain focused on the intent of the IRA program, and make difficult decisions regarding which programs to fund.

The IRA Committee will, following Robert's Rules of Order, utilize a speakers' list during deliberation and debate to ensure that every voice is heard. Speakers will be called upon in order and individuals will be asked to allow others to speak first before joining the discussion for a second time. Because of IRA's student-engagement focus, student committee members are encouraged to actively participate in the deliberation discussion.

## **Funding Process**

Funding will be provided based on a correlation to the program's rubric ranking as outlined below:

### **Step 1**

The budget shall be presented to the Committee as soon as it is available. Available funds for the upcoming year's awards are based on the estimated fee income plus one-third of the surplus funds from the prior year.

### **Step 2**

ASI will conduct a review and analysis of all applications to ensure compliance with all regulations, policies, requirements, and application criteria. Applications that meet the requirements will be prepared for submission to the IRA Committee. To address the importance of balancing funding for existing and new programs, while establishing limits for both, the following application limits exist for existing and new applicants:

**Existing:** Existing programs may request a maximum increase of 10% above the previous (last closed fiscal) year's actual expenditures or an average of the prior three year's actual expenses, whichever is greater. The Committee may award a higher increase, based on justification for the higher increase included in the proposal and with consideration of the Deans ratings, the program report from the prior year, etc. Existing programs that did not receive an award in one of the last three years will be funded based on their most recent year's actual expenditures. Existing programs that did not receive an award in any of the last three years will be funded in the same manner as a new program.

New: New programs may request funding based on the needs of their initial program proposal, but will be subject to all guidelines for existing programs in subsequent years.

### Step 3

All proposals will be rated by 3 committee members and the proposals will be ordered by average rubric scores, highest to lowest, and divided into quartiles.

If the total dollar amount of all requests is less than the total available funds, all programs will be funded at the calculated award amounts.

If the total of all requests is greater than the total available funds, decreases in awards will be made in the following order, to create an “adjusted award amount” and the process will be completed when the adjusted award amount is smaller than the total available funds.

### Step 4

When requests exceed available funds, all programs in the bottom quartile will not be funded unless the following conditions are met.

### Step 5

#### A. If there are insufficient funds...

- Graduated cuts across all quartiles will be processed until the award amount matches the total available funds amount (i.e., all programs receive a 2% cut. If the requests still exceed available funds, all programs will receive a 4% cut, then 6%, etc.)

#### B. If there are funds remaining...

- Any additional remaining funds shall be allocated as follows:
  - 50% of remaining funds distributed equally to the first quartile (not to exceed the requested amount).
  - 30% of remaining funds distributed equally to the second quartile (not to exceed the requested amount).
  - 10% of remaining funds distributed equally to the third quartile (not to exceed the requested amount).
  - 10% of remaining funds at the discretion of the Committee may be allocated to the fourth quartile based on the merit of the program (not to exceed the requested amount).

#### C. The remaining funds will be returned to reserves.

### Step 6

The minimum award is \$2,000 and the maximum award is \$120,000. Requests that fall below the minimum will receive no award and requests that fall above the maximum will be adjusted to \$120,000.

### Step 7



IRA staff will submit the spreadsheet of all programs based on the calculations above to the IRA Committee for consideration. The IRA Committee will begin deliberation, including a thorough review of the rubric ratings, quartile placement, and proposed funding allocations. The IRA Committee may then discuss and consider adjustments to the proposed funding based upon additional information that includes the Dean ratings, prior year rankings (if any), and prior year final report(s).

#### Step 8

When the process is complete, a review of the entire list will be done to make any final adjustments to funding levels.

The IRA Committee may grant more or less funding than requested based on the funding criteria described above. In all instances, rubric rating averages, Dean's ratings, prior year final reports, etc. should inform funding decisions, but should not serve as a substitute for overall committee judgment.

