

Associated Students Inc.



Instructionally Related Activities (IRA) Committee

Fri Apr 14, 2023 1:30 PM - 3:00 PM PDT

1. Call to Order (Fox)

Cooper Fox, IRA Committee Chair, called the meeting to order at 1:31 pm.

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

Student Members Absent: Romo


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

Faculty Members Absent: Soto


Liaisons Present: Edwards, Fink, Juanico, Macy, Tran

Liaisons Absent: None.

2. Approval of Agenda

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

3. Approval of Minutes

 (Miranda-m/Sharma-s) A motion was made and seconded to approve the March 3, 2023 IRA Committee Meeting Minutes by unanimous consent.

a. March 3, 2023 IRA Committee Minutes

4. Public Speakers

None.

5. Reports

a. Chair (Fox)

Chair Fox shared that Alyssa Adamson, AVP for Academic Affairs would join the meeting for a Time Certain. Fox also shared that this was the second to last meeting scheduled for the IRA Committee with the last meeting on May 5th, 2023 and if needed a special meeting for

this Committee could be called upon to address specific or required actions but it is not anticipated.

b. ASI Executive Director (Dr. Edwards)

The ASI Executive Director provided a presentation. The presentation is an attachment to the minutes.

Highlights of the Presentation:

- * IRA Transition Update
- * IRA Audit Status
- * IRA Committee

Fox opened the floor to Questions and Discussion.

* McAlexander asked if any transactions were already being sent over to Administration and Finance for IRA. Edwards said that this has not yet occurred, and added that there are historical charges for IRA that are being worked on by Admin & Finance right now which has not changed. McAlexander followed up and asked if these changes can be discussed with colleagues. Edwards discussed that there is a plan to send out this communication to all programs soon after a consensus with the VPs. Collins added that communication will be sent to all programs shortly, and it will be coming out soon once feedback and edits are taken into consideration from Admin & Finance & Academic Affairs.

* McAlexander discussed the difficulty of IRA Funding regarding purchasing and reimbursing. The audit has placed difficulty on the process. Edwards added that the audit and following more on campus policies has changed previous flexibility. Edwards added that clarification was provided from University that IRA funding is still state dollars, and that state procurement policy needs to be followed, so campus policy still needs to be enforced regardless of ASI or Admin & Finance handling IRA funds. On the issue of timeliness, programs should communicate concerns to the Academic Resource Managers (ARMs) and Academic Affairs so efforts can be made to solve these problems.

* McAlexander questioned the position of the ARM and whether they worked at the college or university level. Edwards responded that ARMs worked at the college level, but 1 ARM is being assigned to about 2 colleges right now. McAlexander followed up for clarification as to who would be resources for IRA Funding and the relationship between ARMs, Admin & Finance, and the Faculty. Edwards commented that this would be a good question for AVP Adamson, and that another good question would be to ask where a faculty's starting point would be to contact someone regarding IRA Funding.

6. Time Certain:

a. 2:15pm: Alyssa Adamson, AVP Academic Affairs

Alyssa Adamson, AVP Academic Affairs, shared updates with the IRA Committee.

Highlights of the Presentation:

- * Transition benefits faculty by moving everything to Stateside, and there will be an increase in visibility of allocations.

* Admin & Finance set up a separate fund from the General Fund for IRA so there is no comingling funds, and each program is assigned their own program code.

*Difficulty with Faculty and Department Coordinator due to lack of understanding of ASI processes towards IRA Funds, Faculty will have support of Department Coordinator for IRA Funding for Programs.

* 3 Tier System of Support: Department Coordinator, Resource Manager, Provost Office for Oversight, Compliance, and Training. Planning initial meeting for transition between Department Coordinator, Resource Manager, and the Provost's Office.

Fox opened the floor to Questions and Discussion.

* McAlexander discussed the difficulty of faculty getting reimbursed because of new processes and requirements, and how it would be possible to get reimbursed for last minute purchases. McAlexander questioned whether PCards would be an option for this scenario. Adamson discussed usage of the PCard as an option. McAlexander followed up with whether students could use or obtain PCards. Adamson responded that students can not obtain PCards. Adamson added that should students need to purchase something using a PCard they would have to go through a Program Coordinator or Faculty to use the PCard, and department staff can handle purchases for the programs within their department. McAlexander followed up with whether there is any situation where a PCard can be issued to a student? Adamson suggested that she could look into that, but PCards are generally for CSU Employees. McAlexander discussed that within the college of COMM the nature of some events requires students to be responsible for purchases, and suggested exploration into Declining PCards, or PCards with a certain limit if they are possibilities.

