

Associated Students Inc.



## Instructionally Related Activities (IRA) Committee

Fri Feb 3, 2023 3:30 PM - 4:45 PM PST

### 1. Call to Order

Cooper Fox, IRA Committee Chair, called the meeting to order at 3:32 pm.

Student Members Present: Miranda, Dolivo, Sharma, Tuala, Fox

Student Members Absent: Escudero, Kenyatta, Romo

Faculty Members Present: Leekeenan, Li, Tucker, Nobari, Perez, Soto, Kurwadkar

Absent: McAlexander\*


Liaisons Present: Edwards, Macy, Tran

Absent: Juanico(E), Fink\*\*


Kurwadkar arrived at 3:33 pm.

Fink arrived at 3:38 pm.


McAlexander arrived at 4:03 pm.

 (Tucker-m/Sharma-s) The absence of Juanico due to sickness has been excused by unanimous consent.

### 2. Approval of Agenda

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

### 3. Approval of Minutes

 (Sharma-m/Miranda-s) A motion was made and seconded to approve the December 9, 2022 IRA Committee Meeting Minutes by unanimous consent.

a. December 9, 2022 Meeting Minutes

4. Public Speakers

None.

5. Reports

a. Chair

The Chair did not have a report to provide but informed members of Dr. Li's appointment to the Committee for the College of Business and Economics.

b. ASI Executive Director

The ASI Executive Director did not have a report to provide but informed members the goal of the Committee for the remainder of this semester is to improve policies and prepare for the next fiscal year.

6. Time Certain:

None.

7. Unfinished Business

a. None.

8. New Business

a. Line Item Transfer Requests

**IRA012 22/23 (Tucker-m/Soto-s) The Committee will consider approving the line item transfer requests.**

Fox yielded the floor to Susan Collins to review the requests.

Collins shared highlights from her presentation regarding program-requested line item transfer. The presentation is an attachment to the minutes.

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

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

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



**IRA012 22/23 (Tucker-m/Soto-s) Roll Call Vote: 12-0-0 The line item transfers and program change requests have been approved.**

b. Discussion: Revisions to IRA Governance & Funding Deliberation

***The Committee will discuss draft changes to the IRA Governance And Funding Deliberation Documents***

Fox yielded the floor to Dr. Edwards.

Edwards provided an update on the IRA Budget Approval status for FY23-24.

Edwards informed members they will begin discussing draft revisions to the IRA Governance Document and the IRA Funding Deliberation document.

Edwards shared what changes and points of clarification are to be expected for each document.

Edwards shared what expectations were made for the Committee in the most recent audit.

Edwards shared what changes have been made to the document thus far and encouraged members to review the document and share their opinions as well.

Macy asked for clarification surrounding language on one of the documents presented.

Edwards provided the clarification.

Edwards shared updates to the IRA Reserve policy and ways to utilize the current year's unspent funds from canceled programs during the year they were allocated.

Edwards shared that this will become an action item at the next meeting and again encouraged members to review the document themselves.

Fox opened the floor to questions and discussion. There were no questions or points of discussion.

**9. Announcements and Members Privilege**

None.

**10. Adjournment**

Fox, Chair, Adjourned the meeting at 4:05 pm.

*Cooper Fox*

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Cooper Fox, IRA Committee Chair

*Susan Collins*

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Susan Collins, Recording Secretary

## Roll Call 2022-2023

02/03/2023 IRA Committee Roll Call

Attendance	Board Members			
Voting Members:			Present	Absent
ARTS ~ FACULTY	TUCKER	JAMIE	1	
ARTS ~ STUDENT	MIRANDA	KASANDRA	1	
CBE ~ FACULTY	Li	DAOJI	1	
CBE ~ STUDENT	SHARMA	AKSHITA	1	
COM ~ FACULTY	MCALEXANDER	MICHEAL		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
EXEC DIRECTOR	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
			3	2