#### **Final Recommendation of Funding**

A majority vote by the IRA Committee is required to recommend each program's funding levels to the University President. Throughout deliberation, while there may be votes on modifications to funding levels for individual proposals, a final vote must be conducted, with a majority approval of the overall recommended IRA funding/budget.

#### **Appeal**

If programs wish to appeal based on a technical or procedural error, they must do so within five business days. Appeals will be heard at the next regularly scheduled IRA Committee meeting. Once all appeals are resolved, the IRA Committee will make its final recommendation to the University President.



## Governance Document for the Instructionally Related Activities Committee

### PURPOSE

This document shall serve as the central organizing document for the Instructionally Related Activities (IRA) Committee. The purpose of the IRA Committee (henceforth, “committee”) is to oversee the IRA process, review and recommend changes to policies and procedures, review applications, and make annual budget recommendations to the University President. This document centralizes and supersedes previous reports and recommendations.

### SECTION I: COMMITTEE MEMBERSHIP<sup>1</sup>

The IRA committee is composed of:

#### Voting Members

- Chair<sup>2</sup>,
  - Currently enrolled student
  - ASI President or designee for one-year term
  - Shall have full voting privileges to ensure a student voting majority exists
- 8 Student Representatives
  - Currently enrolled
  - One from each college
  - Appointed by ASI President
  - One-year term
- 8 Faculty Representatives
  - One from each college
  - Appointed by Academic Senate Chair upon recommendation of college Dean
  - Two-year term
  - Terms shall expire on staggered basis, 4 colleges per year
  - Faculty members shall serve no more than two consecutive two-year terms
- Faculty status is defined as Unit 3 employment under the CSU/CFA Collective Bargaining Agreement.<sup>3</sup>

#### Non-voting members

- University President representative
- Vice President of Student Affairs representative
- Vice President of Administration & Finance representative

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<sup>1</sup> Adapted with minor phrasing changes from the 2018 Working Group. This is different from the recommendations of the 2016 Task Force and may be inconsistent with Executive Order 290, provision #6.

<sup>2</sup> Chair membership cannot change in pursuant to Chancellor’s Office Executive Order 429.

<sup>3</sup> The current document has no definition of “faculty” and currently allows MPPs to serve and self-appoint. This system can effectively exclude any faculty participation and thus the Unit 3 requirement has been added.

- 35 • Provost representative
- 36 • ASI Executive Director or designee
- 37 • Recording Secretary ASI, IRA Coordinator or Accounting Staff, or designee

38 A quorum of the IRA committee shall be necessary to conduct business. A quorum shall consist of  
39 the 50% of the membership plus 1. Additionally, 50% of the student and 50% of the faculty must be  
40 present to constitute a quorum.

41 Deans shall recommend faculty representatives and the Academic Senate Executive Committee,  
42 which shall consider the input and provide a recommendation to the University President. Student  
43 representatives are recommended by the President of the Associated Students Inc. (“ASI President”)  
44 according to established ASI procedures. All committee member recommendations shall be  
45 submitted to the University President for consideration by September 30 of each academic year.

46 Faculty and administration members may not be applicants for IRA funding. Prior experience as an  
47 IRA recipient, however, is a desirable quality to be considered in committee appointments. Student  
48 committee members who participate in an IRA funded program are encouraged to recuse themselves  
49 from discussion and voting on that specific program.

50 The Chair shall set meeting times, prepare agendas, preside over all meetings, act as the official  
51 liaison between the committee and the University President, act as an official spokesperson with  
52 programs desiring funds, assure all student appointments are made by September 30, call an  
53 introductory meeting by October 30, and supervise the preparation of the recommended IRA budget  
54 for consideration by the University President.

55 The University President will consider the proposed IRA budget as submitted by the committee  
56 through the Provost and Vice President for Academic Affairs and Vice President for Student Affairs.  
57 Additionally, the University President will consider all committee appointments prior to September  
58 30.