7. Unfinished Business

None.

8. New Business

a. Action: Line Item Transfer Requests (Fox)

The Committee will consider approving the recommended Line Item Transfer requests.

IRA 014 22-23 (Tucker-m/Nobari-s) A motion was made and seconded to approve the Line Item Transfer requests.

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

The presentation is an attachment to the minutes.

Highlights of the presentation:

* 3255 Feature Film Production - Move \$7,455 from Contracts, Fees, and Rentals to Insurance and Supplies because of higher insurance quote than estimated, less need for Contracts, Fees, and Rentals, and more need for supplies.

* 3201 Daily Titan - Move \$9,100 from Supplies, Travel, and Printing to Dues/Sub, and Student Wages from unexpected increase in subscription, lower than expected printing costs, and increase in student wages.

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.

IRA 014 22/23 (Tucker-m/Nobaris) Roll Call Vote: 13-0-0 The Line Item Transfer requests have been approved.

b. Action: IRA Governance Document Revisions (Fox)

The Committee will consider approving revisions to the IRA Governance Document.

IRA 015 22-23 (Tucker-m/Kenyatta-s) A motion was made and seconded to approve the revisions to the IRA Governance Document.

Fox yielded the floor to Dr. Edwards to review the IRA Governance Document Revisions. The document is an attachment to the minutes.

Major points:

- * Discuss what kind of travel is allowable, networking is previously not considered as high level student engagement. Networking was added because of this.
- * Publications was more clearly defined as what qualifies for IRA funding.
- * Update of what IRA funds cannot be used for
- * Revisit discussion of travel
- * Revisit gifts
- * Can not reimburse students for IRA expenses
- * Athletics has own set of requirements
- * Role of ASI
- * ASI Resource Planning and Funding

- Collins added that currently there is a page on the ASI website pertaining to all of the transactions that are processed by IRA which won't be present when the transition occurs.
- * Clarification of Accounting

Fox opened the floor to questions.

- * McAlexander had questions regarding how equipment is being defined since Athletic Equipment is allowed by the Ed Code but not by IRA. Edwards responded that purchase of equipment has been put in for many years by the Committee as it could take up a lot of funds, but it is something that can be eliminated. Edwards suggested that should it be eliminated, decisions could be made in the Applicant Review Stage regarding equipment purchases. McAlexander followed up by questioning whether Athletics can use IRA Funds to purchase equipment. Ehrlich shared that if the equipment exceeds the \$5,000 limit, campus procedure is followed, but if it is less than that, Athletics has made purchases in the

past in this manner. McAlexander raised this as a point of concern as only Athletics can and does buy equipment with program funds, but all other programs are prohibited from doing so, and expressed that he would like to have further discussion on this matter at a later time.

* Nobari wanted to clarify if academic publications are ok. Edwards responded if there is no intent to inform or entertain it is ok.

* Macy questioned what an example of an IRA networking activity would consist of. Edwards provided an example of this, and discussed the changing of previously defining active engagement as presenting, or competing, to also include networking in this definition.

* Tucker agrees with the issue of examining equipment, noting the importance of equipment in class activities and productions, and the increasing limitations of what can be provided to students. Edwards suggested a dollar limit amount on equipment.

* Edwards suggested to scratch the equipment purchase from the prohibition section and can come back to it at a later date. Edwards clarified the purpose of the limit, and suggested that the Committee should keep it the same for Academically Related Programs. McAlexander shared that he had no objections to that, and questioned whether the \$5,000 limit was arbitrary and agreed upon before or could be discussed at a later time. Ehrlich responded that the \$5,000 limit had to deal with tagable and untagable equipment based on whether the equipment is used up or not. McAlexander questioned the importance of setting a limit towards tagable and untagable equipment. Dr. Edwards commented that this is not important for this document as it only defines what IRA Funds can be used for. Dr. Edwards shared that the tagable and untagable equipment has to deal with inventory control which is outside the scope of this document, but the scratching of the equipment purchase from the prohibition section would allow programs to use IRA funds to purchase equipment with no limit based on the approved IRA proposal.