\*Recording Secretary: Crystal Washington

Roll Call Votes	Start 012 lit			Start 013				
	Yes	No	Abstain	Yes	No	Abstain		
ARTS ~ FACULTY	TUCKER	JAMIE	1					
ARTS ~ STUDENT	MIRANDA	KASANDRA	1					
CBE ~ FACULTY	Li	DAOJI	1					
CBE ~ STUDENT	SHARMA	AKSHITA	1					
COM ~ FACULTY	MCALEXANDER	MICHEAL		Absent				
COM ~ STUDENT	DOLIVO	VIVIEN	1					
EDU ~ FACULTY	LEEKEENAN	KIRA	1					
EDU ~ STUDENT	ESCUDERO	SEDONA		Absent				
ECS ~ FACULTY	KURWADKAR	SUNDERSHAN	1					
ECS ~ STUDENT	KENYATTA	JA'REN		Absent				
HHD ~ FACULTY	NOBARI	TABASHIR	1					
HHD ~ STUDENT	TUALA	ADRIAN	1					
HSS ~ FACULTY	PEREZ	MIKE	1					
HSS ~ STUDENT	ROMO	XIMENA		Absent				
NSM ~ FACULTY	SOTO	ROBERTO	1					
NSM ~ STUDENT	VACANT			Vacant				
CHAIR	FOX	COOPER	1					
			Yes	No	Abstain	Yes	No	Abstain
			12	0	0	0	0	0

## Action: Line-Item Transfer and Program Change Requests

Item	Program	Total Amount	From	To	Reason
8.a.1	Nursing Poverty Simulation	\$1250.00	8050 8051	8069 8074	Funds needed for hired personnel and contracts. The 8050(Supplies) funds will not be utilized, and the 8051(Printing) funds are more than the program plans to use.
8.a.2	Machine Learning in the Economist's Toolbox	\$7660.00	8077	8050 8051 8074	Funds needed for an honorarium speaker since the program's proposed travel is no longer possible. Program change included on next page.

## Action: Line-Item Transfer and Program Change Requests

Item	Program and Faculty	Current Program Operation	Proposed Program Operation
8.a.2	3579 – Machine Learning in the Economist’s Toolbox <b>Prof. Radha Bhattacharya</b>	<ul style="list-style-type: none"> <li>Program planned to take students to The Federal Reserve Bank of San Francisco, but it is now closed to visitors.</li> </ul>	<ul style="list-style-type: none"> <li>The program would instead like to host a speaker as an honorarium to get the information they would have received at the Federal Reserve Bank</li> <li>The program plans would require a LIT to perform the new operation</li> </ul>
8.a.3	3305 – Forensics <b>Prof. Erika Thomas</b>	<ul style="list-style-type: none"> <li>Program planned for tournaments across California and the US that are no longer happening</li> <li>Additionally, one trip the program feels it’s unlikely they will attend</li> <li>Dates for cancelled trips are as follows:               <ul style="list-style-type: none"> <li>Feb 25-27</li> <li>March 11-13</li> <li>April 22-25</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Program would like to travel to Tokyo to replace the trips that have been cancelled</li> <li>The replacement trip would take place March 10-17</li> <li>The funds not used for other trips will be used for this one so no line-item transfer is needed</li> <li>Program expects to expend between 18k and 19k for this trip</li> </ul>

# Action: Line Item Transfer

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

# Instructionally Related Activities

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## Policy Discussion

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Cooper Fox, IRA Chair  
Dr. Dave Edwards, Executive Director  
Susan Collins, IRA Coordinator



**ASSOCIATED  
STUDENTS INC**

CALIFORNIA STATE UNIVERSITY, FULLERTON™



# IRA Policy Revisions

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At today's meeting the Committee will begin the discussion on the following:

1. Draft revisions to the IRA Governance Document
2. Draft revisions to the IRA Funding Deliberation Document

# Governance Document

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1. Text and language clean up ~ throughout the document
2. Corrections and clarifications ~ Regulatory Framework
3. Reserve Policy ~ Committee Functions
4. Funding restrictions
5. Travel Adjustment
6. Clarification for Athletics

# Funding Deliberation Document

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1. Text and language clean up
2. Clarification regarding the application process
3. Reserve Policy

EDUCATION  
CLASSROOM  
BUILDING

## **Governance Document for the Instructionally Related Activities Committee**

### **PURPOSE**

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

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

The IRA committee is composed of:

#### **Voting Members**

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

#### **Non-voting members**

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

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

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

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

- 35 • Vice President of Academic Affairs/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 to~~ 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 or current award recipients for IRA  
47 funding. Prior experience as an IRA recipient, however, is a desirable quality to be considered in  
48 committee appointments. Student committee members who participate in an active IRA funded  
49 program are encouraged to recuse themselves 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 Provost, Vice President for  
57 Administration and Finance, and Vice President for Student Affairs. Additionally, the University  
58 President will consider all committee appointments prior to September 30.

