



## Instructionally Related Activities (IRA) Committee

Fri Sep 29, 2023 2:00 PM - 3:30 PM PDT

### 1. Call to Order (Awadalla)

Maysem Awadalla, ASI President and IRA Committee Chair, called the meeting to order at 2:00 pm.

**Student Members Present:** Awadalla, Baik, DeGuzman, Delgado, Escudero, Miranda, Sharma

**Student Members Absent:** Calderon, Park(E)

**Faculty Members Present:** Afzal, Goldberg, Jung, Kurwadkar, Li, McAlexander, McKee, Patel

**Faculty Members Absent:** None

**Liaisons Present:** Adamson, Edwards, Juanico, Macy

**Liaisons Absent:** Tran arrived late due to university business

#### a. Welcome & Introductions

Awadalla invited the members to introduce themselves and share their position, title, or major.

Dr. Edwards provided housekeeping regarding using the technology in the room.

Jeff Fehr, ASI Chief of Organizational Operations and Natalie Azzouni, Committee Oversight Analyst, were introduced.

### 2. Approval of Agenda

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

### 3. Approval of Minutes

( Sharma-m/ Li-s) A motion was made and seconded to approve the May 5, 2023 IRA Committee meeting minutes by unanimous consent.

**a. 05/05/2023 IRA Committee Meeting Minutes**

**4. Public Speakers**

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

None

**5. Reports**

**a. Chair (Awadalla)**

Welcome, we are excited to work with you all this year. It is important for all to be present for meetings as we develop proposals and work on the development of the budget. Next week we will work on training and rubric calibration.

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

ASI serves as the primary support for IRA through this academic year. In fall we will work on the development of the 2024-25 budget. In Spring we will review process, policy and make recommendations for the future.

**6. Time Certain:**

None

**7. Unfinished Business**

None

**8. New Business**

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

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

Chair Awadalla yielded to Dr. Edwards to review the orientation and overview of the IRA program and Committee roles and responsibilities. A copy of the orientation is attached to the minutes.

Highlights from the orientation:

\* What is IRA

\* Category II fee (mandatory fee)

\* Current fee is \$44 adjusted based on the Higher Education Price Index (HEPI)

\* one student and one faculty member from each of the 8 colleges on the CSUF campus, in addition to the ASI President that serves as the Chair. Faculty are appointed by the Academic Senate. Students can serve multiple years.

\*Four representatives from the President's office, and the VPSA, VPAA/Provost and VPAF.

Role of the Committee:

1- Carry out budget development process

2- Develop and enforce budget policies

3- Determine any changes to the budget development process

Based on a student referendum in 2010, Athletics receives a 36% allocation of the IRA funds each year.

CSUF falls in the bottom third of the overall fees in the CSU.

Requirements to receive funds: activities must be connected to a course that students receive academic credit, and must be experiential, faculty oversight, with active student participation.

Several proposals will involve travel, study abroad and study away. All travel arenas require active student participation, performing, research, competition, presenting.

Programs are encouraged to identify and disclose other sources of funding.

Reviewed activity that IRA does not fund including athletics grants, faculty and professional staff salaries, reimburse individuals for services such as vendor services.

IRA does not directly reimburse students for IRA related expenses.

Goldberg asked if ushers requires that students being paid as a student assistant is required to be part of the course. Edwards confirmed that as long as the student employee is a CSUF student.

**b. Action: 2023-24 Fall Committee Meeting Schedule (Awadalla)**

*The Committee will consider approving the meeting schedule for fall 2023.*

**IRA 001 23/24 ( Sharma-m/Miranda-s) A motion was made and seconded to approve the 2023-24 Fall IRA Committee meeting schedule.**

Awadalla opened the floor to questions or discussion.

Sharma asked if members could attend the meeting via Zoom if they were unable to attend in person. Dr. Edwards confirmed there is no way to hold hybrid meetings at this time.

Dr. Kurwadkar indicated they would miss the final three meetings due to being out of the country.

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

**IRA 001 23/24 (Sharma-m/Miranda-s) Roll Call Vote: 14-0-0 The motion to approve the 2023-24 Fall IRA Committee meeting schedule was adopted.**

**c. Discussion: IRA Reserves and Use of Funds**

*The Committee will receive information and discuss the IRA reserves balance and use of reserves.*

Dr. Edwards reviewed a presentation regarding opportunities to allocate funds held in reserve for IRA. A copy of the presentation is an attachment to the minutes.

**Highlights:**

Left over funds held in reserve is approximately \$4.3 million.

Must be used for IRA activity. The funds are primarily due to the pandemic. We want to keep a certain level of reserves. Beginning this year, the Committee will work on strategies to reduce unspent funds.

Last year's Committee made recommendations to spend down reserves as part of the budget development process.

The Committee recommended that the target for reserves is 10-50% of prior year's budget, not including the portion allocated to Athletics.