* Nobari questioned the reading of the passage regarding publications. Collins edited the passage to make it more legible.

* Edwards questioned whether anyone would like to include networking on the Governance Document, which means that IRA Funds could go towards attendance. McAlexander likes the idea of it, but questions whether this section would be abused and whether it should be better defined. Edwards agreed with this potentially being a problem and suggested bringing this up for next year's fall committee. Perez suggested specifying networking via shadowing a mentor and also agrees with discussing this in the fall.

* McAlexander questioned Line 145 of the Governance Document as to whether or not adding in another person would complicate the timeline process of reviewing annual budget requests and the IRA Committee recommendations. Edwards commented that this is already the process that we undergo, and the amendment documents this process. Edwards added that the VP of Admin and Finance was already added in this year to review the budget request and IRA Committee recommendations. Collins added that these amendments ensure that all people who are required for the budget process are noted in the document.

* Edwards discussed that there are no current limitations to travel and would be eliminated. Edwards added that gifts will be left out for right now.

* McAlexander asked for clarification if the travel cap limits were still present, just increased value since it was part of the other document. Edwards clarified that since the restriction was put in place by the Committee several years ago when there was insufficient funds, the draft

amendment was struck down. McAlexander discussed that it could be problematic that there are no limits put in place, and that this discussion should be brought back to the table.

* Edwards clarified that currently the travel limits are in and asked if anyone would like to remove the travel limits. Currently, the document states that In-state travel is capped at \$500, out of state capped at \$750, and international travel capped at \$1500. Nobari commented that she would vote to remove the travel caps.

IRA 015.a 22-23 (Nobari-m/Leekeen-s) A motion was made and seconded to remove the IRA Travel Limits from the IRA Funding Deliberation document.

Fox opened the floor to discussion.

*McAlexander asked for clarification if we are removing caps for travel.


* Nobari commented that from her understanding, removal of the travel limits would allow for travel programs to request higher amounts that could be determined by the IRA Committee how much should be awarded to the program. Edwards discussed that the argument for keeping travel limits is to minimize the amount of small programs that needed to travel overseas because of study abroad receiving large amounts of funding in comparison to other programs that are larger which may not be receiving a lot of funding because of heavy allocation of funds towards study abroad. Edwards added that a way to address this issue is to handle it during the IRA application process without having a cap.

* Macy proposed an option to consider setting a percentage for travel funding.

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

IRA 015.a 22/23 (Nobari-m/Leekeen-s) Roll Call Vote: 9-0-5 The motion to amend the Governance document to remove IRA Travel Limits was approved.

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

 **IRA 015 22/23 (Tucker-m/Kenyatta-s) Roll Call Vote: 12-0-0 The IRA Governance Document Revisions have been approved.**

c. Action: IRA Funding Deliberation Revisions (Fox)

The Committee will consider approving revisions to the IRA Funding Deliberation document.

IRA 016 22-23 (Sharma-m/McAlexander-s) A motion was made and seconded to approve the revisions to the IRA Funding Deliberation document.

Fox yielded the floor to Dr. Edwards to review the IRA Funding Deliberation Revisions. The document is an attachment to the minutes.

Major points:

* Travel restrictions will be amended as there are no travel limits.


* Travel will be required for course credit and are not optional.

- * Information that committee will have access to to determine funding.
- * Three year average use of funds.
- * Clarify how we get to budget amount, from projected next year enrollment, multiplied by per student IRA Fee, subtracting Administration Fee and 36% allocated to Athletics, plus unused funds from previous year (change from 1/3 to 100% of unused funds from the prior year, based on the budget deliberation process in fall.)
- * If programs request more than 10% of prior year expense, justification is needed

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.

 **IRA 016 22/23 (Sharma-m/McAlexander-s) Roll Call Vote: 12-0-0 The IRA Funding Deliberation Revisions have been approved.**

d. Information: IRA Rubric Review (Fox)

The Committee will review and discuss revisions to the IRA rubric.

Fox yielded the floor to Dr. Edwards to provide an update on the IRA Rubric Review. The document is an attachment to the minutes.

Postponed to next meeting.

9. Announcements and Members Privilege

None.

10. Adjournment (Fox)

Fox, Chair, adjourned the meeting at 2:54 pm.