59 The committee will

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

63 The IRA Chair, in cases where the ASI President appoints a chair, shall receive an annual financial  
64 award equal to 10% of the average annual cost of attendance, for a commuter student. The financial  
65 award is not compensation for work done and is to be funded by the 710% Administrative Fee paid to  
66 ASI.

67 Appointed student members will receive priority registration.

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

68 SECTION II: PURPOSE, AUTHORITY, AND RESPONSIBILITY

69 A. SUPPORT OF CO-CURRICULAR ACTIVITIES

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

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

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

93 B. LEVELS OF REVIEW

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

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

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

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

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

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

## C. REGULATORY FRAMEWORK

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

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

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

Historically, IRA fees were created by CSU Executive Order 290, which was superseded by Executive Order 429. These orders have since been retired. CSU Executive Order 1059 further regulates Auxiliaries including delegation of authority for administration of IRA programs.

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

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

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

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

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

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

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

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

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

## D. COMMITTEE FUNCTIONS

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

The Committee will recommend the use of IRA reserves according to the IRA Reserve Policy. Annually, the Committee will review the reserve policy and recommend modifications to the Vice President of Administration and Finance (or designee).

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

141 The IRA Committee will review annual budget requests and forward its recommendations for the  
142 budget to the Vice President of Student Affairs (or designee), who will forward their  
143 recommendations to the Provost (or designee), who will forward their recommendations to the  
144 Vice President of Administration and Finance (or designee), who will forward their  
145 recommendations to the University President. The University President may accept, modify or  
146 reject any funding recommendation, and the final decision on funding allocations rests with the  
147 President.

#### 148 E. POLICIES AND PROCEDURES DECISION PROCESSES

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

### 152 SECTION III: SPECIFIC POLICIES

#### 153 A. TIMELINES AND PURPOSES

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

#### 164 B. ELIGIBILITY FOR FUNDING

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

170 The program shall be required as part of a class for which residential academic credit can be  
171 applied towards an undergraduate or graduate degree. The program must be closely related to  
172 and/or in support of the classroom study of students. The program must be offered in the Fall,  
173 Spring, Winter or Summer terms. Courses must have received final University approval. The  
174 program should normally include a high proportion of required participatory activity on the part  
175 of enrolled students. By definition, a class that instructs through planned and supervised  
176 activities would be eligible, but a class that instructs through lectures, seminars, and individual  
177 projects would not be eligible as IRA programs are intended to be experiential, and active student

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

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



178 participation is required for funding. For example, travel to conferences, exhibitions, concerts, or  
179 meetings is fundable only when students are presenting, performing, competing, or otherwise  
180 actively engaged.<sup>12</sup>

181 The student activity associated with the program must be deemed by the IRA Committee to be  
182 integrally related to the formal instructional offerings of the University and will meet a  
183 requirement for one or more courses. Additionally, the IRA Committee must determine that the  
184 program involves enrolled students in a significant out-of-class activity which results in a planned  
185 product. Such products include, but are not limited to, competition or performance before an  
186 audience, a display of equipment or material of instructional value to the University community,  
187 or a written or electronic publication or other media available to university students.

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

192 1. Intercollegiate Athletics

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

196 2. Radio, Television, and Film

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

199 3. Music and Dance Performances

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

202 4. Drama and Musical Productions

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

206 5. Art Exhibits

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

208 6. Publications

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

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

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

#### 212 7. Forensics

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

#### 215 8. Other Activities

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

#### 218 9. Other Programs and Considerations

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

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

229 IRA funds cannot be used for the following: equipment purchase or capital outlay projects,  
230 faculty and professional staff salaries normally funded through the University’s instructional  
231 program, recruitment efforts to get students to join a class or activity, software (except for  
232 software licenses which are only used in the current academic year), gifts/giveaways, personal  
233 membership dues, ~~off-campus shipping~~, attendance at conferences, unless the travel includes  
234 competitions or other means of direct active student participation, student financial aid/grants-in-  
235 aid, and travel not required for the course. Additionally, IRA programs are only allowed a  
236 maximum of ~~\$7500~~ for in-state travel, ~~\$71500~~ for out-of-state travel, and ~~\$42500~~ for international  
237 travel per person per trip for travel for students and faculty.