59 The committee will

- 60 • Review and establish policies and procedures as specified below,
- 61 • Review budget requests from programs
- 62 • Make budget recommendations.<sup>4</sup>

63 The IRA Chair, in cases where the ASI President appoints a chair, shall receive an annual financial  
64 award equal to 10% of the average annual cost of attendance for a commuter student. The financial  
65 award is not compensation for work done and is to be funded by the 7% Administrative Fee paid to  
66 ASI.

67 Appointed student members will receive priority registration.

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<sup>4</sup> Chair, President, and committee duties are from the 2018-19 orientation packet and presented here with minor editorial modification.

68 SECTION II: PURPOSE, AUTHORITY, AND RESPONSIBILITY

69 A. SUPPORT OF CO-CURRICULAR ACTIVITIES

70 IRA funding levels are set by the Student Fee Advisory Committee<sup>5</sup> and are managed by the  
71 Associated Students Inc., CSUF (henceforth, “ASI”). The IRA Committee has responsibility for  
72 all policies and procedures for IRA funds within the limits described below, reviews program  
73 applications, and establishes funding levels based on those applications. The committee should  
74 review funding needs and communicate them to the Student Fee Advisory Committee as needed.

75 IRA funds exist to support activities and laboratory experiences that are at least partially  
76 sponsored by an academic discipline or department and are integrally related to its formal  
77 instructional offerings.<sup>6</sup> As an overall framework, academic courses offered by academic  
78 departments are curricular activities. Other activities, including ASI sponsored, outside-of-class  
79 curricular offerings and those that are outside of the regular curricular portion of a class but  
80 integral to its content, are considered co-curricular activities. While ASI sponsored co-curricular  
81 activities are not typically considered IRA-funded programs; those that are affiliated with  
82 instruction are supported by IRA funds. The objective of the IRA fee is to ensure stable and  
83 adequate funding for instructionally related activities,<sup>7</sup> while also providing funds to “keep and  
84 expand current programs and allow for the development of new curriculum-related programs in  
85 the future.”<sup>8</sup> For those programs that are funded, the funding should be stable (i.e. not likely to be  
86 overturned; firmly fixed), adequate (i.e., full or partial funding that is satisfactory or acceptable),  
87 and predictable (i.e., foreseeable).

88 Because of their co-curricular nature, IRA funding must also be predictable to be effectively  
89 utilized by academic departments and cognizant of academic timelines (which are subject to  
90 change). Understanding the University’s limited financial resources, including the IRA fund, all  
91 programs are encouraged to pursue additional, alternative sources of funding to complement any  
92 IRA funds the program may receive.

93 B. LEVELS OF REVIEW

94 On matters of policy and for budget recommendations, the IRA Committee has the authority to  
95 review any matter relevant to IRA and report its recommendations to the Vice President of  
96 Student Affairs and Provost, and such recommendations become effective when signed by the  
97 President (or designee).

98 On matters of procedure, decisions of the IRA Committee become effective immediately upon a  
99 majority committee vote unless otherwise specified. Applicants may appeal a committee decision  
100 on procedure to the University President or designee by providing a written notice to the IRA  
101 Committee Chair within 48 hours of the committee vote, in which case the vote-ratified change  
102 becomes effective when signed by the President. The President shall sign or reject the change  
103 within 30 days. The IRA Committee decision remains in place during the appeal and remains in  
104 effect unless overturned.

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<sup>5</sup> CSU, Fullerton President Executive Order 10 on Campus Student Fee Advisory Committee.

<sup>6</sup> Title III, Division 8, Part 55, Chapter 2, Article 4, Section 89230.

<sup>7</sup> CSU Administrative Procedures for IRA dated March 28, 1978 and coded memorandum BA 78-13/EPR 78-15.

<sup>8</sup> CSUF IRA Referendum 2010

105 **C. REGULATORY FRAMEWORK**

106 The following lists the authorities in order of hierarchy; authorities lower on the list are  
107 subordinate to and are superseded by decisions at higher levels.