Cooper Fox

Cooper Fox, IRA Committee Chair

Susan Collins

Susan Collins, Recording Secretary

Roll Call 2022-2023

04/14/2023 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
			14	2

Quorum = 9

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
			5	0

*Recording Secretary: Susan Collins

Tran arrived at 1:44 pm due to university business

Tuala exited at 2:00 pm

Tucker exited for university business at 2:22 pm

Leekeenan exited at 2:53 pm for university business

Roll Call Votes			014 - Line Item Transfer			015 - Governance Document		
			Yes	No	Abstain	Yes	No	Abstain
ARTS ~ FACULTY	TUCKER	JAMIE	1			Absent		
ARTS ~ STUDENT	MIRANDA	KASANDRA	1			1		
CBE ~ FACULTY	LI	DAOJI	1			1		
CBE ~ STUDENT	SHARMA	AKSHITA	1			1		
COM ~ FACULTY	MCALEXANDER	MICHEAL	1			1		
COM ~ STUDENT	DOLIVO	VIVIEN	1			1		
EDU ~ FACULTY	LEEKEENAN	KIRA	1			1		
EDU ~ STUDENT	ESCUDERO	SEDONA	1			1		
ECS ~ FACULTY	KURWADKAR	SUNDERSHAN	1			1		
ECS ~ STUDENT	KENYATTA	JA'REN	1			1		
HHD ~ FACULTY	NOBARI	TABASHIR	1			1		
HHD ~ STUDENT	TUALA	ADRIAN	1			Absent		
HSS ~ FACULTY	PEREZ	MIKE	1			1		
HSS ~ STUDENT	ROMO	XIMENA	Absent					
NSM ~ FACULTY	SOTO	ROBERTO	Absent					
NSM ~ STUDENT	VACANT		VACANT			VACANT		
CHAIR	FOX	COOPER	1			1		
			Yes	No	Abstain	Yes	No	Abstain
			14	0	0	12	0	0

Roll Call Votes			016 - Funding Deliberation			015.a - Amend Remove Travel Limits 244-246		
			Yes	No	Abstain	Yes	No	Abstain
ARTS ~ FACULTY	TUCKER	JAMIE	Absent					
ARTS ~ STUDENT	MIRANDA	KASANDRA	1					1
CBE ~ FACULTY	LI	DAOJI	1			1		
CBE ~ STUDENT	SHARMA	AKSHITA	1					1
COM ~ FACULTY	MCALEXANDER	MICHEAL	1			1		
COM ~ STUDENT	DOLIVO	VIVIEN	1			1		
EDU ~ FACULTY	LEEKEENAN	KIRA	1			1		
EDU ~ STUDENT	ESCUDERO	SEDONA	1					1
ECS ~ FACULTY	KURWADKAR	SUNDERSHAN	1			1		
ECS ~ STUDENT	KENYATTA	JA'REN	1			1		
HHD ~ FACULTY	NOBARI	TABASHIR	1			1		
HHD ~ STUDENT	TUALA	ADRIAN	Absent					
HSS ~ FACULTY	PEREZ	MIKE	1			1		
HSS ~ STUDENT	ROMO	XIMENA	Absent					
NSM ~ FACULTY	SOTO	ROBERTO	Absent					
NSM ~ STUDENT	VACANT		VACANT			VACANT		
CHAIR	FOX	COOPER	1			1		
			Yes	No	Abstain	Yes	No	Abstain
			12	0	0	9	0	3







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Final Audit Report

2023-05-08

Created:	2023-05-05
By:	Susan Collins (sucollins@fullerton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAujeMoQSnL5zYfnN75VMhuRuYuHLG1sI5

"ira_2023_04_14_min" History

-  Document created by Susan Collins (sucollins@fullerton.edu)
2023-05-05 - 9:30:45 PM GMT- IP address: 137.151.113.11
-  Document emailed to Cooper Fox (cooperfox@csu.fullerton.edu) for signature
2023-05-05 - 9:31:02 PM GMT
-  Email viewed by Cooper Fox (cooperfox@csu.fullerton.edu)
2023-05-06 - 0:00:00 AM GMT- IP address: 104.28.124.96
-  Cooper Fox (cooperfox@csu.fullerton.edu) has agreed to the terms of use and to do business electronically with California State University, Fullerton
2023-05-08 - 10:15:20 PM GMT- IP address: 73.70.5.119
-  Document e-signed by Cooper Fox (cooperfox@csu.fullerton.edu)
Signature Date: 2023-05-08 - 10:15:20 PM GMT - Time Source: server- IP address: 73.70.5.119
-  Agreement completed.
2023-05-08 - 10:15:20 PM GMT

