



Minutes

Instructionally Related Activity (IRA) Meeting

📅 Fri October 14th, 2022

🕒 1:30pm - 3:00pm PDT

📍 ASI Boardroom - Titan Student Union

👥 **In Attendance**

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

Cooper Fox, IRA Committee Chair, called the meeting to order at 1:32 pm.

Student Members Present: Dolivo, Escudero, Fox, Kenyatta, Miranda, Romo, Tuala

Absent: None.

Faculty Members Present: Kurwadkar, McAlexander, Perez, Sharma, Soto

Absent: Leekeen(E), Nobari, Tucker, Vasquez

Liaisons Present: Fink, Juanico, Macy, McDoniel

Absent: Tran (E)

Soto arrived at 1:35 pm.

Kurwadkar arrived at 1:41 pm.

Sharma arrived at 2:14 pm.

Decision: (Kenyatta-m/Perez-s) A motion was made and seconded to approve the absences of Leekeen and Tran due to University Business.

a. **Welcome & Introductions**

Fox welcomed the Committee and introduced himself.

Dr. Edwards introduced himself to the Committee Virtually.

Fox requested all members introduce themselves to the Committee for their first meeting.

2. **Approval of Agenda**

Decision: (Kenyatta-m/McAlexander-s) A motion has been made and seconded to approve the agenda by unanimous consent.

3. **Approval of Minutes**

Decision: (McAlexander-m/Kenyatta-s) A motion has been made and seconded to approve the April 29, 2022 IRA Committee Special Meeting Minutes by unanimous consent.

a. **04/29/2022 IRA Committee Special Meeting Minutes**

4. **Public Speakers**

Members of the public may address the IRA Committee on any item appearing on this posted agenda.

None.

5. **Reports**

a. **Chair (Fox)**

Cooper Fox, Chair, did not have a report.

6. **Time Certain:**

a. **NONE**

7. **Unfinished Business**

a. **NONE**

8. **New Business**

a. **Information: IRA Orientation and Overview (Fox)**

The Committee will receive an orientation and overview of Instructionally Related Activities (IRA).

The Committee will receive an orientation and overview of Instructionally Related Activities (IRA).

Fox yielded the floor to Dr. Edwards to review the Orientation Overview.

Dr. Edwards provided an overview of the IRA Program at Cal State Fullerton.

Dr. Edwards explained what IRA is and how the money for IRA Programs is attained.

Dr. Edwards explained the difference between IRA and ASI; he specifically discussed the fees and management differences.

- He explained how much money is included in student fees annually
- He reviewed a breakdown of the funding by college from the current budget

Dr. Edwards explained the structure of the IRA Committee.

- He provided past information on the number of programs that apply and were awarded.
- He provided information on IRA Program Funding Requirements.

Dr. Edwards explained what types of items would not be covered under IRA.

Fox opened the floor to questions and discussion.

Kenyatta asked if IRA Funds cover Study Abroad and if so would this mean students do not have to pay for these trips. Dr. Edwards confirmed that IRA does cover Study Abroad expenses, but the amounts awarded do have a cap and if the expenses exceed the cap, the students or college are responsible for the remaining fees.

Kurwadkar asked if the colleges contribute to the IRA funds. Collins explained the colleges do not contribute to the available IRA Funds and the breakdown they are viewing shows what was awarded to the colleges.

Kenyatta asked if the money dispersed is based on what is asked for. Collins confirmed.

Kenyatta asked how the breakdown of amounts awarded is come to and whether the amounts requested correlate to what was awarded. Edwards provided information on how the funds are dispersed and funding amounts are decided. Dr. Edwards furthered that additional details on how the breakdowns are come to will be explained in more detail at our future meetings.

Miranda asked if we would approve less money if programs received more money from fundraising. Dr. Edwards said additional funds can be gathered in different ways, but that it is a discretionary decision of the reviewing Committee Member whether the additional funding a program receives would be impactful during deliberation.

b. Action: 2022-23 Fall Committee Meeting Schedule (Fox)

The Committee will consider approving the meeting schedule for Fall 2022.

IRA 001 22-23 (McAlexander-m/Kenyatta-s) A motion was made and seconded to approve the IRA Committee Meeting Schedule for Fall 2022.

Fox reviewed the meeting schedule and asked if there were any questions.

Fox shared that some meetings may be moved to a virtual modality and members would receive prior notice if needed.

There were no questions or points of discussion.

Fox moved to a roll call vote to approve the Fall 2022 Meeting Schedule.

