





Minutes

Instructionally Related Activities (IRA) Committee

 Fri February 11th, 2022

 3:00pm - 4:00pm PST

 ASI Boardroom - Titan Student Union

 **In Attendance**

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

Marcus Reveles, Chair, called the meeting to order at 3:02 p.m.

Roll Call:

Student Members Present: Bridges, De Leon, Kelley, Perna, Riched, Sharma, Vyas, Reveles

Absent: None

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

Absent: None

Non-Voting Members Present: Edwards, Juanico, Stang, Ward

Non-Voting Members Absent: None

2. **Approval of Agenda**

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

3. **Approval of Minutes**

Decision: (Tucker-m/Miyamoto-s) The February 4, 2022 IRA Committee Meeting minutes were approved by unanimous consent.

a. **2/4/2022 IRA Committee Meeting Minutes**

4. **Public Speakers**

There were no public speakers.

5. **Reports**

a. **Chair (Reveles)**

Reveles reminded the Committee that they have two tentative meetings on March 4 and April 8. Reveles requested that the Committee keep those dates open.

Reveles thanked everyone for their input and participation at last week's meeting and told them that the work they are doing will greatly benefit future committees, IRA Funded programs, and students.

Reveles yielded the floor to Edwards.

b. **ASI Executive Director (Dr. Dave Edwards)**

Edwards shared that the University Present has approved the IRA Budget for 2022-23. Notices will soon be sent out to the programs regarding their approval or denial of funding. Edwards noted there were no changes and if there are no appeals the budget will be solidified as approved by the Committee.

Edwards stated that due to changes in the law regarding independent contractors, the Life Models program has been negatively impacted. Edwards noted that the Models will have to be paid via a different route. Edwards stated that this program has been approved for funding next year and we are working with Campus Admin and Finance to determine the appropriate process for the program to access their funds. This problem will likely impact other programs using independent contractors for services in the future.

6. **Time Certain:**

NONE

a. **NONE**

7. **Unfinished Business**

- a. **NONE**

8. **New Business**

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

The Committee will consider approving a Line Item Transfer request for the Daily Titan.

IRA 014 21/22 (Nobari-m/Bruschke-s) A motion was made and seconded to approve a Line Item Transfer request for the Daily Titan.

Reveles yielded to Collins to review the transfer request.

Collins reviewed a \$20,000 line item transfer request for the Daily Titan. She shared information on where the funds will be coming from and going to. Collins shared that the Daily Titan (3201) is requesting to move \$5,000 from Printing (8051) to Dues and Subscriptions (8079); they're also requesting to take \$15,000 from Travel (8077) and put \$5,000 in Contracts Fees and Rentals (8074) and put \$10,000 into Student Wages (8069).

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

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

Reveles asked if anyone objected to moving to a roll call vote. There were no objections.

Decision: IRA 014 21/22 (Nobari-m/Bruschke-s) Roll Call Vote 12-0-2 The motion to approve the 20,000 Line Item Transfer Request for the Daily Titan has been adopted.

- b. **Action Item: Rubric Changes 2022-23 (Reveles)**

The Committee will consider approving the proposed changes to the IRA Rubric for 2022-2023.

IRA 015 21/22 (Miyamoto-m/Tucker-s) A motion was made and seconded to approve the proposed changes to the IRA Rubric for 2022-2023.

Reveles yielded the floor to Dr. Edwards.

Edwards shared information on the most recent changes to the IRA Rubric for 2022-2023.

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

Reveles opened the floor to discussion.

Abnet suggested amending the rubric to remove the "examples of activity courses..." from the Overall Program Integration section. **Abnet made amendment 015-a to motion 015 21/22 and Nobari seconded to amend the rubric to remove "Examples of activity courses..." onward from the Overall Program Integration Section.**

Abnet spoke to the amendment stating using this criteria, the College of HSS does not have any courses that would fall into the excellent category. The College specifically codes their lectures a different way and believes other colleges do as well.

Reveles opened the floor to discussion on the amendment.

Bruschke stated that if a class wants to be coded as an activity class they can go to their college and request changing their classification and teach the class as an activity class. Bruschke further shared that some programs may not be using the codes but also stated that if those same programs 20 years ago were able to get it right they should benefit.

Bruschke suggested to include C5 classes in the excellent category also.

Miyamoto stated she would prefer to not be so specific if possible with the explanations but also understands the desire for being specific.

Stang feels that the information between the highlighted portion and the section that is wanted to be struck out is enough to clearly define the requirements for the sections.

The Committee moved to a roll call vote to amend IRA motion 015 21/22 to remove "Examples of activity courses..." from the Overall Program Integration section of the rubric. The amendment failed with a 4-3-7 Roll Call Vote.

Abnet made amendment 015-b to Motion 015 21/22 and Tucker seconded, to move class code C5 from the "Good" category to the "Excellent" category in the Overall Program Integration section, and to move corresponding language in the applicable categories.

Reveles asked if there were any questions on amendment 015-b to move class code C5 to the excellent category for Overall Program Integration.