Instructionally Related Activities (IRA)

Accounting Services & Audit

Dr. Dave Edwards, Executive Director

Cal State
Fullerton

IRA Transition Update

IRA Transition from ASI to Administration and Finance and Academic Affairs effective June 30, 2023.

Ongoing meetings with campus stakeholders to ensure:

- Budget development in the campus system
- Communicate the transition to Faculty, Staff and Administrators (including the Deans)
- Training for all faculty, support staff, and Athletics to ensure compliance with policy and procedures, and share resources for transactional activity post transition
- AVP Adamson, Academic Affairs will join us today to share information from the division.
- We will invite AVP Graylee, Administration & Finance to join us at our next meeting.

IRA Audit Status

Our team is working with campus and the internal auditor to address the recommendations identified in our recently completed audit.

- The audit identified 42 recommendations for review and consideration
- ASI is working with Administration and Finance to address the recommendations before the July 1 target date.
- Several items have been completed or are close to completion:
 - IRA Check Request usage (vendor payments, hospitality, hazardous materials review through EHS, etc.)
 - Establishing a Reserve Policy (which this committee is addressing through the Governance and Funding Deliberation revisions)
 - Cash Advance Policy
 - Athletics transaction processing

IRA Committee

ASI will continue to work with the IRA Committee to ensure:

- Student Engagement at the Committee level
- ASI President's role
- Application processing and review
- Budget development
- Award notification
- Program change activity, questions, etc.

QUESTIONS?

Thank You!

Action: Line Item Transfer

Item	Program	Total Amount	From	To	Reason
8.a	3255 – Feature Film Production Prof. Robert Davis	\$7455.00	8074-CFR	8084-Insurance 8050–Supplies	The insurance quote for the film project is significantly higher than anticipated; additionally covering costs for location fees, production design costs, etc. working through Contracts & Procurement funding provided through IRA, Hollywood Foreign Press, and others.
8.a	3201 – Daily Titan Prof. Walt Baranger Prof. Michelle Kurland	\$9100.00	8050-Supplies 8077-Travel 8051-Printing	8079-Dues/Sub 8069-Student Wages	Unexpected increase in subscriptions for the program including, Google and TownNews (Blox); Lower than expected printing costs and an increase in student wages.

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

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 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 • 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.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 710% 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”) ~~provides support to the Committee and~~
72 ~~administers the annual proposal and budget development for IRA.~~ The IRA Committee has
73 responsibility for all policies and procedures for IRA funds within the limits described below,
74 reviews program applications, and establishes funding levels based on those applications. The
75 committee should review funding needs and communicate them to the Student Fee Advisory
76 Committee as needed.

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

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

95 B. LEVELS OF REVIEW

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

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

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 reject the change within 30 days. The IRA Committee decision remains in place during the
106 appeal and remains in effect unless overturned.

107 C. REGULATORY FRAMEWORK

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

110 *1. Actions by the legislature, including enacted laws such as the California Education Code.*
111 IRA programs were created in Title 5, Division 5, Chapter 1, subchapter 3, CCR paragraph
112 41800.2. IRA activities are regulated by Title III, Division 8, Part 55, Chapter 2, and
113 paragraphs 89230 of the California Education Code.

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

116 Historically, IRA fees were created by CSU Executive Order 290, which was superseded by
117 Executive Order 429. CSU Executive Order 1059 further regulates [Auxiliaries including](#)
118 [delegation of authority for administration of IRA programs. These orders have since been](#)
119 [retired. CSU Executive Order 1102 has been codified as California State University Student](#)
120 [Fee Policy and governs student fees including Instructionally Related Activities.](#)

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

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

124 *4. CSUF Previous IRA Referenda in 1984, 2000, 2010 and Student Success Initiative*
125 *Referendum 2014.⁹*

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

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

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

132 *6. Orders or other policy statements by the Provost of Cal StateSU, Fullerton, Vice*
133 *President of Administration and Finance, or the Vice President of Student Affairs.*

134 The Vice President of Administration and Finance, Vice President of Academic
135 [Affairs/Provost, or the Vice President of Student Affairs, ~~the VPSA Chief of Operations or~~](#)
136 [Executive Director of the ASI](#) may issue policy documents.