Decision: IRA 001 22-23 (McAlexander-m/Kenyatta-s) Roll Call Vote: 12-0-0 The IRA Committee Meeting Schedule for Fall 2022 was adopted.

c. Action: IRA Activity Spring & Summer 2022 (Fox)

The Committee will review and approve the Line Item Transfer and program activity for spring and summer 2022.

IRA 002 22-23 (Kenyatta-m/McAlexander-s) A motion was made and seconded to approve the Line Item Transfer and program activity for spring and summer 2022.

Fox yielded the floor to Collins to review the transfer and program change.

Collins shared information on the line item transfer submission and approval process.

Collins explained the reason for this item's approval.

Fox opened the floor to questions and discussion.

McAlexander asked if these funds are awarded on top of awards. Collins explained that the funds were based on the allocated approved budget for the program.

Programs requested to move funds from one line item to another.

Kenyatta said he noticed none of these transfer programs are for Study Abroad and asked if these programs do not need to transfer. Collins explained the need for transfers and why it is unlikely for Study Abroad and Travel Programs to request fund transfers.

Sharma asked if there is an upper limit for these transfers from one program to another. Collins explained the transfers are internal and not between programs.

Fox asked if there were any further points of discussion. There were no further points of discussion.

Fox asked if there were any objections to moving to a roll call vote. There were no objections.

Decision: IRA 002 22-23 (Kenyatta-m/McAlexander-s) Roll Call Vote: 14-0-1 The Line Item Transfer and program activity for spring and summer 2022 was adopted.

d. Information: IRA Governance & Deliberation Documents (Fox)

The Committee will receive an overview of the IRA Governance, Deliberation and Rubric documents.

The Committee will receive an overview of the IRA Governance, Deliberation and Rubric documents.

Fox yielded the floor to Dr. Edwards to review the information item.

Dr. Edwards shared that programs have already submitted their applications for funding next year.

Dr. Edwards shared a summary overview of the IRA Governance and Funding Deliberation Documents.

Collins provided details on the IRA Grading Rubric.

McAlexander asked about the method of review. Collins provided details.

Kenyatta asked if this funding is only for programs or if it also includes clubs. Dr. Edwards provided details on who is allowed access to this funding and specified that clubs are not eligible for funding as a stand-alone, not related or tied to a course. Collins provided details that clubs may receive funding through ASI.

Fox asked if there were any further questions or points of discussion. There were no more questions or points of discussion.

e. Information: IRA Application Status 2023-24 Budget (Fox)

The Committee will receive information on the status of the 2023-24 IRA Application submissions and review process.

The Committee will receive information on the status of the 2023-24 IRA Application submissions and review process.

Fox yielded the floor to Collins to review the information item.

Collins informed the Committee that there is a new program that is being used to process the IRA Applications.

Collins shared they will be using the system and this is the first time IRA will be working through this platform.

Collins explained the ease of this new system versus the methods they were previously using to review and score funding proposals.

Collins shared that the expectation is to complete the internal review for applications early next week so the committee can begin reviewing applications.

Collins opened the floor to questions prior to proceeding with her presentation.

Perez asked if programs that are not traditionally IRA would be considered. Collins provided information on allocation. Dr. Edwards further shared that programs must be directly linked to a course to receive funding.

Collins proceeded with her presentation and informed members that they will be added to training to receive an overview of the new application processes.

Collins went over all the layers of approval needed for IRA Funding.

McAlexander asked how the budget is decided. Dr. Edwards said the budget is based on enrollment projections.

Sharma asked if the new application has a discussion portion of the application. Collins shared there is a section to make comments on a specific application, but if the members have recommendations for the processes she would prefer the emails be sent directly to her for review.

Dr. Edwards said that the members will have discussions and debates surrounding some programs and ratings and that the process does require discussion and debate. Dr. Edwards encouraged members to make notes on applications as they complete their review.

9. Announcements and Members Privilege

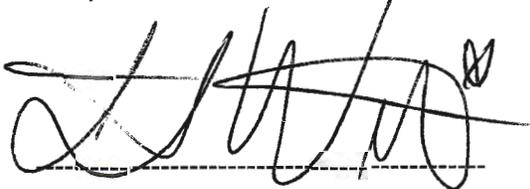
Perez said he is also the Athletics Faculty Representative and said they are off to a strong start this year.

10. Adjournment (Fox)

Fox, Chair, Adjourned the meeting at 2:53 pm.



