





Minutes

Instructionally Related Activities (IRA) Meeting

 Fri November 18th, 2022

 2:30pm - 3:30pm PST

 ASI Boardroom - Titan Student Union

 **In Attendance**

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

Cooper Fox, IRA Committee Chair, called the meeting to order at 2:33 pm.

Student Members Present: Dolivo, Fox, Miranda, Romo

Absent: Tuala (E), Sharma, Escudero, Kenyatta

Faculty Members Present: McAlexander, Nobari, Perez, Soto, Tucker

Absent: Leekeen, Kurwadkar

Liaisons Present: Edwards, Fink, Juanico, Tran

Absent: Macy (E)

Decision: (Tucker-m/Romo-s) A motion was made and seconded to excuse the absences of Macy and Tuala due to illness.

2. **Approval of Agenda**

Decision: (Miranda-m/Perez-s) A motion was made and seconded to approve the agenda by unanimous consent.

3. Approval of Minutes

Decision: (Nobari-m/McAlexander-s) A motion was made and seconded to approve the October 28, 2022 IRA Committee Meeting Minutes by unanimous consent.

a. **10/28/2022 IRA Committee Minutes**

4. Public Speakers

None.

5. Reports

a. **Chair (Fox)**

No report.

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

No report.

6. Time Certain:

a. **None**

7. Unfinished Business

a. **None**

8. New Business

a. **Action: Line Item Transfer Requests**

The Committee will consider approving an IRA Line Item Transfer request.

IRA 004 22/23 (McAlexander-m/Tucker-s) A motion was made and seconded to approve the line-item transfers.

Fox yielded the floor to Susan Collins to provide information on the line-item transfers that were requested.

Collins shared there was one Line Item Transfer request for program #3501 Symphonic Bands for \$2,000. She reviewed the request. The presentation is an attachment to the minutes.

Fox opened the floor to questions.

There were none.

Fox opened the floor to discussions.

There were none.

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

Decision: IRA004 (McAlexander-m/Tucker-s) Roll Call Vote: 9-0-0 The motion to approve the line-item transfers has been adopted.

b. Discussion: IRA Funding Deliberation Training (Fox)

The Committee will receive training on the funding deliberation process.

Fox yielded the floor to Dr. Edwards.

Dr. Edwards and Ms. Collins reviewed information on IRA Funding and Deliberation processes. The presentation is an attachment to the minutes.

Fox opened the floor to questions and discussion.

Tucker asked if he could see which programs he reviewed so that he can prepare an explanation of why he rated a program in a certain way.

Collins answered that they should have the ability to see which programs they have reviewed but will check to be sure.

Nobari asked if Collins and her team review the comments reviewers write, or if they only review the scoring.

Edwards answered that they only look at the scoring, the new software doesn't provide a mechanism for comments to influence the scoring.

Nobari asked if they will be able to see the prior year final reports.

Collins said that she will put them in the dropbox.

McAlexander asked if the reinvestment of reserve funds will happen this round or the next round.

Edwards stated that they would be reinvested next round but that the committee could vote to raise amounts funded to this round's programs.

9. Announcements and Members Privilege

- Edwards stated the importance of attendance in the upcoming meetings.
- McAlexandar suggested an email be sent out with that announcement.

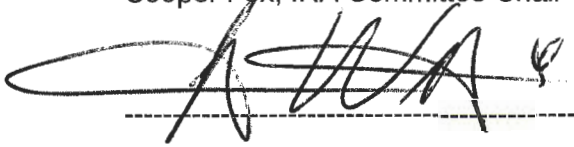
- Tucker confirmed that you can see which programs you reviewed on the program.

10. **Adjournment (Fox)**

Fox, Chair, Adjourned the meeting at 3:19 pm.

A handwritten signature in black ink, appearing to read "Cooper Fox", written over a horizontal dashed line.

Cooper Fox, IRA Committee Chair

A handwritten signature in black ink, appearing to read "Crystaal Washington", written over a horizontal dashed line.