108 *1. Actions by the legislature, including enacted laws such as the California Education Code.*  
109 IRA programs were created in Title 5, Division 5, Chapter 1, subchapter 3, CCR paragraph  
110 41800.2. IRA activities are regulated by Title III, Division 8, Part 55, Chapter 2, and  
111 paragraphs 89230 of the California Education Code.

112 *2. Executive Orders or other policy statements or directives by the CSU Board of Trustees or*  
113 *the Office of the Chancellor of the California State University System.*

114 IRA fees were created by CSU Executive Order 290, which was superseded by Executive  
115 Order 429. CSU Executive Order 1059 further regulates IRA programs.

116 *3. Presidential Directives or other policy statements by the President of California State*  
117 *University, Fullerton.*

118 Presidential Directives that are of particular relevance to IRA activities include 11, 12, and 16.

119 *4. CSUF Previous IRA Referenda in 1984, 2000, 2010 and Student Success Initiative*  
120 *Referendum 2014.<sup>9</sup>*

121 Three IRA referenda approved and adjusted the fee levels and further clarified the purpose of  
122 the IRA fee. The SSI referendum established an annual inflationary adjustment to the IRA  
123 fee.

124 *5. Policies of the CSUF Academic Senate and the ASI.*

125 University Policy Statements sections 300 pertain to student policies and sections 400 pertain  
126 to curricula.

127 *6. Orders or other policy statements by the Provost of CSU, Fullerton or the Vice President*  
128 *of Student Affairs.*

129 The Vice President of Student Affairs, the VPSA Chief of Operations or Executive Director  
130 of the ASI may issue policy documents.

131 *7. Policies and Procedures of the IRA Committee, as codified in this document.*

132 **D. COMMITTEE FUNCTIONS**

133 The IRA Committee is empowered to formulate, review, and recommend policies and procedures  
134 regarding the process for recommending funding levels for programs using Instructionally  
135 Related Activities funds.

136 The IRA Committee will review annual budget requests and forward its recommendations for the  
137 budget to the Vice President of Student Affairs (or designee), who will forward their  
138 recommendations to the Provost (or designee), who will forward their recommendations to the  
139 University President. The University President may accept, modify or reject any funding  
140 recommendation, and the final decision on funding allocations rests with the President.

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<sup>9</sup> <https://asi.fullerton.edu/services>

141 **E. POLICIES AND PROCEDURES DECISION PROCESSES**

142 IRA procedures should be appended to this document, updated in a timely way, and to the  
143 maximum extent possible be made publicly available. Procedures should be numbered, and  
144 amendments should be dated with the amending authority cited.

145 **SECTION III: SPECIFIC POLICIES**

146 **A. TIMELINES AND PURPOSES**

147 Because of their co-curricular nature all IRA courses are included as part of course offerings and  
148 must therefore follow the academic calendar. The timeline should be set so that funding  
149 decisions can be made, when possible, prior to the Final Draft scheduling deadline for course  
150 offerings.<sup>10</sup> For example, funding decisions for the AY2020/21 semester should be announced  
151 prior to the course deadline for the fall 2020 Final Draft scheduling deadline. The Final Draft  
152 scheduling deadline is typically in late February or early March. Therefore, the meeting calendar  
153 will need to be set so that applications can be received in time for decisions to be made and  
154 announced by the Final Draft deadline. The first meeting of the year should review the  
155 deliberation process and the evaluation rubric; any changes to the rubric should be made before  
156 applications are solicited.