Annually the Committee will review the reserve policy and make any recommended changes.

The Committee made changes to the Governing document for IRA to reflect the Ed Code and mirror some of the other Category II fees on campus.

The Committee recommended considering potential for mid-year funding opportunities.

McAlexander asked why Athletics is not considered as part of the 10-50% reserve limit. Edwards responded that the reserves are from academic related activities. Athletics does not have the opportunity to request additional funds. Goldberg asked if it is possible for a program from the prior year to request reserves to cover activities that were late and missed the deadline for prior year funding. Edwards replied that those types of issues are not reserve-related, rather they are more of an accounting issue. AVP Adamson shared that the Provost's office will work with programs to ensure accruals are in place when possible to ensure funds are allocated to the applicable year.

Sharma asked if reserve funds can be used for students traveling are available to cover emergencies. Collins shared that this has not been an issue in the past.

Edwards confirmed the university will ensure all individuals needing assistance during an emergency receive what they need.

**d. Information: IRA Governance & Deliberation Documents (Awadalla)**

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

Dr. Edwards reviewed a presentation to introduce the Governance, Funding Deliberation and Rubric documents. The presentation is an attachment to the minutes.

Goldberg asked if the rubric was adjusted based on changes made to the Governing Document. Edwards responded that the rubric was reviewed, but there were no adjustments made to the categories resulting from the governing document changes.

**e. Information: IRA Application Status 2024-25 Budget (Awadalla)**

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

Awadalla yielded to Collins to provide an overview of the 2024-25 IRA application process and status. A copy of the presentation is attached to the minutes.

InfoReady automated application system to review applications and help to prepare a budget.

Faculty members can apply online. ASI staff reviews the applications to Applications will not reviewed by teams from their own college.

Last year 104 initiated and a total of 93 submissions

Committee will review and deliberate

Prepare a budget recommendations

Goal is to submit a proposed budget to the VPs and the President by January

Highlights:

Applications opened 8/25/2023

Application portal closes 10/1/2023

Total submissions as of today: 89

57 in review

32 in draft

**9. Announcements and Members Privilege**

\*Collins shared that the next meeting will be Friday 10/6. The Committee will go through more training, including a rubric calibration process with the Office of Strategic Planning and Institutional Effectiveness. Each voting member will be asked to review 3 test applications.

\*Awadalla shared there are two open positions on the Board of Directors for College of Education. There are also open commission positions.

**10. Adjournment (Awadalla)**

Maysem Awadalla, Chair, adjourned the meeting at 3:04 p.m.

  
Lydia Kelley (Oct 25, 2023 14:29 PDT)

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Maysem Awadalla, Chair



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Erika Perret-Martinez, Recording Secretary

# Roll Call 2023-2024

09/29/2023 IRA Committee Roll Call

MEMBER ATTENDANCE ROSTER				
STUDENT	FIRST	College	PRESENT	ABSENT
MIRANDA	KASANDRA	ARTS	1	
SHARMA	AKSHITA	CBE	1	
CALDERON	GIOVANNI	CCOM		1
PARK	ASHLEY	ECS		1
ESCUDERO	SEDONA	EDU	1	
DELGADO	ERNESTO	HHD	1	
BAIK	JUDY	HSS	1	
DEGUZMAN	ALDRIN	NSM	1	
AWADALLA	MAYSEM	CHAIR	1	
FACULTY	FIRST	College	PRESENT	ABSENT
GOLDBERG	RANDALL	ARTS	1	
LI	DAOJI	CBE	1	
MCALEXANDER	MICHAEL	CCOM	1	
KURWADKAR	SUNDERSHAN	ECS	1	
MCKEE	AJA	EDU	1	
JUNG	DEANNA	HHD	1	
AFZAL	AHMED	HSS	1	
PATEL	NILAY	NSM	1	

LIAISONS ATTENDANCE ROSTER				
LAST	FIRST	DEPT	PRESENT	ABSENT
ADAMSON	ALYSSA	VPAA	1	
MACY	DAWN	VPSA	1	
JUANICO	RAYMOND	VPAF	1	
TRAN	LINH	UPR	1	
EDWARDS	DAVE	Advisor	1	
			5	0

\*Recording Secretary: Erika Perret-Martinez

## 09/29/2023 IRA Committee Meeting Roll Call

			001 - Meeting Schedule		
College	LAST	FIRST	YES	NO	ABSTAIN
ARTS	MIRANDA	KASANDRA	1		
ARTS	GOLDBERG	RANDALL	1		
CBE	SHARMA	AKSHITA	1		
CBE	LI	DAOJI	1		
CCOM	CALDERON	GIOVANNI	Absent		
CCOM	MCALEXANDER	MICHAEL	1		
ECS	PARK	ASHLEY	Absent		
ECS	KURWADKAR	SUNDERSHAN	1		
EDU	ESCUDERO	SEDONA	1		
EDU	MCKEE	AJA	1		
HHD	DELGADO	ERNESTO	1		
HHD	JUNG	DEANNA	1		
HSS	BAIK	JUDY	1		
HSS	AFZAL	AHMED	1		
NSM	DEGUZMAN	ALDRIN	1		
NSM	PATEL	NILAY	1		
CHAIR	AWADALLA	MAYSEM	1		
			YES	NO	ABSTAIN
			15	0	0