Crystaal Washington, Recording Secretary

Roll Call 2022-2023

11/18/2022 IRA Committee Meeting

Attendance		Board Members		
Voting Members:			Present	Absent
ARTS ~ FACULTY	TUCKER	JAMIE	1	
ARTS ~ STUDENT	MIRANDA	KASANDRA	1	
CBE ~ FACULTY	VACANT			
CBE ~ STUDENT	SHARMA	AKSHITA		1
COM ~ FACULTY	MC ALEXANDER	MICHEAL	1	
COM ~ STUDENT	DOLIVO	VIVIEN	1	
EDU ~ FACULTY	LEEKEENAN	KIRA		1
EDU ~ STUDENT	ESCUDE RO	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
			9	6

Attendance		Liaisons		
			Present	Absent
ED	EDWARDS	DAVE	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: Crystaal Washington

Roll Call Votes	004		004 - LIT/Program Change Requests		
			Yes	No	Abstain
ARTS ~ FACULTY	TUCKER	JAMIE	1		
ARTS ~ STUDENT	MIRANDA	KASANDRA	1		
CBE ~ FACULTY	VACANT			VACANT	
CBE ~ STUDENT	SHARMA	AKSHITA	Absent		
COM ~ FACULTY	MC ALEXANDER	MICHEAL	1		
COM ~ STUDENT	DOLIVO	VIVIEN	1		
EDU ~ FACULTY	LEEKEENAN	KIRA	Absent		
EDU ~ STUDENT	ESCUDE RO	SEDONA	Absent		
ECS ~ FACULTY	KURWADKAR	SUNDERSHAN	Absent		
ECS ~ STUDENT	KENYATTA	JA'REN	Absent		
HHD ~ FACULTY	NOBARI	TABASHIR	1		
HHD ~ STUDENT	TUALA	ADRIAN			
HSS ~ FACULTY	PEREZ	MIKE	1		
HSS ~ STUDENT	ROMO	XIMENA	1		
NSM ~ FACULTY	SOTO	ROBERTO	1		
NSM ~ STUDENT	VACANT			VACANT	
CHAIR	FOX	COOPER	1		
			Yes	No	Abstain
			9	0	0

Action: Line-Item Transfers and Program Change Requests

Item	Program	Total Amount	From	To	Reason
8.a	Symphonic Bands	\$2,000	8050 – Supplies	8077 - Travel	Due to new COVID specific regulations, a new project has been added to this program. As a result, less student wages will be expensed, and more funds will be needed for supplies, travel, contracts, printing and communication.

Object Codes for Reference

Object Codes	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



Instructionally Related Activities (IRA)
Request for Line Item Transfer



Fiscal Year: 22-23

Symphonic Bands	3501	11/15/22
PROGRAM NAME	PROGRAM CODE	DATE

Account(s) to Transfer From:

Account #	Current Budget Amount *	Transfer Amount	Revised Budget Amount
3501-8050	10250	2000	90250 8,250

Account(s) to Transfer To:

Account #	Current Budget Amount *	Transfer Amount	Revised Budget Amount
3501-8077	3684.00	2000	5684.00

NOTE: Request Only Even Dollar Amounts to be Transferred. Send Form to IRA Funding (irafunding@fullerton.edu) Amounts over \$1,000 must be approved by the IRA Committee.

*Current budget amount should be entered here. However, if other transfers have occurred, contact IRA Administration (irafunding@fullerton.edu) for the current amount.

Reason for Transfer (detailed information required; Add an additional page as needed):

Charter Bus rates have increased significantly and extra travel funding is needed in our travel line-item to facilitate a juried, invitational performance at the California All-State Music Education Conference.

Approvals:

Dustin Barr

11/15/22

8376

Faculty in Charge

Signature

Date

Extension

Randy Goldberg

11/15/22

3513

Department Chair or Associate Dean

Signature

Date

Extension

IRA Admin Initials: SW Date: 11/17/22 A Coordinator Signature: Date: 11/17/2022

IRA Committee Chair or ASI Executive Director:

Signature _____

Date _____

Line Item Transfer Completed By: _____

Date: _____

IRA Deliberation Process

Agenda

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

Funding Deliberation Process

- 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. (Reviewed at the 3/12 meeting)
- 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 broad review and discussion of the rankings. A more detailed review and deliberation will occur at the 12/2 and 12/9 meetings.