157 **B. ELIGIBILITY FOR FUNDING**

158 Activities that are considered to be essential to a quality educational program and an important  
159 instructional experience for any student enrolled in the respective program may be considered  
160 instructionally related activities. Eligibility for funding does not guarantee funding but simply  
161 designates that a program may have its application for funding considered by the IRA  
162 Committee.<sup>11</sup>

163 The program shall be required as part of a class for which residential academic credit can be  
164 applied towards an undergraduate or graduate degree. The program must be closely related to  
165 and/or in support of the classroom study of students. The program must be offered in the Fall,  
166 Spring, Winter or Summer terms. Courses must have received final University approval. The  
167 program should normally include a high proportion of required participatory activity on the part  
168 of enrolled students. By definition, a class that instructs through planned and supervised  
169 activities would be eligible, but a class that instructs through lectures, seminars, and individual  
170 projects would not be eligible as IRA programs are intended to be experiential, and active student  
171 participation is required for funding. For example, travel to conferences, exhibitions, concerts, or  
172 meetings is fundable only when students are presenting, performing, competing, or otherwise  
173 actively engaged.<sup>12</sup>

174 The student activity associated with the program must be deemed by the IRA Committee to be  
175 integrally related to the formal instructional offerings of the University and will meet a  
176 requirement for one or more courses. Additionally, the IRA Committee must determine that the

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<sup>10</sup> The 2016 Task Force recommends fewer meetings of longer duration, perhaps day-long length. The 2018 Working Group recommended an earlier timeline with specific dates; this document incorporates the spirit of the 2018 Work Group in policy language that does not codify specific dates.

<sup>11</sup> The 2016 Task Force report, p. 7. See also CSU Executive Order 429; eligibility is distinct from funding level.

<sup>12</sup> Language taken directly from 2016 Task Force appendix. The report itself recommends review of this requirement. Reliance on S-codes and university-designated course types would greatly simplify eligibility.

177 program involves enrolled students in a significant out-of-class activity which results in a planned  
178 product. Such products include, but are not limited to, competition or performance before an  
179 audience, a display of equipment or material of instructional value to the University community,  
180 or a written or electronic publication or other media available to university students.

181 A program requesting approval for funding from IRA funds must meet one of the following  
182 criteria to be considered eligible for funding.<sup>18</sup> The titles and descriptions below represent the  
183 categories of IRA funding in the original CA educational code applicable to the entire CSU  
184 system; they may not directly represent titles of departments or programs at CSUF.

185 1. Intercollegiate Athletics

186 Costs necessary for a basic competitive program including equipment, supplies, and scheduled  
187 travel not now provided by the State. Athletic grants are not included. Athletic funding from the  
188 IRA fund is guaranteed per student-approved referendum.

189 2. Radio, Television, and Film

190 Costs related to the provision of basic “hands-on” experiences not now provided by the State.  
191 Purchase/rental of film as instructional aids is not included.

192 3. Music and Dance Performances

193 Costs to provide experience in individual and group performance (including recitals) before  
194 audiences and in settings sufficiently varied to familiarize students with performing.

195 4. Drama and Musical Productions

196 Basic support of theatrical and operatic activities sufficient to permit experience with  
197 performance, production, set design, and other elements considered a part of professional training  
198 in these fields.

199 5. Art Exhibits

200 Support for student art shows given in connection with degree programs.

201 6. Publications

202 Costs to support and operate basic publication programs including a periodic newspaper and other  
203 laboratory experience related to journalism and literary training. Additional publications designed  
204 primarily to inform or entertain shall not be included.

205 7. Forensics

206 Activities designed to provide experience in debate, public speaking, and related programs  
207 including travel required for a competitive debate program.

208 8. Other Activities

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<sup>18</sup> Title III, Division 8, Part 55, Chapter 2, Article 4, Section 89230.

209 Activities associated with other instructional areas, which are consistent with purposes included  
210 in the above, may be added as identified and approved by the campus President.

## 211 9. Other Programs and Considerations

212 A program that does not meet one of the established categories (1 – 9 above) may be considered  
213 an IRA eligible program if the program is a primary component of a class in which residential  
214 academic credit is earned and is closely related to and/or in support of the classroom study.