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Final Audit Report

2023-10-25

Created:	2023-10-24
By:	Susan Collins (sucollins@fullerton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAr8eS28J6rfQWzAYY7x3hyqJUHBjOIEzY

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-  Document created by Susan Collins (sucollins@fullerton.edu)  
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-  Document emailed to Lydia Kelley (aspresident@fullerton.edu) for signature  
2023-10-24 - 11:45:43 PM GMT
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2023-10-25 - 9:28:53 PM GMT- IP address: 104.47.55.126
-  Lydia Kelley (aspresident@fullerton.edu) has agreed to the terms of use and to do business electronically with California State University, Fullerton  
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Signature Date: 2023-10-25 - 9:40:08 PM GMT - Time Source: server- IP address: 137.151.113.82
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2023-10-25 - 9:40:08 PM GMT

# Instructionally Related Activities (IRA) Committee

## Orientation and Overview

September 29, 2023



# What is IRA?

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

# What is IRA?

- The IRA Fee is a Category II Fee
  - Mandatory for all enrolled students
  - Established or adjusted by student fee referendum or alternative consultation
- IRA is a University Fee that is administered based on CSUF Campus Policies and Procedures
- ASI helps administer this University Fee by supporting the IRA Committee, the application and proposal administration, and budget development and recommendation to campus
- 2023-2024 Fee
  - \$44.09 per semester

# IRA Committee Composition

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

# IRA Committee Role

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

# History

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

# 2022-2023 CSU IRA FEE RATES

CAMPUS	IRA Fee
Humboldt	\$674
Sonoma	\$566
San Diego	\$512
Chico	\$416
Sacramento	\$426
Stanislaus	\$374
San Luis Obispo	\$357
Fresno	\$264
Channel Islands	\$260
Monterey Bay	\$254
San Francisco	\$236
Bakersfield	\$183

CAMPUS	IRA Fee
San Bernardino	\$182
Maritime	\$130
East Bay	\$129
Los Angeles	\$126
<b>Fullerton</b>	<b>\$84</b>
San Marcos	\$80
Long Beach	\$50
Pomona	\$40
Northridge	\$42
Dominguez Hills	\$10
San Jose	\$0

# 2023-2024 IRA FUNDING

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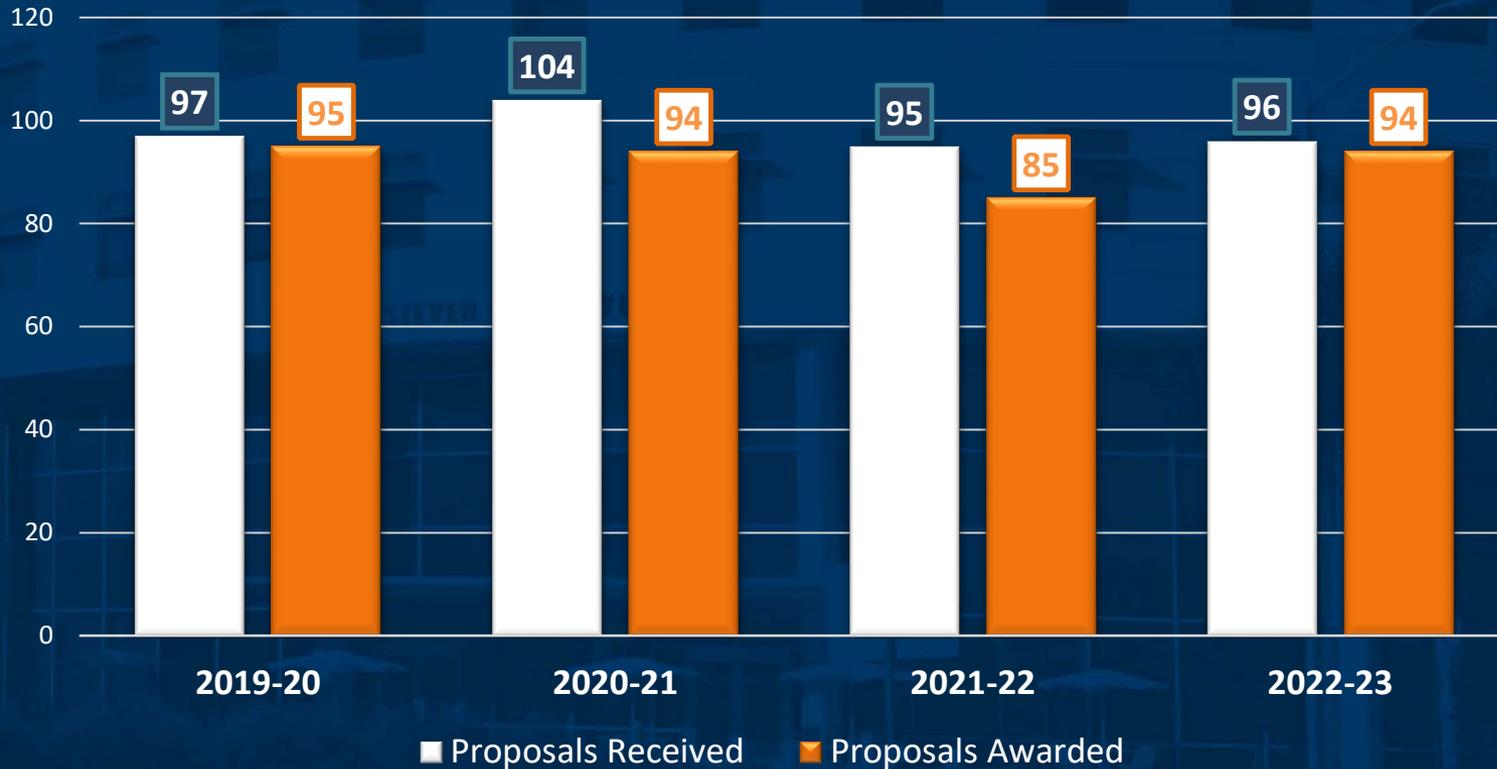
COLLEGES	AMOUNT	PERCENT
Arts	\$1,069,346.00	38.25%
Academic Affairs	\$33,000.00	1.18%
CBE	\$187,247.00	6.07%
Communications	\$581,976.00	6.07%
ECS	\$154,629.00	5.53%
Education	\$61,817.00	2.21%
HHD	\$221,172.00	7.91%
HSS	\$412,381.00	14.75%
NSM	\$73,855.00	2.64%
<hr/>	<hr/>	<hr/>
Total	\$2,795,423.00	100.00%