Cooper Fox, IRA Committee Chair



Crystaal Washington, Recording Secretary

Roll Call 2022-2023

10/14/2022 IRA Committee Meeting

Attendance		Board Members		
Voting Members:			Present	Absent
ARTS ~ FACULTY	TUCKER	JAMIE		1
ARTS ~ STUDENT	MIRANDA	KASANDRA	1	
CBE ~ FACULTY	VASQUEZ	AJA		1
CBE ~ STUDENT	SHARMA	AKSHITA	1	
COM ~ FACULTY	MCALEXANDER	MICHAEL	1	
COM ~ STUDENT	DOLIVO	VIVIEN	1	
EDU ~ FACULTY	LEEKEENAN	KIRA		1
EDU ~ STUDENT	ESCUDERO	SEDONA	1	
ECS ~ FACULTY	KURWADKAR	SUNDERSHAN	1	
ECS ~ STUDENT	KENYATTA	JA'REN	1	
HHD ~ FACULTY	NOBARI	TABASHIR		1
HHD ~ STUDENT	TUALA	ADRIAN	1	
HSS ~ FACULTY	PEREZ	MIKE	1	
HSS ~ STUDENT	ROMO	XIMENA	1	
NSM ~ FACULTY	SOTO	ROBERTO	1	
NSM ~ STUDENT	VACANT			
CHAIR	FOX	COOPER	1	
			Present	Absent
			12	4

Attendance		Liaisons		
			Present	Absent
ASI Asst ED	MCDONIEL	CAROL	1	
VPA&F REP	JUANICO	RAYMOND	1	
UPR	TRAN	LINH		1
VPAA REP	FINK	EDWARD	1	
VPSA REP	MACY	DAWN	1	
			Present	Absent
			4	1

*Recording Secretary: Susan Collins

Roll Call Votes	001		001 - Meeting Schedule			002 - Spring/Summer 2022 IRA Activity		
			Yes	No	Abstain	Yes	No	Abstain
ARTS ~ FACULTY	TUCKER	JAMIE				ABSENT		
ARTS ~ STUDENT	MIRANDA	KASANDRA	1			1		
CBE ~ FACULTY	VASQUEZ	AJA				ABSENT		
CBE ~ STUDENT	SHARMA	AKSHITA	1					1
COM ~ FACULTY	MCALEXANDER	MICHAEL	1			1		
COM ~ STUDENT	DOLIVO	VIVIEN	1			1		
EDU ~ FACULTY	LEEKEENAN	KIRA				ABSENT		
EDU ~ STUDENT	ESCUDERO	SEDONA	1			1		
ECS ~ FACULTY	KURWADKAR	SUNDERSHAN	1			1		
ECS ~ STUDENT	KENYATTA	JA'REN	1			1		
HHD ~ FACULTY	NOBARI	TABASHIR				ABSENT		
HHD ~ STUDENT	TUALA	ADRIAN	1			1		
HSS ~ FACULTY	PEREZ	MIKE	1			1		
HSS ~ STUDENT	ROMO	XIMENA	1			1		
NSM ~ FACULTY	SOTO	ROBERTO	1			1		
NSM ~ STUDENT	VACANT							
CHAIR	FOX	COOPER	1			1		
			Yes	No	Abstain	Yes	No	Abstain
			12	0	0	11	0	1

Instructionally Related Activities (IRA) Committee

Orientation and Overview

October 14, 2022



What is IRA?

- IRA is a University program designed to support educational experiences and activities directly related to courses offered at CSUF
- IRA is governed under ED Code 89230 and CSU Chancellor's Office Executive Order 429, which states the procedures in accordance with guidelines adopted by the Board of Trustees. These procedures address the handling of IRA fees and the campus President's delegation of authority.
- The IRA Fee was established by the California State University system in 1978 to "provide support for essential educational experiences and activities that aid and supplement the fundamental educational mission of the University."

What is IRA?