215 Existing guidelines suggest “stable and adequate” funding for existing programs along with a  
216 need to “keep and expand current programs and allow for the development of new curriculum-  
217 related programs in the future.” A further consideration is that the normal process of inflation will  
218 require additional funding for existing programs. These pressures are not unique to IRA funding  
219 and the need for innovation must be balanced against the need for stability. As a general rule, this  
220 will require careful consideration by the committee to balance the support of long-standing IRA-  
221 funded programs, while also supporting funding of new programs.

222 IRA funds cannot be used for the following: equipment purchase or capital outlay projects,  
223 faculty and professional staff salaries normally funded through the University’s instructional  
224 program, recruitment efforts to get students to join a class or activity, software (except for  
225 software licenses which are only used in the current academic year), gifts/giveaways, personal  
226 membership dues, off-campus shipping, attendance at conferences, unless the travel includes  
227 competitions or other means of direct active student participation, student financial aid/grants-in-  
228 aid, and travel not required for the course. Additionally, IRA programs are only allowed a  
229 maximum of \$500 for in-state travel, \$750 for out-of-state travel, and \$1500 for international  
230 travel per person per trip for travel for students and faculty.

## 231 C. APPLICATION OF EVALUATION CRITERIA AND PROPOSAL REVIEW 232 PROCEDURES

233 The Committee will evaluate all completed IRA proposals received by the announced application  
234 deadline. A complete proposal submission will include a current year application (signed by the  
235 faculty member, department chair, and Dean). Returning programs shall also have previously  
236 submitted their prior year’s final report. All IRA proposals, which meet the criteria for IRA  
237 funding, will be equitably considered for funding by the IRA Committee.

### 238 239 Evaluation Workload and Scoring

240 The committee will review and approve the rubric and the deliberation/funding process in the fall  
241 semester and propose any changes to the University President, if necessary. The approved  
242 deliberation/funding process and the approved rubric scores will be used in the spring semester to  
243 determine which programs will be recommended to receive IRA funding. The rubric may be  
244 edited to include campus priorities, as well as the need to provide ongoing support for activities  
245 essential to quality programs “that aid and supplement the foundational educational mission of the  
246 institution.” Because of the possible inequitable impact, student self-contributions will not be  
247 included as rubric criteria.

248



249 The total workload for evaluating proposals shall be divided so that each committee member  
250 reviews a roughly equal number of proposals, and all proposals are reviewed by at least three  
251 committee members. The evaluation will be based on a rubric (included in the appendix); this  
252 rubric is considered a procedural document and may be reviewed and amended by a majority vote  
253 at any time prior to the call for proposals.<sup>13</sup> In addition, each program will be ranked by the Dean  
254 of the college in which they reside in a manner determined by the Dean, and those rankings will  
255 be submitted to the IRA committee prior to the committee's final rankings. The committee  
256 should be mindful that the rubric is intended to mitigate bias. However, it may be difficult for  
257 committee members outside of certain specialties to precisely evaluate the importance and impact  
258 of programs within a specialty. Therefore, the rubric and a deliberation process may be necessary  
259 to determine funding allocations.

260 Prior to the funding deliberation process, the IRA Committee will be informed of the available  
261 funds for distribution to potential programs. Per a student-approved referendum in 2010, the IRA  
262 allocation to Titan Athletics shall be 36% of the total IRA fee (after the administrative fee). The  
263 IRA allocation to Titan Athletics will be primarily used for student-athlete travel and operational  
264 expenses. Titan Athletics will not participate in the annual deliberation process. The remaining  
265 IRA fee will be available for distribution to IRA programs.

#### 266 Evaluation Criteria

267  
268 Prior to the start of the evaluation cycle, all 16 IRA committee members will participate in a  
269 guided rater training session, where rater calibration activities will be completed using the  
270 approved rubric for the current academic year and proposals from a previous cycle.