238 IRA will not directly reimburse students for instructionally related activities expenses or  
239 reimburse faculty/staff for payments made to vendors for services performed.

#### 240 C. APPLICATION OF EVALUATION CRITERIA AND PROPOSAL REVIEW 241 PROCEDURES

242 The Committee will evaluate all completed IRA proposals received by the announced application  
243 deadline. A complete proposal submission will include a current year application (reviewed and  
244 certified/signed by the faculty member, department chair, and Dean). Returning programs shall

245 also have previously submitted their prior year’s final report. All IRA proposals, which meet the  
246 criteria for IRA funding, will be equitably considered for funding by the IRA Committee.

#### 247 248 Evaluation Workload and Scoring

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

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

269 Prior to the funding deliberation process, the IRA Committee will be informed of the available  
270 funds for distribution to potential programs. Per a student-approved referendum in 2010, the IRA  
271 allocation to Titan Athletics shall be 36% of the total IRA fee (after the administrative fee). The  
272 IRA allocation to Titan Athletics will be primarily used for student-athlete travel and operational  
273 expenses. Titan Athletics will not participate in the annual deliberation process. The remaining  
274 IRA fee will be available for distribution to IRA programs. Athletics funding does not follow the  
275 processes outlined in this document.

#### 276 Evaluation Criteria

277  
278 Prior to the start of the evaluation cycle, all 16 IRA committee members will participate in a  
279 guided rater training session, where rater calibration activities will be completed using the  
280 approved rubric for the current academic year and proposals from a previous cycle.

281  
282 Subsequently and using the approved rubric, all proposals will be rated by a minimum of three  
283 committee members, with no committee member rating proposals from their own college. The  
284 cCommittee member rubric ratings will be submitted for each assigned proposal to ASI will

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

285 [review completed applications through the designated application review software and input their](#)  
286 [rubric ratings \(irafunding@fullerton.edu\)](#) by the published date. ASI will be tasked with  
287 calculation of the overall rubric score per rater based upon the weighted rubric category scores.  
288 Once all proposal rubric ratings have been received, the proposal rating for each submission will  
289 be calculated with an average score and standard deviation for that score. The ASI [Financial](#)  
290 [Services IRA Administration](#) Office will calculate and prepare a report of these values for  
291 presentation to the IRA committee.

292  
293 Proposals will be listed in rank order by overall average score (along with standard deviation for  
294 each average score), and will include the Dean's [ranking-rating](#) and the total requested funds and  
295 presented to the committee. Allocations will be determined utilizing the deliberation/funding  
296 process approved in the fall, including the additional consideration of weighting variables, Dean's  
297 [rankingsratings](#), etc. as factors contributing to the final funding recommendation.

#### 298 299 Appeals

300 Applicants will have five business days after receiving the award notification to request an appeal  
301 to the IRA Committee. The applicant must be able to demonstrate that a technical or procedural  
302 error was made and support it with the appropriate documentation. The committee will review  
303 the request for appeal before reconsidering the proposal for funding. If an applicant is  
304 successfully able to appeal the decision, the recommendation for funding for the program will be  
305 modified appropriately. Once a decision is made on the appeal, the recommendation for the  
306 revised program IRA budget will be submitted to the University President for approval.

307  
308 Following the University President's approval of the annual IRA budget, the amount of the IRA  
309 allocations and any restrictions on how those funds are to be spent will be communicated by the  
310 Associated Students, Inc. to the faculty requestor and the respective department chair and Dean.