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

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

138 **D. COMMITTEE FUNCTIONS**

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

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

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

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

153 IRA procedures regarding application and funding deliberation should be appended to this
154 document, updated in a timely way, and to the maximum extent possible be made publicly
155 available. Procedures should be numbered, and amendments should be dated with the amending
156 authority cited.

157 **SECTION III: SPECIFIC POLICIES**

158 **A. TIMELINES AND PURPOSES**

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

169 **B. ELIGIBILITY FOR FUNDING**

170 Activities that are considered to be essential to a quality educational program and an important
171 instructional experience for any student enrolled in the respective program may be considered
172 instructionally related activities. Eligibility for funding does not guarantee funding but simply

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.

173 designates that a program may have its application for funding considered by the IRA
174 Committee.¹¹

175 The program shall be required as part of a class for which residential academic credit can be
176 applied towards an undergraduate or graduate degree. The program must be closely related to
177 and/or in support of the classroom study of students. The program must be offered in the Fall,
178 Spring, Winter or Summer terms. Courses must have received final University approval. The
179 program should normally include a high proportion of required participatory activity on the part
180 of enrolled students. By definition, a class that instructs through planned and supervised
181 activities would be eligible, but a class that instructs through lectures, seminars, and individual
182 projects would not be eligible as IRA programs are intended to be experiential, and active student
183 participation is required for funding. For example, travel to conferences, exhibitions, concerts, or
184 meetings is fundable only when students are presenting, performing, competing, networking or
185 otherwise actively engaged.¹² Consider a networking component as engagement

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

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

197 1. Intercollegiate Athletics

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

201 2. Radio, Television, and Film

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

204 3. Music and Dance Performances

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

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.

¹⁸ Title III, Division 8, Part 55, Chapter 2, Article 4, Section 89230.

207 4. Drama and Musical Productions

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

211 5. Art Exhibits

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

213 6. Publications

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

217 7. Forensics

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

220 8. Other Activities

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

223 9. Other Programs and Considerations

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

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

234 **IRA funds cannot be used for the following:** Athletic grants; purchase or rental of films as
235 instructional aids; publications - designed primarily to inform or entertain (other than periodic
236 newspaper and laboratory experiences related to journalism and literary training) shall not be
237 included; non-recurring maintenance and repair and capital improvement projects; equipment
238 purchase or capital outlay projects, faculty and professional staff salaries normally funded
239 through the University’s instructional program, ~~recruitment efforts to get students to join a class~~
240 ~~or activity, software (except for software licenses which are only used in the current academic~~
241 ~~year), gifts/giveaways, personal membership dues, off-campus shipping, attendance at~~
242 ~~conferences, unless the travel includes competitions or other means of direct active student~~

243 participation, student financial aid/grants in aid, and travel not required for the course.
244 Additionally, IRA programs are only allowed a maximum of \$7500 for in-state travel, \$71500 for
245 out-of-state travel, and \$12500 for international travel per person per trip for travel for students
246 and faculty.

247 ~~Revisit "gifts" with a limit~~

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

250 C. APPLICATION OF EVALUATION CRITERIA AND PROPOSAL REVIEW 251 PROCEDURES

252 The Committee will evaluate all completed IRA proposals received by the announced application
253 deadline. A complete proposal submission will include a current year application (reviewed and
254 certified/signed by the faculty member, department chair, and Dean). Returning programs shall
255 also have previously submitted their prior year's final report. All IRA proposals, which meet the
256 criteria for IRA funding, will be equitably considered for funding by the IRA Committee.