Athletics

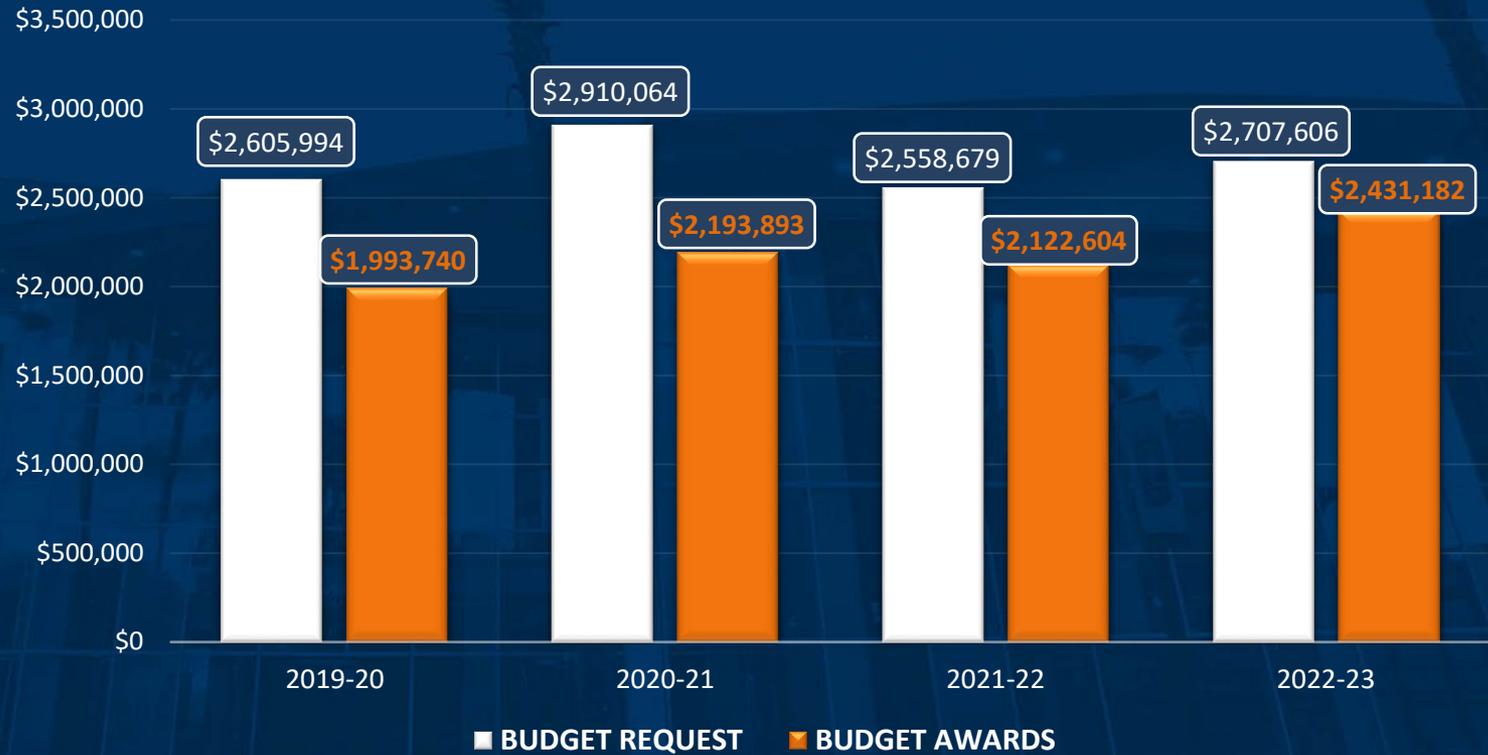
\$1,090,727.00

36% per Student Referendum

# IRA Budget Proposals



# IRA Budget Proposals



# Funding Requirements

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

# Funding Requirements

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

# IRA does NOT fund

- Athletics grants
- Purchase or rental of films as instructional aids
- Publications designed primarily to inform or entertain (other than periodic newspaper and laboratory experiences related to journalism and literary training)
- Non-recurring maintenance and repair and capital improvement projects
- Faculty and professional staff salaries and other forms of compensation normally funded through the University's instructional program
- IRA will not directly reimburse students for instructionally related activities expenses
- IRA will not reimburse faculty/staff for payments made to vendors for services performed or goods purchased where CSUF is obligated to report such payment to the IRS on form 1099

Questions?



## IRA Committee Meeting Schedule 2023-24 (Fall)

The IRA Committee is scheduled to meet as follows for the 2023-2024 fall semester. Meetings will be held on Fridays in the ASI Boardroom, located on the second floor of the Titan Student Union (TSU).

Meeting Dates:	Times
<b>September 29, 2023</b>	2:00pm - 3:30pm
<b>October 6, 2023</b>	2:00pm - 4:00pm
<b>October 27, 2023</b>	2:00pm - 4:00pm
<b>November 17, 2023</b>	2:00pm - 4:00pm
<b>December 1, 2023</b>	2:00pm - 4:00pm
<b>December 8, 2023*</b>	2:00pm - 4:00pm

*\*If needed*

Please do not hesitate to reach out to [irafunding@fullerton.edu](mailto:irafunding@fullerton.edu) with any questions.

Reviewed and approved by the IRA Committee, September 29, 2023.

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Maysem Awadalla, IRA Committee Chair

2023-2024

# Instructionally Related Activities Reserves & Use of Funds

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IRA COMMITTEE MEETING ~ 9/29/2023

# Reserves

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# Reserve Balance

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- IRA reserves include the balance of undesignated IRA funds held by campus.
- The IRA reserve balance has been growing over the last several years and is approximately \$4.3 million.