- The IRA Fee is a Category II Fee
 - Mandatory for all enrolled students
 - Established or adjusted by student fee referendum or alternative consultation
- IRA is a University Fee that is administered based on CSUF Campus Policies and Procedures
- ASI helps administer this University Fee by supporting the IRA Committee, the application and proposal administration, and managing the accounting aspect for IRA transaction activity
- 2022-2023 Fee
 - \$41.00 per semester

IRA Committee Composition

- 8 Student Representatives (voting)
 - One per college
- 8 Faculty Representatives (voting)
 - One per college
- 4 Staff Members (non-voting)
 - President's Office
 - Student Affairs
 - Academic Affairs
 - Administration and Finance
- ASI President (Designee)
- Support staff

IRA Committee Role

- Carry out the budget development process
- Develop and enforce budget policies and procedures
- Deliberate and evaluate proposals

History

- 1974 Assembly Bill \$2.6 million in State Funds
- Fall 1979 Concept of a special fee for support of IRA programs is accepted; \$5 per semester by Chancellor Exec Order – A Referendum is required
- Spring 1983 Referendum to increase fee failed
- Spring 1984 Successful Referendum; fee increase to \$10 per semester
- Spring 1989 Referendum to increase fee failed
- Spring 1990 Referendum to increase fee failed
- Fall 2000 Successful Referendum; fee increase to \$18 and then \$26 per semester
- Fall 2010 Successful Referendum; fee increase to \$36 per semester Fall 2011, also straight 36% for Athletics. Referendum “ensures that we are able to keep and expand current programs and allow for the development of new curriculum-related programs in the future that add to students’ academic experiences and career preparation.”
- Fall 2017 IRA fee increased annually based on inflation as part of the Student Success Fee Referendum

2021-2022 CSU IRA FEE RATES

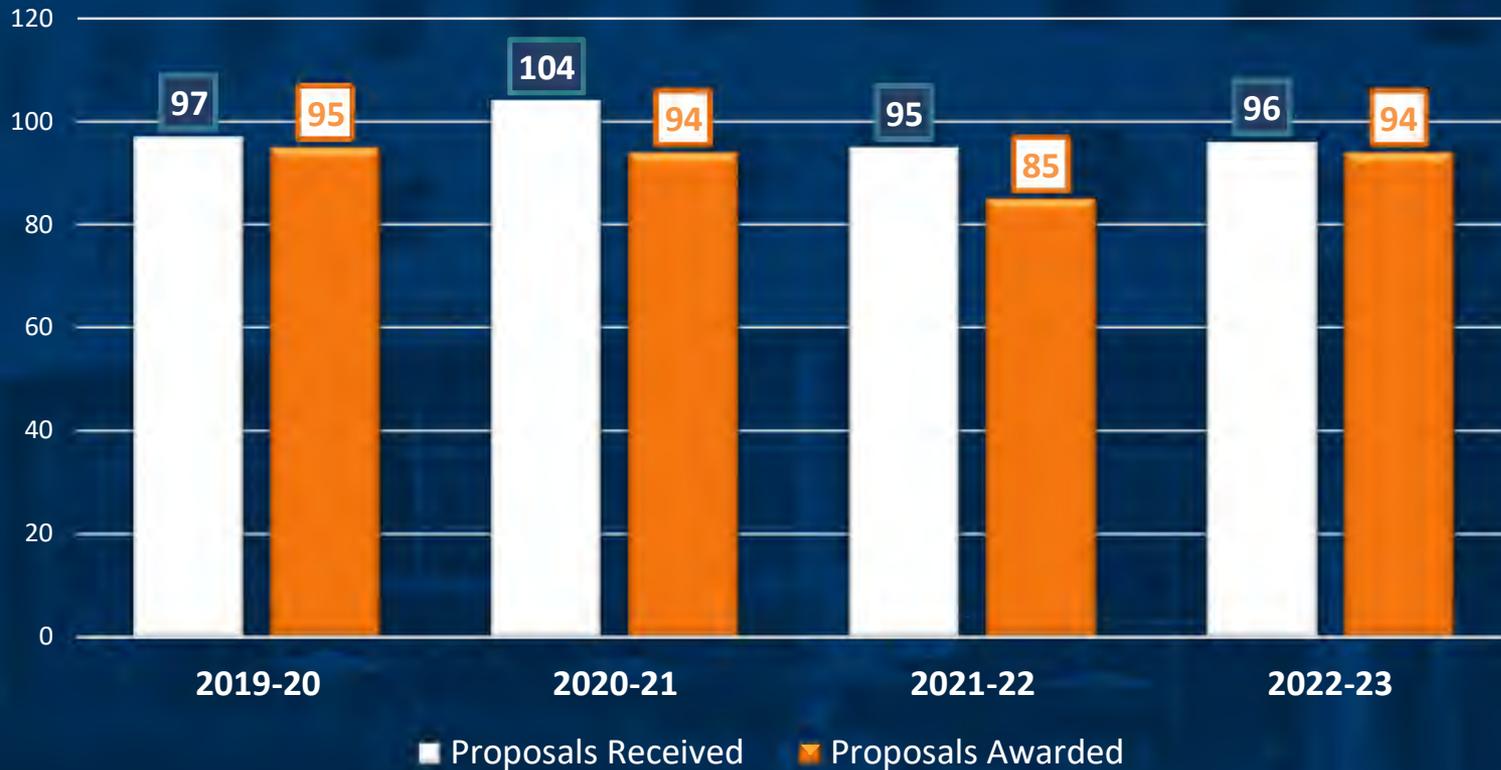
CAMPUS	IRA Fee
Humboldt	\$674
Sonoma	\$548
San Diego	\$498
Chico	\$404
Sacramento	\$379
Stanislaus	\$352
San Luis Obispo	\$347
Fresno	\$264
Channel Islands	\$260
Monterey Bay	\$254
San Francisco	\$236
Bakersfield	\$183