257 Evaluation Workload and Scoring

258 The committee will review and approve the rubric and the deliberation/funding process in the fall
259 spring semester and propose any changes to the University President, if necessary. The approved
260 deliberation/funding process and the approved rubric scores will be used in the spring-fall
261 semester to determine which programs will be recommended to receive IRA funding. The rubric
262 may be edited to include campus priorities, as well as the need to provide ongoing support for
263 activities essential to quality programs "that aid and supplement the foundational educational
264 mission of the institution." Because of the possible inequitable impact, student self-contributions
265 will not be included as rubric criteria.
266

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

279 Prior to the funding deliberation process, the IRA Committee will be informed of the available
280 funds for distribution to potential programs. Per a student-approved referendum in 2010, the IRA
281 allocation to Titan Athletics shall be 36% of the total IRA fee (after the administrative fee). The

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.

282 IRA allocation to Titan Athletics will be primarily used for student-athlete travel and operational
283 expenses. Titan Athletics will not participate in the annual deliberation process. The remaining
284 IRA fee will be available for distribution to IRA programs. Athletics funding does not follow the
285 processes outlined in this document.

286 Evaluation Criteria

287
288 Prior to the start of the evaluation cycle, all 16-IRA committee members will participate in a
289 guided rater training session, where rater calibration activities will be completed using the
290 approved rubric for the current academic year and proposals from a previous cycle.

291
292 Subsequently and using the approved rubric, all proposals will be rated by a minimum of three
293 committee members, with no committee member rating proposals from their own college. The
294 cCommittee member rubric ratings will be submitted for each assigned proposal to ASI will
295 review completed applications through the designated application review software and input their
296 rubric ratings (irafunding@fullerton.edu) by the published date. ASI will be tasked with
297 calculation of the overall rubric score per rater based upon the weighted rubric category scores.
298 Once all proposal rubric ratings have been received, the proposal rating for each submission will
299 be calculated with an average score and standard deviation for that score. The ASI Financial
300 Services IRA Administration Office will calculate and prepare a report of these values for
301 presentation to the IRA committee.

302
303 Proposals will be listed in rank order by overall average score (along with standard deviation for
304 each average score), and will include the Dean's ranking-rating and the total requested funds and
305 presented to the committee. Allocations will be determined utilizing the deliberation/funding
306 process approved in the fall, including the additional consideration of weighting variables, Dean's
307 rankingsratings, etc. as factors contributing to the final funding recommendation.

308
309 Appeals
310 Applicants will have five business days after receiving the award notification to request an appeal
311 to the IRA Committee. The applicant must be able to demonstrate that a technical or procedural
312 error was made and support it with the appropriate documentation. The committee will review
313 the request for appeal before reconsidering the proposal for funding. If an applicant is
314 successfully able to appeal the decision, the recommendation for funding for the program will be
315 modified appropriately. ~~Once a~~ Once a decision is made on the appeal, the recommendation for
316 the revised program IRA budget will be submitted to the University President for approval.

317
318 Following the University President's approval of the annual IRA budget, the amount of the IRA
319 allocations and any restrictions on how those funds are to be spent will be communicated by the
320 Associated Students, Inc. to the faculty requestor, ~~and~~ the respective department chair, ~~and the~~
321 office of the Dean and Administration and Finance Resource Planning and Budget.

322
323 Contingency requests
324 No contingency requests are accepted.

325
326 Presentations
327 Presentations for individual programs or proposals are neither required nor generally held, but
328 might occur upon a majority vote of the committee. For example, the committee might wish to
329 hold a presentation prior to discontinuing all or a major portion of funding for an existing
330 program.
331

332 SECTION IV: AWARD ADMINISTRATION FRAMEWORK

333 The ASI will work with campus Resource Planning and Budget to ensure program awards are
334 updated in the campus system for the fiscal year. Each college shall ~~administers~~ review and oversee
335 the IRA fee for awarded programs within their college and provides support to faculty, staff,
336 advisors, and the students who participate in courses that benefit from this fee. Every year, the
337 committee updates its website, provides online orientation and accepts proposals for the following
338 academic year.¹⁴

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

343 ~~Procedures established by ASI are reviewable by the Vice President of Student Affairs, Vice~~
344 ~~President Administration and Finance, and the Provost, and their decisions may be reviewed by the~~
345 ~~President, who has final decisional authority.~~

346 Accounting procedures ~~should be maintained in a single document and made readily available to~~
347 ~~funded programs (for example, on the IRA website)are available on the Cal State Fullerton website.~~

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

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

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.”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~~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. ~~strike~~
- 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 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 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 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 minus the administration fee, and the 36% allocation to Athletics program (per 2010 student referendum) plus ~~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.

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.