- The greatest impact on the growth of these funds occurred during the Pandemic, when programs could not operate as projected (no travel related expenses, or the program was based on in-person activity).
- Funds not used during the budget year are allocated to reserves to be used in future years. Even in non-pandemic years, several programs do not make use of all or part of their funds. Any remaining balance is allocated to reserves.

# IRA Governance

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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).

# Reserve Policy

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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.

# Rethink IRA Use of Funds & Reserves

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# Changes from 2022-23

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Revised IRA Governing Document as follows:

1. Allocated 100% of unused funds from the prior year to fund academic programs
2. Updated the use of funds exclusions to specific Ed Code and CSU policy language.
3. Removed Travel Limits for IRA programs with travel requirements.

# Other Considerations

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The Committee will consider use of funds & reserves and make recommendations to Campus Administration

- Mid-Year Funding Opportunity
- Funding Annual Proposals – Budget Development
  - Consider adding additional funds from reserves to support funding more programs.
- Emergency & Special Circumstances
  - Allocate a percentage of funds from reserves to assist programs with special circumstances.

Questions?

# INSTRUCTIONALLY RELATED ACTIVITIES (IRA)

## RESERVES

IRA reserves include the balance of undesignated IRA funds held by campus. The IRA reserve balance has been growing over the last several years and is approximately \$4.3 million. The greatest impact on the growth of these funds occurred during the Pandemic, when programs could not operate as projected (no travel related expenses, or the program was based on in-person activity). Funds not used during the budget year are allocated to reserves to be used in future years. Even in non-pandemic years, several programs do not make use of all or part of their funds. Any remaining balance is allocated to reserves.

The Committee has identified proposed plans for consideration to spend down unrestricted reserves to further support IRA programs (including new programs).