CAMPUS	IRA Fee
San Bernardino	\$174
Maritime	\$130
East Bay	\$129
Los Angeles	\$126
Fullerton	\$82
San Marcos	\$80
Long Beach	\$50
Pomona	\$40
Northridge	\$40
Dominguez Hills	\$10
San Jose	\$0

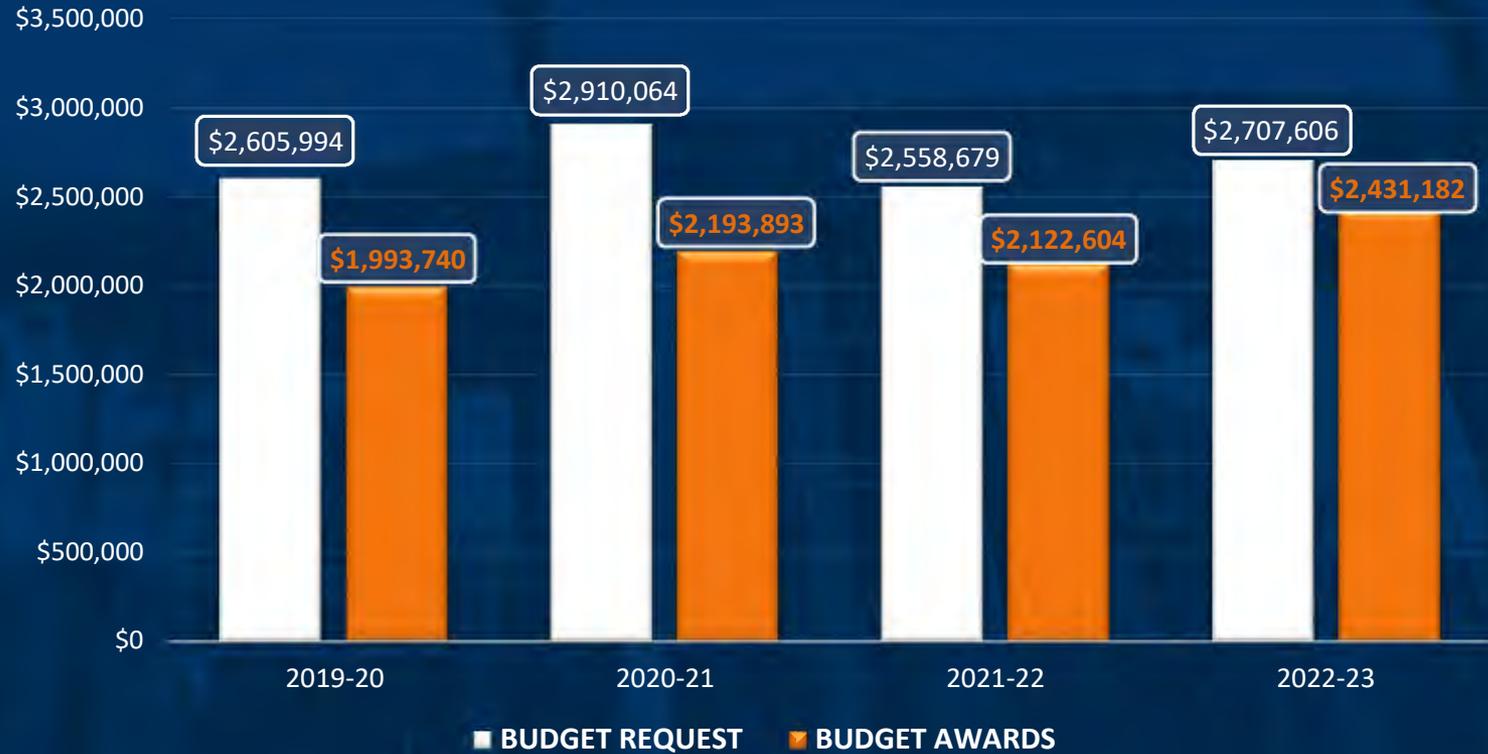
2022-2023 IRA FUNDING

COLLEGES	AMOUNT	PERCENT
Arts	\$817,017.00	33.61%
Communications	\$596,066.00	24.52%
ECS	\$195,464.00	8.04%
Education	\$50,550.00	2.08%
HHD	\$145,554.00	5.99%
HSS	\$272,906.00	11.23%
CBE	\$220,041.00	9.05%
NSM	\$133,584.00	5.49%
<hr/> Total	<hr/> \$2,431,182.00	<hr/> 100.00%

IRA Budget Proposals



IRA Budget Proposals



Funding Requirements

- Funded activity must be required for a class where academic credit is earned
- Must be experiential
 - A class which instructs through planned and supervised activities would be eligible
 - A class which instructs through lectures, seminars, and individual projects would not be eligible
 - Specifically, guest lecturers are not experiential
- Active student participation required
 - Travel to conferences, exhibitions, concerts, or meetings is fundable only when students are presenting, performing, competing, or otherwise actively engaged

Funding Requirements

- Program must provide information about other funding sources available to the program (if any)
- Domestic and International travel is funded when:
 - Travel is essential to the central purpose of the proposed program/activity
 - Student participation is a requirement of the class (not optional)
 - Please note that a per student guideline may be used out of necessity to meet budget targets
 - IRA will fund student travel when payments are made directly to the travel vendor or reimbursement to the campus department (no direct payment to students)

IRA does NOT fund

- Equipment purchases
 - Examples: GPS's, musical instruments, laptops, printers, fax machines, general office equipment, tents, camp stoves, shelving, sound proofing, compasses, etc.
- Faculty/Staff salaries
- Individual research
- Non-mandatory travel

Questions?



CALIFORNIA STATE UNIVERSITY
FULLERTON

IRA Committee Meeting Schedule 2022-23 (Fall)

