



## Instructionally Related Activities (IRA) Committee

Fri May 5, 2023 2:00 PM - 3:30 PM PDT

### 1. Call to Order (Fox)

Cooper Fox, IRA Committee Chair, called the meeting to order at 2:02 pm.

Roll Call:

Student Members Present: Escudero, Fox, Kenyatta, Miranda

Student Members Absent: Dolivo, Romo, Sharma, Tuala (E)

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

Faculty Members Absent: Leekeenan (E)

Liaisons Present: Edwards, Fink, Juanico, Macy

Liaisons Absent: Tran

Tran arrived at 2:18 pm.

(Miranda-m/Li-s) The absences of member Leekeenan due to university business and Tuala due to illness have been excused by unanimous consent.

### 2. Approval of Agenda

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

### 3. Approval of Minutes

(Tucker-m/Nobari-s) A motion was made and seconded to approve the April 14, 2023 IRA Committee Meeting Minutes by unanimous consent.

#### a. 4/14/2023 IRA Committee Minutes

### 4. Public Speakers

None.

### 5. Reports

#### a. Chair (Fox)

The Chair provided the following report:

- Today marks the last meeting for this Committee. As we mentioned at our last meeting, if needed, we may call a special meeting for this Committee to address any specific or required actions. We don't expect any urgent needs at this time.
- Unfortunately, AVP Laleh Graylee, Administration and Finance could not join us today. This Committee will hear from AVP Graylee in the fall.
- Thank you all for your work, attention, and dedication to this Committee. Your efforts have resulted in many students having a more engaging Titan experience this year.

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

Dr. Edwards, Executive Director, acknowledged Cooper Fox for doing a great job chairing the IRA Committee this year.

**6. Time Certain:**

None.

**7. Unfinished Business**

**a. Discussion: IRA Rubric Review (Fox)**

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

Fox yielded the floor to Dr. Edwards to review and discuss revisions to the IRA Rubric.

Dr. Edwards reviewed the rubric and reminded members that this will guide the application and review process for the next proposal term.

Fox opened the floor to questions and discussion.

\* Perez suggested needs improvement or unsatisfactory instead of using poor.

McAlexander agrees with that idea. Fox agrees that the usage of the language should follow how it is being used in other departments. Perez added that the connotation of the word is the reason for the suggestion. Edwards asked for whether needs improvement or unsatisfactory would be better. Perez preferred needs improvement.

\* Edwards discussed confusion on terms of definition as points of concern in previous years.

**8. New Business**

**a. Action: Line Item Transfer Requests (Fox)**

*The Committee will consider approving IRA program line item transfer requests.*

IRA 017 22-23 (Perez-m/McAlexander-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:

- \* 3309 - Geology Field Camp Professor Sinan Akciz, moving \$7,020 from Supplies and Travel to Contracts, Fees, and Rentals to use IRA funds for a trip to the White Mountain Research Center from June 18-29 for room and board, and classroom reservation for Field Camp participants of 11-students, 1-TA, and 1 faculty
- \* 3210 - Comm Study Abroad: Barcelona, Professor Garrett Hart, moving \$1,500 from Travel to Contracts, Fees, and Rentals since only 18 students are traveling.
- \* 3255 - Feature Film Production, Professor Robert Davis, moving \$27,400 from Supplies and Insurance to Contracts, Fees, and Rentals as the insurance policy for the project can't be purchased in the 2022-23 academic year, so alternative sources of funding are used to pay for the insurance policy. Instead, IRA Funding is used to contract Chapeau Studios for pre-visualization, graphics, design, visual effects design, etc.
- \* 3350 - OC News, Professor Gayle Brisbane, moving \$300.00 from Supplies to Dues & Subscriptions.

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

Fox opened the floor to discussion.

- \* McAlexander wanted clarification on 3255. Collins clarified where funds are currently allocated for the program. Collins explained more about the insurance aspect of the program and its relation to equipment, and shooting sites.

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

**IRA 017 22/23 (Perez-m/McAlexander-s) Roll Call Vote: 11-0-0 The Line Item Transfer Requests have been approved.**

#### 9. Announcements and Members Privilege

- \* Edwards thanked everyone for their participation during the year and commend everyone on the work done.
- \* Fox thanked everyone for the work done this year.

#### 10. Adjournment (Fox)

Cooper Fox, Chair, adjourned the meeting at 2:23 pm.

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Cooper Fox, IRA Committee Chair

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Susan Collins, Recording Secretary

## Roll Call 2022-2023

05/05/2023 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
			11	5

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
			4	1

\*Recording Secretary: Susan Collins

Leekeenan absent - University Business

E Tuala - illness/medical

Tran arrived at 2:18 pm

Roll Call Votes		017 - Line Item Transfer		
		Yes	No	Abstain
ARTS ~ FACULTY	TUCKER	JAMIE	1	
ARTS ~ STUDENT	MIRANDA	KASANDRA	1	
CBE ~ FACULTY	LI	DAOJI	1	
CBE ~ STUDENT	SHARMA	AKSHITA	Absent	
COM ~ FACULTY	MCALEXANDER	MICHEAL	1	
COM ~ STUDENT	DOLIVO	VIVIEN	Absent	
EDU ~ FACULTY	LEEKEENAN	KIRA	Absent	
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	Absent	
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
			11	0
				Abstain
				0

Approved by the IRA Committee September 29, 2023

  
 Maysem Awadalla (Oct 3, 2023 14:04 PDT)

Maysem Awadalla, Chair



Erika Perret-Martinez, Recording Secretary











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Final Audit Report

2023-10-03

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

CATEGORY (WEIGHT)	EXCELLENT (3 points)	GOOD (2 points)	POOR Needs Improvement (1 point)
<b>PROGRAM DESCRIPTION</b> (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.
<b>ENROLLED STUDENT IMPACT</b> (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
<b>OVERALL PROGRAM INTEGRATION</b> (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.
<b>BUDGET</b> (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.
<b>BROADER IMPACT</b> (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.

# Action: Line Item Transfer

Item	Program	Total Amount	From	To	Reason
1	3309 - Geology Field Camp <b>Prof. Sinan Akciz</b>	\$7020.00	8050 8077	8074	The program is moving funds from Supplies and Travel to Contract Services to use IRA Funding for a trip to the White Mountain Research Center that runs from June 18 – June 29 for room and board, and classroom reservation for Field Camp participants of 11-students, 1-TA, and 1 faculty.
2	3210 – Comm Study Abroad: Barcelona <b>Prof. Garrett Hart</b>	\$1500.00	8077	8074	Since there are only 18 students traveling, which was less than previously anticipated, the request is to reallocate the difference towards contracts, fees, and rentals.
3	3255 – Feature Film Production <b>Prof. Robert Davis</b>	\$27400.00	8050 8084	8074	The insurance policy for the project cannot be purchased during 2022-23 academic year, so non-IRA funding sources will be used to pay for the policy. Program has instead decided to contract Chapeau Studios for pre-visualization, graphics design, visual effects design, etc. and use IRA funding for that contract to streamline both the project's and IRA's year-end financial paperwork.



# Action: Line Item Transfer

Item	Program	Total Amount	From	To	Reason
4	3350 - OC News <b>Prof. Gayle Brisbane</b>	\$300.00	8050	8079	Request to transfer \$300 from Supplies to Contract Services.

# 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