### Rethink IRA Use of Funds/Reserves:

- Remove Travel Limits for IRA programs.
- Mid-Year Funding Opportunity – Use of funds returned (canceled programs)  
Establish a mid-year funding opportunity to allow new programs to apply for funding and open the opportunity to programs that missed the annual funding call.
  - Open funding call for new and returning programs (from January to June).
  - Identify new programs as priority.
  - Application opportunity open mid-fall.
  - Offer Awards in January.
- Funding annual proposals – Budget Development
  - Use 100% of prior year canceled/returned awards in the fee allocation.
  - Add \$250,000 to \$500,000 to annual budget – fund full budget.
- Emergency/Special Circumstances – Allocate a percentage of funds from reserves to assist programs with special circumstances which would require pre approval
  - Approved programs needing additional funds for special circumstances
    - Travel opportunities or change to travel due to extenuating circumstances
    - Inflation – cost of services
    - Addition of students or activities to the program. Inclusion of activities that were unforeseen or reasonably unanticipated
    - Enhancement to the program from the original request

## **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**

The IRA committee is composed of:

#### **Voting Members**

- Chair,
  - 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.

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

- University President representative
- Vice President of Student Affairs representative
- Vice President of Administration & Finance representative
- Vice President of Academic Affairs/Provost representative
- ASI Executive Director or designee
- 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 to the Academic Senate Executive Committee, which  
42 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 Vice President for Academic Affairs and Provost, Vice President for Administration and  
57 Finance, and Vice President for Student Affairs. Additionally, the University President will consider  
58 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.

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.

65 Appointed student members will receive priority registration.

## 66 SECTION II: PURPOSE, AUTHORITY, AND RESPONSIBILITY

### 67 A. SUPPORT OF CO-CURRICULAR ACTIVITIES

68 IRA funding levels are set by the Student Fee Advisory Committee<sup>1</sup>. Associated Students Inc.,  
69 CSUF (henceforth, “ASI”) provides support to the Committee and administers the annual  
70 proposal and budget development for IRA. The IRA Committee has responsibility for all policies  
71 and procedures for IRA funds within the limits described below, reviews program applications,  
72 and establishes funding levels based on those applications. The committee should review funding  
73 needs and communicate them to the Student Fee Advisory Committee as needed.

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<sup>1</sup> CSU, Fullerton President Executive Order 10 on Campus Student Fee Advisory Committee.

74 IRA funds exist to support activities and laboratory experiences that are at least partially  
75 sponsored by an academic discipline or department and are integrally related to its formal  
76 instructional offerings.<sup>2</sup> As an overall framework, academic courses offered by academic  
77 departments are curricular activities. Other activities, including ASI sponsored, outside-of-class  
78 curricular offerings and those that are outside of the regular curricular portion of a class but  
79 integral to its content, are considered co-curricular activities. While ASI sponsored co-curricular  
80 activities are not typically considered IRA-funded programs; those that are affiliated with  
81 instruction are supported by IRA funds. The objective of the IRA fee is to ensure stable and  
82 adequate funding for instructionally related activities,<sup>3</sup> while also providing funds to “keep and  
83 expand current programs and allow for the development of new curriculum-related programs in  
84 the future.”<sup>4</sup> For those programs that are funded, the funding should be stable (i.e. not likely to be  
85 overturned; firmly fixed), adequate (i.e., full or partial funding that is satisfactory or acceptable),  
86 and predictable (i.e., foreseeable).

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

92 B. LEVELS OF REVIEW

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

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

104 C. REGULATORY FRAMEWORK

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

- 107 *1. Actions by the legislature, including enacted laws such as the California Education Code.*  
108 IRA programs were created in Title 5, Division 5, Chapter 1, subchapter 3, CCR paragraph  
109 41800.2. IRA activities are regulated by Title III, Division 8, Part 55, Chapter 2, and  
110 paragraphs 89230 of the California Education Code.

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

<sup>3</sup> CSU Administrative Procedures for IRA dated March 28, 1978 and coded memorandum BA 78-13/EPR 78-15.

<sup>4</sup> CSUF IRA Referendum 2010

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

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

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

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

121 4. *CSUF Previous IRA Referenda in 1984, 2000, 2010 and Student Success Initiative*  
122 *Referendum 2014.*<sup>5</sup>

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

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

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

129 6. *Orders or other policy statements by the Provost of Cal State, Fullerton, Vice President of*  
130 *Administration and Finance, or the Vice President of Student Affairs.*

131 The Vice President of Administration and Finance, Vice President of Academic  
132 Affairs/Provost, or the Vice President of Student Affairs, may issue policy documents.

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

#### 134 D. COMMITTEE FUNCTIONS

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

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

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.

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<sup>5</sup> <https://asi.fullerton.edu/services>

148 E. POLICIES AND PROCEDURES DECISION PROCESSES  
149 IRA procedures regarding application and funding deliberation should be appended to this  
150 document, updated in a timely way, and to the maximum extent possible be made publicly  
151 available. Procedures should be numbered, and amendments should be dated with the amending  
152 authority cited.