The IRA Committee is scheduled to meet as follows for the 2022-2023 fall semester. Meetings will be held on Fridays in the ASI Boardroom, located on the second floor of the Titan Student Union (TSU)*.

Date:	Time:
October 14, 2022	1:30 pm to 3:00 pm
October 28, 2022	1:30 pm to 3:00 pm
November 4, 2022	2:00 pm to 3:00 pm
November 18, 2022	2:30 pm to 3:30 pm
December 2, 2022	1:30 pm to 3:00 pm
December 9, 2022	10:30 am to 11:30 am

**Meetings may move to virtual modality as determined by the IRA Committee Chair.*

Please do not hesitate to reach out to irafunding@fullerton.edu with any questions.

The fall 2022 IRA Committee meetings are approved on this fourteenth day of October in the year two thousand twenty-two.

Cooper Fox, IRA Committee Chair

Crystaal Washington, Recording Secretary

**IRA LINE ITEM TRANSFER
2021-22 POST COMMITTEE**

(A)

Program Name:	Code:	From:	Amount:	To:	Amount to Transfer:	Total Amount to Transfer	Who signed for approval	Date Approved
Daily Titan	3201	8051	\$900.00	8074	\$900.00	\$900.00	Executive Director	6/6/2022
Titan Universe	3266	8050	\$140.00	8074	\$250.00	\$250.00	Executive Director	6/6/2022
		8069	\$110.00					
GEOL 481A, Field Camp	3309	8074	\$200.00	8077	\$200.00	\$200.00	Executive Director	6/13/2022
Titan Radio	3318	8050	\$150.00	8074	\$445.00	\$445.00	Executive Director	6/6/2022
		8051	\$175.00					
		8079	\$120.00					
Titan TV	3321	8079	\$500.00	8050	\$500.00	\$500.00	Executive Director	6/6/2022
Musical Theater	3506	8079	\$350.00	8050	\$525.00	\$525.00	Executive Director	6/6/2022
		8074	\$175.00					
Applied Music Vocal	3341	8050	\$190.00	8069	\$190.00	\$190.00	Executive Director	6/10/2022
Brass/Percussion	3538	8050	\$13.00	8074	\$13.00	\$13.00	N/A - Accounting	Admin Adjust
Theatre/Dance Arts	3505	8052	\$600.00	8074	\$600.00	\$600.00	Executive Director	6/27/2022
Musical Theater	3506	8051	\$203.00	8074	\$203.00	\$203.00	Executive Director	6/27/2022
Dance Performance & Reperti	3348	8050	\$950.00	8074	\$950.00	\$950.00	Executive Director	6/27/2022
OC News	3350	8074	\$2,000.00	8069	\$2,000.00	\$2,000.00	Executive Director	6/27/2022
Titan Radio	3318	8069	\$200.00	8074	\$200.00	\$200.00	Executive Director	6/29/2022
					\$6,976.00			