Deliberation Considerations

- Fund as many programs as possible
- Consider returning programs use of funds
- Provide “stable and adequate” funding
- Encourage new and innovative programs
- Balance the needs of returning and new programs
- Available funds are based on the estimated fee income plus one-third of the surplus funds from the prior year.

Reminder: There are typically limited and often insufficient funds to fully award to all programs.

Funding Process

- 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 Dean's ratings, prior year's use of funds, 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.
- The Committee should review any program that has a high standard deviation change (higher or lower) from one quartile to another from the previous year's rankings prior to making a funding decision.

Funding Process (continued)

- New programs may request funding based on the needs outlined in their initial program proposal. (They 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.
- 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.

Example: Total Funds Available = \$2,500,000 ~ Total Amount of Requests = \$2,450,000

- If the total of all requests is greater than the total available funds, decreases in awards will be made to create an “adjusted award amount”.

Example: Total Funds Available = \$2,500,000 ~ Total Amount of Requests = \$2,798,000

Funding Process (continued)

- When requests exceed available funds, all programs in the bottom quartile will not be funded unless the following conditions are met:
 - Graduated cuts across all quartiles (2%, 4%, 6%, etc.) until the award amount matches the total available funds.
 - If there are funds remaining, any additional funds will 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)
 - The remaining funds will be returned to reserves.
- The minimum award is \$2,000 and the maximum award is \$120,000 (requests that fall below the minimum receive no award and requests above the maximum will be adjusted to \$120,000)

Funding Process (continued)

- IRA Staff will submit the spreadsheet of all programs based on the funding calculations, 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 Committee may 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).
- When the process is complete, the entire list should be reviewed to make any final adjustments to funding levels.
- The Committee may grant more or less funding than requested based on the funding criteria outlined in the deliberation process document. 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 the overall Committee judgement.

Final Recommendation of Funding

A majority vote by the IRA Committee is required to recommend each program's funding levels to the University President.

2023-2024 Fee Projections

Instructionally Related Activity Fee 2023-24 Fee Projection Summary		
<u>Total IRA Fee</u>	<u>Fall 2023</u>	<u>Spring 2024</u>
Projected Students	39,752	38,559
Less: Waivers	180	150
Budgeted Student Headcount	39,572	38,409
IRA Fee	\$41.91	\$41.91
Budgeted Fees Available	\$1,658,463	\$1,609,721
TOTAL PROJECTED IRA FEES:		\$3,268,184
Allocations:		
Administrative Fee (10%)	\$326,818	
	Total Administrative Fee	\$326,818
Athletics (36%) per Referendum October 2010		\$1,058,892
Curriculum-Related	\$1,882,474	
Plus: 1/3 of 2021-22 Unspent Funds	\$298,613	
Plus: Additional Funds from Reserves for Curriculum Related	\$300,000 **LTP	
	Total Amount for Curriculum-Related	\$2,481,087

Reserve balance: \$4,757,191

**Long-term plan is to allocate \$250,000 - \$300,000 from reserves for the next 3 or 4 years with special attention given to the impact from COVID-19

2023-2024 IRA Total Available Funds

2022-23 Total IRA Available Funds		
FEES FROM ENROLLMENT PROJECTION:		\$3,268,184
ONE THIRD OF UNSPENT FUNDS	\$895,838	\$298,613
Additional Funds from Reserves (LTP)		\$300,000
TOTAL AVAILABLE FUNDS:		\$3,866,797
RESERVE BALANCE:	\$4,757,191	

Ranking and Funding Spreadsheet

2022-23 Sample Spreadsheet

Next Meeting

1. Governance Document revisions to include an allocation from reserves to support curriculum related programs.
2. Deliberation process
3. Review funding spreadsheet, rubric scores, requested amounts, and recommended funding amounts.
4. Review quartile changes (higher or lower), from prior year.

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.