Tucker asked if the change would be across categories and if C5 would be removed from the good section. It was confirmed that the C5 code would move from the "good" category to the "excellent" category.

Miyamoto asked if S class codes would be evaluated in the review of course codes in the Staffing Formula.

Edwards responded that we are only looking at C codes.

Miyamoto asked what would a program do if they were an S code and if the Committee would just go by the activities when evaluating the rubric. Edwards responded with his interpretation and belief that other courses with codes that may not be in any of the example categories would be graded off the additional lines of the category description regarding course activities.

Reveles asked if there were any additional points of discussion. There were no additional points of discussion.

Reveles asked if there were any objections to moving to a roll call vote on amendment 015-b to move code C5 and all corresponding language from the Overall Program Integration "good" category to the "excellent" category. There were no objections. The motion passed with a 9-0-5 Roll Call Vote.

Reveles asked if there were any additional points of discussion surrounding approving the changes to the rubric. There were no additional points of discussion.

Reveles asked if anyone objected to moving to a roll call vote to approve the amended rubric. There were no objections.

Decision: IRA 015 21/22 (Miyamoto-m/Tucker-s) Roll Call Vote 13-0-1 The motion to approve the proposed changes to the IRA Rubric for 2022-2023 has been adopted.

9. Announcements and Members Privilege

- Edwards stated that the hold for IRA Committee meetings is for potential Line Item Transfers or appeals. Edwards noted that if we do not have business around that time that the meetings will be removed from the calendar.
- Miyamoto asked if there was a process or way to voice her concerns that she felt low votes on programs would trigger conversations around those programs. Miyamoto stated she felt some programs received funding when they shouldn't have. Miyamoto said that members will have to be vocal about wanting to defund a program and did not know beforehand because she would have been more vocal about it when grading.
- Edwards shared Miyamoto's concerns will be explored further. The only items that trigger additional discussions per the Deliberation Document are drastic changes in funding requests from one year to the next or a

significant difference in ranking. Edwards is open to refining this aspect of the process in preparation for the next application process in fall.

10. **Adjournment (Reveles)**

Reveles, adjourned the meeting at 3:48 pm.



Marcus Reveles (Apr 19, 2022 15:16 PDT)

Marcus Reveles, IRA Committee Chair



Crystaal Washington, Recording Secretary

Roll Call 2021-2022

02/11/2022 IRA Committee Roll Call

Attendance		Board Members		
			Present	Absent
Arts Faculty	Tucker	Jamie	1	
CBE Faculty	Xie	Jia	1	
Comm Student	Kelley	Lydia	1	
Comm Faculty	Bruschke	Jon	1	
EDU Student	Perna	Brenda	1	
EDU Faculty	Leekeenan	Kira	1	
ECS Student	De Leon	Cailey	1	
ECS Faculty	Ngo	Chean-Chin	1	
HHD Student	Bridges	Korli	1	
HHD Faculty	Nobari	Tabashir	1	
HSS Faculty	Abnet	Dustin	1	
NSM Student	Vyas	Sonali	1	
NSM Faculty	Miyamoto	Alison	1	
Chair	Reveles	Marcus	1	
Vacant - Arts Student				
Vacant - CBE Student				
Vacant - HSS Student				
			Present	Absent
			14	0

Attendance	Liaisons			
			Present	Absent
ASI ED	EDWARDS	DAVE	1	
VPA&F	JUANICO	RAYMOND	1	
VPAA REP	STANG	KRISTIN	1	
UPR	VACANT			
VPSA	WARD	CATHERINE	1	
			Present	Absent
			4	0

*Recording Secretary: Susan Collins

Roll Call Votes	14	014 - Line Item Transfer			015 - Rubric		
		Yes	No	Abstain	Yes	No	Abstain
Arts Faculty	Tucker	1			1		
CBE Faculty	Xie	1			1		
Comm Student	Kelley	1			1		
Comm Faculty	Bruschke	1			1		
EDU Student	Perna			1	1		
EDU Faculty	Leekeenan	1			1		
ECS Student	De Leon	1			1		
ECS Faculty	Ngo	1			1		
HHD Student	Bridges	1			1		
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
		12	0	2	13	0	1

Action: Line Item Transfer

Line Item Number	Description
8050	Supplies- office supplies and other expendable supplies
8051	Printing and Advertising- photocopying costs, costs for designing and printing brochures, posters, forms, flyers and other materials related to the specific activity
8052	Communications- postage, mailing and freight costs
8069	Personnel Services- part-time student wages
8074	Contracts/Fees/ Rentals- speakers, performers, services fees, license copyright fees, equipment rentals, facilities rentals, etc.
8077	Travel- all costs related to travel/transportation including airfare, vehicle rental fees, lodging, meals, parking, registration fees, camping rentals, third party contracted travel services and personal vehicle mileage reimbursement
8079	Dues and Subscription- membership dues required for the operation of the program
8084	Insurance- cost of insurance related to specific activities/programs