271  
272 Subsequently and using the approved rubric, all proposals will be rated by a minimum of three  
273 committee members, with no committee member rating proposals from their own college.  
274 Committee member rubric ratings will be submitted for each assigned proposal to ASI  
275 (irafunding@fullerton.edu) by the published date. ASI will be tasked with calculation of the  
276 overall rubric score per rater based upon the weighted rubric category scores. Once all proposal  
277 rubric ratings have been received, the proposal rating for each submission will be calculated with  
278 an average score and standard deviation for that score. The ASI Financial Services Office will  
279 calculate and prepare a report of these values for presentation to the IRA committee.

280  
281 Proposals will be listed in rank order by overall average score (along with standard deviation for  
282 each average score), and will include the Dean's ranking and the total requested funds and  
283 presented to the committee. Allocations will be determined utilizing the deliberation/funding  
284 process approved in the fall, including the additional consideration of weighting variables, Dean's  
285 rankings, etc. as factors contributing to the final funding recommendation.

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<sup>13</sup> The 2016 Task Force has made some recommendations for the content of the rubric (see pp. 5-7); the current rubric in use during 2018-19 is included as an appendix.

286  
287 Appeals  
288 Applicants will have five business days after receiving the award notification to request an appeal  
289 to the IRA Committee. The applicant must be able to demonstrate that a technical or procedural  
290 error was made and support it with the appropriate documentation. The committee will review  
291 the request for appeal before reconsidering the proposal for funding. If an applicant is  
292 successfully able to appeal the decision, the recommendation for funding for the program will be  
293 modified appropriately. Once a decision is made on the appeal, the recommendation for the  
294 revised program IRA budget will be submitted to the University President for approval.

295  
296 Following the University President's approval of the annual IRA budget, the amount of the IRA  
297 allocations and any restrictions on how those funds are to be spent will be communicated by the  
298 Associated Students, Inc. to the faculty requestor and the respective department chair and Dean.

299  
300 Contingency requests  
301 No contingency requests are accepted.

302  
303 Presentations  
304 Presentations for individual programs or proposals are neither required nor generally held, but  
305 might occur upon a majority vote of the committee. For example, the committee might wish to  
306 hold a presentation prior to discontinuing all or a major portion of funding for an existing  
307 program.

#### 308 309 SECTION IV: AWARD ADMINISTRATION FRAMEWORK

310 The ASI administers the IRA fee and provides support to faculty, staff, advisors, and the students  
311 who participate in courses that benefit from this fee. Every year, the committee updates its website,  
312 provides online orientation and accepts proposals for the following academic year.<sup>14</sup>

313 Accounting procedures are governed by Chapter 12 of the CSU Legal Accounting and Reporting  
314 manual (section 3.0). Additional accounting procedures may be created by the Executive Director or  
315 designee. Committee decisions may not contravene local, state, or federal law, CSU, or CSUF  
316 policy.

317 Procedures established by ASI are reviewable by the Vice President of Student Affairs and the  
318 Provost, and their decisions may be reviewed by the President, who has final decisional authority.

319 Accounting procedures should be maintained in a single document and made readily available to  
320 funded programs (for example, on the IRA website).

321 IRA accounting procedures must follow the accounting procedures and policies of CSUF since the  
322 IRA fee is a Category II fee. All IRA programs must follow university policies regarding  
323 procurement, contracts, travel, student employment, etc. Where possible, ASI will support IRA  
324 programs and provide customer service to these important IRA-funded co-curricular programs as  
325 long as they are otherwise consistent with state law and CSU policy. Annually, ASI will provide a

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<sup>14</sup> This paragraph taken from the 2016 Task Force and amended to comply with the timeline in this document.

326 status update to the Student Fee Advisory Committee regarding the IRA fee's status, its allocation,  
327 and current usage.







# 12/03/2021 IRA Committee Meeting Minutes

Final Audit Report

2022-02-08

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