#### 311 312 Contingency requests

313 No contingency requests are accepted.

#### 314 315 Presentations

316 Presentations for individual programs or proposals are neither required nor generally held, but  
317 might occur upon a majority vote of the committee. For example, the committee might wish to  
318 hold a presentation prior to discontinuing all or a major portion of funding for an existing  
319 program.

### 320 321 SECTION IV: AWARD ADMINISTRATION FRAMEWORK

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

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

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

329 Procedures established by ASI are reviewable by the Vice President of Student Affairs, [Vice](#)  
330 [President Administration and Finance](#), and the Provost, and their decisions may be reviewed by the  
331 President, who has final decisional authority.

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

334 IRA accounting procedures must follow the accounting procedures and policies of CSUF since the  
335 IRA fee is a Category II fee. All IRA programs must follow university policies regarding  
336 procurement, contracts, travel, student employment, etc. Where possible, ASI will support IRA  
337 programs and provide customer service to these important IRA-funded co-curricular programs as  
338 long as they are otherwise consistent with state law and CSU policy. Annually, ASI will provide a  
339 status update to the Student Fee Advisory Committee regarding the IRA fee's status, its allocation,  
340 and current usage.

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# IRA Funding/Deliberation Process

## 2021-22 Academic Year

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

### Post-application Process

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

- Mandatory funding orientation was completed (confirmation signature on application)
- IRA Final Report for the previous year was submitted, if the program received an award in the prior year. The report summarizes the program’s learning outcomes and financial performance in the prior year.
- Syllabus for the course listed in the application was submitted
- Courses listed in the application have final University approval ~~by verifying the department Chair’s and Dean’s signature~~
- Start/end dates of the program match the semesters the course is taught and are within the upcoming fiscal year (July 1 through June 30 of the next year)
- Expenditures listed in the application are eligible for IRA funding. Ineligible items are removed from the proposal and a modified proposal is submitted to the Committee for consideration and noted with the Committee.
- ~~Detailed travel~~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 (~~\$7500~~, ~~\$71500~~, ~~\$12500~~). Additionally, travel dates are confirmed to ensure travel occurs during the fiscal year.
- Travel is required for course credit by verifying with the syllabus.
- Proposals for new programs meet the general criteria from the IRA Governance Document
- The amount of the request is between \$2,000 (minimum award) and \$120,000 (maximum award).

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

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

### Committee Role

Using the approved rubric, all proposals will be rated by a minimum of three Committee members, with no Committee member rating proposals from their own college. ~~The IRA Committee Chair will assign the p~~Proposals, ~~with assistance from ASI will be assigned,~~ to each voting committee member for evaluation through the application funding software program. Each committee member will ~~receive~~ have access to the following:

- Current year application
- Prior year final report, if applicable
- Budget spreadsheet
- Travel spreadsheet as applicable
- Certification of Department Chair
- Deans approval and rating
- 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~~ IRA Administration 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 an 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 Three-year average use of 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 any use of funds as outlined in the reserve policy below.~~one-third of the any surplus (unused) 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. Programs requesting more than 10% of their prior year(s) expenses must



provide justification in the proposal for the increase. The Committee may award a higher increase, based on justification for the higher increase included in the proposal and with consideration of the Deans ratings, the program report from the prior year, etc. Existing programs that did not receive an award in one of the last three years will be funded based on their most recent year's actual expenditures. Existing programs that did not receive an award in any of the last three years will be funded in the same manner as a new program.

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

### Step 3

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

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

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

### Step 4

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

### Step 5

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

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

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

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

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

### Step 6

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

#### Step 7

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

#### Step 8

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

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

### **Final Recommendation of Funding**

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

### **Appeal**

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

### **Reserve Policy**

The Committee will conduct an annual review of available reserves. A minimum reserve balance must be maintained at 10% of prior year's total awarded amount (does not include Athletics).

The reserve balance should not exceed 50% of prior year's total awarded amount (does not include Athletics).

Committee will also review mid-year available current funds that could be reallocated from cancelled programs.

As part of the funding deliberation process, Staff will recommend annual use of reserves. Discussed at the committee level, including unused prior year and fund balance. Committee will consider and approve.

Use of reserves will be included in the annual funding recommendation and submitted to the VP for Administration and Finance for review and approval.

Committee will annually review the reserve policy and make recommendations for modifications.

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