Action: Line Item Transfer

Item	Program	Total Amount	From	To	Reason
8.a	Daily Titan (3201)	\$10,000	8077	8069	Travel has been disrupted for many of the Daily Titan events/conferences and the programs will be held virtually. Funds are being moved due to Pandemic-related campus restrictions and changes reduced printing costs and increased service costs; Also, certain expenses have been reclassified as dues and subscriptions. There may be more line-item changes in the future.
		\$5,000	8077	8074	
		\$5,000	8051	8079	

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) EVALUATION RUBRIC

2021-22 FISCAL YEAR

CATEGORY (WEIGHT)	EXCELLENT (3 points)	GOOD (2 points)	POOR (1 point)	SCORE
PROGRAM DESCRIPTION (20%)	<p>Program description <u>clearly</u> explains the required activity for which funding is being requested and <u>how it is</u> “essential to a quality educational program” for the program in question.² If travel is involved, it clearly and elaborately describes why travel is necessary for the success of the activity and why the specific location was chosen.</p>	<p>Program description <u>briefly</u> and <u>clearly</u> describes characteristics of the required activity for which funding is being requested, but <u>does not make clear how it is an “essential educational program”</u>. If travel is involved, it <u>briefly describes</u> provides a light overview as to why travel is necessary for the success of the activity and why the location was chosen.</p>	<p>Program description <u>does not clearly explain, if at all</u>, the required activity for which funding is being requested. If travel is involved, it does not specify why travel is necessary for the success of the activity or why the specific location was chosen.</p>	
ENROLLED STUDENT IMPACT STUDENT IMPACT QUALITY (35%)	<p>Significant direct student impact on students enrolled in the course, <u>includes a significant proportion of</u> required activity, <u>that requires deep active engagement and action on the part of 75% or more of the enrolled students</u>, and <u>activity requires deep engagement from the enrolled student</u>. Is important and essential to the program.</p>	<p>Meaningful direct student impact on students enrolled in the course, <u>includes some required activity that requires active engagement and action on the part of 30%-74% of the enrolled students</u>, and <u>some engagement is required for the activity from the enrolled student</u>. Is important, but not essential to the program.</p>	<p>Little or no significant direct student impact on students enrolled in the course, <u>little or no required activity on part of the enrolled students</u>, and little or no engagement is required for the activity from the enrolled students. <u>Less than 30% enrolled student engagement in any activity</u>.—Supplements but is neither important nor essential to the program</p>	
OVERALL PROGRAM INTEGRATION (15%)	<p>Program is well integrated into the academic unit. <u>The program demonstrates a clear connection to university mission and goals as expressed in the strategic plan</u>, <u>Program has varied and meaningful resource contributions from other sources</u>. Course activities, which may comprise part or all of the course, are essential to the course design. Examples of activity courses (C6 – C21): clinical processes; fine arts/science activities; music activity/performance; physical education; speech, drama & journalism; technical activities/labs; science labs; intercollegiate sports; major performance</p>	<p>Program is somewhat integrated into the academic unit. <u>The program demonstrates connection to university mission and goals as expressed in the strategic plan</u>. There are resource contributions from other sources. Course activities, which may comprise part or all of the course, complement the course design. Examples of traditional lecture/discussion courses (C2-C5): lecture discussion; lecture composition/counseling/case study; discussion; seminar.</p>	<p>Program is minimally integrated into the academic unit. <u>The program has no clear connection to university mission and goals as expressed in the strategic plan</u>. There are minimal resource contributions from other sources. Course activities, which may comprise part or all of the course, are extraneous to the course design. Example of the “C1” course classification: large lecture.</p>	
BUDGET (5%)	<p>Requested budget items are clear and itemized, <u>amounts are correctly calculated</u> and <u>the estimates are reasonable relative to stated expenses</u>.</p>	<p>Requested budget items are clear <u>and/or itemized</u>. <u>explained</u>, <u>amounts have few or no calculation errors</u> and <u>however, estimates may be excessive for stated expenses</u>.</p>	<p>Requested budget items are unclear, <u>with visible calculation errors</u>, and estimates are very unreasonable for stated expenses.</p>	

BROADER IMPACT (25%)

The number of students directly and indirectly impacted by this program both in and out of the class is large in size. The impact on the broader community is significant in both quality and numbers; the broader community includes other students, the campus community, external communities and/or other stakeholders and individuals. Significant direct and indirect impact on the campus community, other students, external communities and/or other stakeholders and individuals. The number of students directly and indirectly impacted is large, leaving a long-lasting impact.

The number of students directly and indirectly impacted by this program both in and out of the class is medium in size. Some direct and indirect impact on the campus community, other students, external communities and/or other stakeholders and individuals. The number of students directly and indirectly impacted is modest, leaving a temporary impact.

The number of students directly and indirectly impacted by this program both in and out of the class is small in size. Little or no direct and indirect impact on the campus community, other students, external communities and/or other stakeholders and individuals. The number of students directly and indirectly impacted is small, not leaving much of an impact at all.