### 153 SECTION III: SPECIFIC POLICIES

#### 154 A. TIMELINES AND PURPOSES

155 Because of their co-curricular nature, all IRA courses are included as part of course offerings and  
156 must therefore follow the academic calendar. The timeline should be set so that funding  
157 decisions can be made, when possible, prior to the Final Draft scheduling deadline for course  
158 offerings.<sup>6</sup> For example, funding decisions for the AY2020/21 semester should be announced  
159 prior to the course deadline for the fall 2020 Final Draft scheduling deadline. The Final Draft  
160 scheduling deadline is typically in late February or early March. Therefore, the meeting calendar  
161 will need to be set so that applications can be received in time for decisions to be made and  
162 announced by the Final Draft deadline. The first meeting of the year should review the  
163 deliberation process and the evaluation rubric; any changes to the rubric should be made before  
164 applications are solicited.

#### 165 B. ELIGIBILITY FOR FUNDING

166 Activities that are considered to be essential to a quality educational program and an important  
167 instructional experience for any student enrolled in the respective program may be considered  
168 instructionally related activities. Eligibility for funding does not guarantee funding but simply  
169 designates that a program may have its application for funding considered by the IRA  
170 Committee.<sup>7</sup>

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

182 The student activity associated with the program must be deemed by the IRA Committee to be  
183 integrally related to the formal instructional offerings of the University and will meet a  
184 requirement for one or more courses. Additionally, the IRA Committee must determine that the  
185 program involves enrolled students in a significant out-of-class activity, which results in a

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<sup>6</sup> The 2016 Task Force recommends fewer meetings of longer duration, perhaps daylong 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>7</sup> The 2016 Task Force report, p. 7. See also CSU Executive Order 429; eligibility is distinct from funding level.

186 planned product. Such products include, but are not limited to, competition or performance before  
187 an audience, a display of equipment or material of instructional value to the University  
188 community, or a written or electronic publication or other media available to university students.

189 A program requesting approval for funding from IRA funds must meet one of the following  
190 criteria to be considered eligible for funding.<sup>8</sup> The titles and descriptions below represent the  
191 categories of IRA funding in the original CA educational code applicable to the entire CSU  
192 system; they may not directly represent titles of departments or programs at CSUF.

193 1. Intercollegiate Athletics

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

197 2. Radio, Television, and Film

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

200 3. Music and Dance Performances

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

203 4. Drama and Musical Productions

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

207 5. Art Exhibits

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

209 6. Publications

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

213 7. Forensics

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

216 8. Other Activities

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

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

## 219 9. Other Programs and Considerations

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

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

230 **IRA funds cannot be used for the following:** Athletic grants; purchase or rental of films as  
231 instructional aids; publications designed primarily to inform or entertain (other than periodic  
232 newspaper and laboratory experiences related to journalism and literary training); non-recurring  
233 maintenance and repair and capital improvement projects; and faculty and professional staff  
234 salaries, and other forms of compensation normally funded through the University’s instructional  
235 program.

236 IRA will not directly reimburse students for instructionally related activities expenses or  
237 reimburse faculty/staff for payments made to vendors for services performed or good purchased  
238 where CSUF is obligated to report such payment to the IRS on form 1099.

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

241 The Committee will evaluate all completed IRA proposals received by the announced application  
242 deadline. A complete proposal submission will include a current year application (reviewed and  
243 certified by the faculty member, department chair, and Dean). Returning programs shall also have  
244 previously submitted their prior year’s final report. All IRA proposals, which meet the criteria for  
245 IRA funding, will be equitably considered for funding by the IRA Committee.

### 246 Evaluation Workload and Scoring

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

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

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

#### 274 Evaluation Criteria

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

278 Subsequently and using the approved rubric, all proposals will be rated by a minimum of three  
279 committee members, with no committee member rating proposals from their own college. The  
280 committee will review completed applications through the designated application review software  
281 and input their rubric ratings by the published date. ASI will be tasked with calculation of the  
282 overall rubric score per rater based upon the weighted rubric category scores. Once all proposal  
283 rubric ratings have been received, the proposal rating for each submission will be calculated with  
284 an average score and standard deviation for that score. The ASI IRA Administration Office will  
285 calculate and prepare a report of these values for presentation to the IRA committee.

286 Proposals will be listed in rank order by overall average score (along with standard deviation for  
287 each average score), and will include the Dean's rating and the total requested funds and  
288 presented to the committee. Allocations will be determined utilizing the deliberation/funding  
289 process approved in the fall, including the additional consideration of weighting variables, Dean's  
290 ratings, etc. as factors contributing to the final funding recommendation.

#### 291 Appeals

292 Applicants will have five business days after receiving the award notification to request an appeal  
293 to the IRA Committee. The applicant must be able to demonstrate that a technical or procedural  
294 error was made and support it with the appropriate documentation. The committee will review  
295 the request for appeal before reconsidering the proposal for funding. If an applicant is  
296 successfully able to appeal the decision, the recommendation for funding for the program will be

297 modified appropriately. Once a decision is made on the appeal, the recommendation for the  
298 revised program IRA budget will be submitted to the University President for approval.