(B) **Approved Transfers under \$1,000 (Committee Chair)**

Nursing Poverty Simulation	3573	8051	\$1,000.00	8074	\$1,000.00	\$1,000.00	IRA Committee Chair	3/4/2022
Brass/Percussion	3538	8050	\$400.00	8074	\$400.00	\$400.00	IRA Committee Chair	3/22/2022
Accounting Ethics	3566	8069	\$998.00	8074	\$998.00	\$998.00	IRA Committee Chair	3/22/2022
Symphonic Bands	3501	8077	\$1,000.00	8074	\$1,000.00	\$1,000.00	IRA Committee Chair	3/22/2022
Grand Central Theatre	3514	8050	\$900.00	8074	\$900.00	\$900.00	IRA Committee Chair	5/3/2022
Service Learning Maywood	3527	8074	\$235.00	8051	\$235.00	\$235.00	IRA Committee Chair	5/3/2022
Motion Picture Production	3526	8050	\$102.00	8084	\$102.00	\$102.00	IRA Committee Chair	5/13/2022
					\$4,635.00			

(A) Line item transfer transactions approved post-Committee. Reviewed and approved by ASI and IRA Administration. These requests were processed to complete year end expenses.

(B) Line item transfer transactions below \$1,000 approved by the IRA Committee Chair.

Approved by the IRA Committee on the fourteenth day of October in the year two thousand twenty-two.

Cooper Fox, IRA Committee Chair

Crystal Washington, Recording Secretary

IRA Funding/Deliberation Process

2022-23 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.”¹

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)
- Mandatory Conflict of Interest (COI) training completed and attestation of COI provided.
- 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).

¹ 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.

Programs receiving a rating/score below 2.0 in the fourth quartile shall be reviewed to determine whether funding should be awarded.

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

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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 MEMBERSHIP¹

The IRA committee is composed of:

Voting Members

- Chair²,
 - 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.³

Non-voting members

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

¹ 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.

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

³ 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.⁴

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.

⁴ 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 Committee⁵ 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.⁶ 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,⁷ 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.”⁸ 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.

⁵ CSU, Fullerton President Executive Order 10 on Campus Student Fee Advisory Committee.

⁶ Title III, Division 8, Part 55, Chapter 2, Article 4, Section 89230.

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

⁸ 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 2014.⁹*

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.

⁹ <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.¹⁰ 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.¹¹

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.¹²

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

¹⁰ 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.

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

¹² 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.¹⁸ 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

¹⁸ 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.¹³ 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.

¹³ 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.¹⁴

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

¹⁴ 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.

IRA GOVERNANCE, FUNDING DELIBERATION & RUBRIC

OVERVIEW 10/14/2022

Dr. Dave Edwards, Executive Director
Susan Collins, IRA Coordinator



CALIFORNIA STATE UNIVERSITY
FULLERTON

GOVERNANCE DOCUMENT

- IRA Policy which incorporates the procedures governing the IRA Committee, funding process, applications, and budget recommendation.
- Outlines the purpose, authority and responsibility:
 - Student Fee Advisory Committee (SFAC)
 - Purpose and use of funds
 - Review requirements
 - Eligibility for Funding
 - Regulatory Framework
 - Application Evaluation & Review
 - Award Administration

FUNDING DELIBERATION

Procedures the IRA Committee will follow in reviewing applications, and allocating funds to new and existing programs.

- Post-application Process
- Deliberation Considerations
- Funding Process
- Final Budget Recommendation
- Appeals

RUBRIC

The Rubric is a matrix that outlines weighted categories, with ratings the Committee will use to score the eligible applications.

There are five categories:

- PROGRAM DESCRIPTION (20%)
- ENROLLED STUDENT IMPACT (35%)
- OVERALL PROGRAM INTEGRATION (15%)
- BUDGET (5%)
- BROADER IMPACT (25%)

There are three scoring levels :

- EXCELLENT (3 points)
- GOOD (2 points)
- POOR (1 point)

QUESTIONS?