299  
300 Following the University President's approval of the annual IRA budget, the amount of the IRA  
301 allocations and any restrictions on how those funds are to be spent will be communicated by the  
302 Associated Students, Inc. to the faculty requestor, the respective department chair, the office of  
303 the Dean and Administration and Finance Resource Planning and Budget.

304  
305 Contingency requests  
306 No contingency requests are accepted.

307  
308 Presentations  
309 Presentations for individual programs or proposals are neither required nor generally held, but  
310 might occur upon a majority vote of the committee. For example, the committee might wish to  
311 hold a presentation prior to discontinuing all or a major portion of funding for an existing  
312 program.

313  
314 **SECTION IV: AWARD ADMINISTRATION FRAMEWORK**  
315 The ASI will work with campus Resource Planning and Budget to ensure program awards are  
316 updated in the campus system for the fiscal year. Each college shall review and oversee the IRA fee  
317 for awarded programs within their college and provide support to faculty, staff, advisors, and the  
318 students who participate in courses that benefit from this fee. Every year, the committee updates its  
319 website, provides online orientation and accepts proposals for the following academic year.

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

323 Accounting procedures are available on the Cal State Fullerton website.

324 IRA accounting procedures must follow the accounting procedures and policies of CSUF since the  
325 IRA fee is a Category II fee. All IRA programs must follow university policies regarding  
326 procurement, contracts, travel, student employment, etc. Annually, ASI will provide a status update  
327 to the Student Fee Advisory Committee regarding the IRA fee's status, its allocation, and current  
328 usage.

# **IRA Funding/Deliberation Process**

## **2023-24 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 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 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>

### **IRA Application Process**

A call for application submissions will be issued to all campus faculty in summer. The open call will allow members sufficient time to prepare and submit their proposals for the activity and use of funds for their program(s). Applications will route through the InfoReady portal on the website of the Office of Research and Sponsored Projects (<https://csuf.infoready4.com/>). The system will allow for application submission, Department Chair review and approval, Dean rating and approval, ASI review and confirmation of eligibility, Committee review and rating, and notification of funding status to all programs. Additionally, the system will track the final report submissions and communicate when the reports are due.

### **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 in the fall prior to the beginning of the Committee’s deliberation. This administrative review will confirm:

- Mandatory funding orientation was completed through the Employee Training Center (ETC).
- 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
- 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. Return the application to the submitter to modify and remove ineligible items from the proposal

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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)

and a modified proposal is submitted to the Committee for consideration and noted in the application review.

- Travel costs are documented on the appropriate form for each trip. 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).

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. Proposals will be assigned to each voting committee member for evaluation through the application funding software program. Each committee member will 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 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 and adequate” funding, and how to encourage new and innovative programs. Because returning programs have additional information (prior year ratings, prior funding levels, prior expenditure levels, etc.) there are additional factors considered. See Governance Document section III-B for more guidance on balancing funding priorities. The Committee should keep in mind the purpose of the IRA funds to balance the needs of returning and new programs.

Prior to the first deliberation meeting 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
- 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- needs improvement)

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 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.

## INSTRUCTIONALLY RELATED ACTIVITIES (IRA) EVALUATION RUBRIC: 2023-24 FISCAL YEAR

CATEGORY (WEIGHT)	EXCELLENT (3 points)	GOOD (2 points)	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.



# IRA APPLICATION 2024-25

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IRA APPLICATION STATUS & REVIEW

# APPLICATION ~ InfoReady

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IRA applications are submitted through InfoReady, a program in use on campus for grants and sponsored projects. The system provides:

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

# Application STATISTICS

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APPLICATION OPEN CALL ~ 08/25/2023

APPLICATION CLOSE DATE ~10/01/2023

TOTAL PROPOSALS INITIATED ~70

TOTAL PROPOSALS IN REVIEW ~40

TOTAL INCOMPLETE ~

# APPLICATION ACTION STEPS

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- ❖ APPLICATION SUBMISSION ~ FACULTY [by 10/1/2023]
- ❖ DEPARTMENT CHAIR REVIEW & APPROVAL [by 10/4/2023]
- ❖ COLLEGE DEAN REVIEW, APPROVAL & RATING [by 10/6/2023]
- ❖ IRA ADMINISTRATION REVIEW [by 10/9/2023]
- ❖ IRA COMMITTEE REVIEW & RATING [by 10/27/2023]
- ❖ IRA COMMITTEE DELIBERATION [11/17/2023 & 12/1/2023]\*

*\*12/8/2023 reserved if needed*

# 2024-25 budget RECOMMENDATION

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Our goal is to submit a budget recommendation to the VP Academic Affairs/Provost, VP Student Affairs, VP Administration & Finance and University President in January 2024.

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QUESTIONS?