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) EVALUATION RUBRIC: 2022-23 FISCAL YEAR

CATEGORY (WEIGHT)	EXCELLENT (3 points)	GOOD (2 points)	POOR (1 point)
PROGRAM DESCRIPTION (20%)	Program description explicitly explains the required activity for which funding is being requested and how it is “essential to a quality educational program” for the program in question. 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.	Program description briefly and clearly describes characteristics of the required activity for which funding is being requested but does not make clear how it is an “essential educational program”. If travel is involved, it provides a light overview as to why travel is necessary for the success of the activity and why the location was chosen.	Program description does not clearly explain, if at all, 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.
ENROLLED STUDENT IMPACT (35%)	Significant direct student impact on students enrolled in the course. Includes a significant proportion of required activity that requires deep active engagement and action on the part of 75% or more of the enrolled students. Is important and essential to the program.	Meaningful direct student impact on students enrolled in the course. Includes some required activity that requires active engagement and action on the part of 30%-74% of the enrolled students. Is important but not essential to the program.	Little or no significant direct student impact on students enrolled in the course. Little or no required activity on part of the enrolled students, and little or no engagement is required for the activity from the enrolled students. Less than 30% enrolled student engagement in any activity. Supplements but is neither important nor essential to the program
OVERALL PROGRAM INTEGRATION (15%)	Program is well integrated into the academic unit. The program demonstrates a clear connection to university mission and goals as expressed in the strategic plan. Program has varied and meaningful resource contributions from other sources. Course activities, which may comprise part or all of the course, are essential to the course design. Examples of activity courses (C5 – C21): clinical processes; fine arts/science activities; music activity/performance; physical education; speech, drama & journalism; technical activities/labs; science labs; intercollegiate sports; major performance; seminar.	Program is somewhat integrated into the academic unit. The program demonstrates connection to university mission and goals as expressed in the strategic plan. 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-C4): lecture discussion; lecture composition/counseling/case study; discussion.	Program is minimally integrated into the academic unit. The program has no clear connection to university mission and goals as expressed in the strategic plan. 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.
BUDGET (5%)	Requested budget items are clear and itemized. The estimates are reasonable relative to stated expenses.	Requested budget items are clear or itemized. However, estimates may be excessive for stated expenses.	Requested budget items are unclear and estimates are very unreasonable for stated expenses.
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.	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 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.

IRA APPLICATION 2023-24

IRA APPLICATION STATUS & REVIEW

We developed a new IRA application program through InfoReady, a program in use on campus for grants and sponsored projects. The system provides:

- ▶ Application platform
- ▶ The ability to upload required documentation
- ▶ Review and approval from college administrators
- ▶ Review from IRA administration
- ▶ Review and rating from the IRA Committee.

APPLICATION ~ INFOREADY

- ▶ APPLICATION OPEN CALL ~ 08/30/2022
- ▶ APPLICATION CLOSE DATE ~ 09/26/2022
- ▶ TOTAL PROPOSALS INITIATED ~ 107
- ▶ TOTAL PROPOSALS IN REVIEW ~ 93
- ▶ TOTAL INCOMPLETE ~ 14

APPLICATION STATISTICS

- ▶ APPLICATION SUBMISSION ~ FACULTY [by 9/26/2022]
- ▶ DEPARTMENT CHAIR REVIEW & APPROVAL [by 10/5/2022]
- ▶ COLLEGE DEAN REVIEW, APPROVAL & RATING [by 10/10/2022]
- ▶ IRA ADMINISTRATION REVIEW [by 10/18/2022]
- ▶ IRA COMMITTEE REVIEW & RATING [by 11/1/2022]
- ▶ IRA COMMITTEE DELIBERATION [11/18/2022 & 12/2/2022]

APPLICATION ACTION STEPS

- ▶ Each member will be invited to view the IRA Funding Orientation.
 - ❖ Faculty through the ETC
 - ❖ Students through Canvas
- ▶ The orientation session provides an overview of the application system and the IRA funding process.
- ▶ The information will be useful as you work through the review and rating process.

FUNDING ORIENTATION

- ▶ Our goal is to submit a budget recommendation to the VP Academic Affairs/Provost, VP Student Affairs, VP Administration & Finance and University President in January 2023.

2023-24 BUDGET RECOMMENDATION

QUESTIONS?