

Associated Students Inc.



Instructionally Related Activities (IRA) Committee

Fri Oct 6, 2023 2:00 PM - 4:00 PM PDT

1. Call to Order (Awadalla)

Chair Maysem Awadalla called meeting to order at xx pm

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

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

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

Faculty Members Absent: Jung (E), Li (E),

Liaisons Present: Adamson, Edwards, Juanico, Tran

Liaisons Absent: Macy (E ~ late arrival)

(Patel-m/Goldberg-s) Absences were excused by unanimous consent.

2. Approval of Agenda

(McAlexander-m/Goldberg-s) Agenda was approved by unanimous consent.

3. Approval of Minutes

a. 9/29/2023 IRA Committee Meeting Minutes

(Patel-m/Miranda-s) 09/29/23 meeting minutes approved by unanimous consent.

4. Public Speakers

None

5. Reports

a. Chair (Awadalla)

1. Thank you to all who participated in the rubric review exercise.

b. ASI Executive Director (Dr. Edwards)

1. Students traveling on official university business will be covered through the university travel insurance policy.
2. Review of applications will begin on the 16th of October. Today the Committee will review the rubric through a guided exercise with Dr. Yessica De La Torre Roman.
3. Business item to review today will be to consider Line Item Transfer request. Collins will review this item with the Committee for consideration.

6. Time Certain:

7. Unfinished Business

8. New Business

a. Action: Line Item Transfer Request (Awadalla)

The Committee will consider approving the Line Item Transfer request(s).

Awadalla yielded to Collins to review the two line item transfer requests.

1. Begovich Gallery requested to move funds from supplies to printing for a student installation project.
2. MSHE Retreat program requested to move funds from contract services to hospitality.

There were no questions or points of discussion.

IRA 001 23/24 (Goldberg-m/McAlexander-s) Roll Call Vote: 11-0-0 The line item transfer requests were approved as presented.

b. Discussion: Funding Deliberation and Rubric Calibration Training (Awadalla)

The Committee will review the mock application rating and the rubric calibration process with Dr. Yessica De La Torre Roman.

Awadalla yielded to Dr. Edwards to review a presentation on the IRA Rubric. Dr. Edwards yielded to Collins to review the application system and how to access programs for review. Dr. Edwards encouraged members to begin the process of reviewing the applications assigned as soon as possible. Each member will receive approximately 18-20 applications for review.

Awadalla opened the floor to questions.

- Goldberg asked about the process of the budget development. Dr. Edwards provided an overview of the work conducted behind the scenes to prepare the budget data for the Committee's review. The data includes the rubric score ranking and any significant movement from prior years, significant increase in the funding amount requested from the prior year, and historical funding for returning programs. Additionally, the Committee will review any applications that have a standard deviation in scores, which will require additional review and rating from the Committee.

- Patel asked about the available funds for awards, and the process to determine which programs will be funded or funding reductions based on the available funds. Dr. Edwards shared that the analysis has not been completed as of yet. He further clarified that the estimated total requested is significantly higher than in the past. The assumption is that the removal of the travel cap has had some impact on the increased amount.

Collins reminded the Committee that they have access to all pertinent documentation and information in the Dropbox.

Dr. Edwards introduced Dr. De La Torre Roman, Associate Director of Assessment in the Office of Institutional Effectiveness and Planning.

Dr. De La Torre Roman provided an overview of the rubric calibration process. The purpose to ensure that all applications receive fair and equitable ratings.

Reviewed the Rubric document and the definitions for the five categories and the variation between the Excellent, Good and Needs Improvement ratings.

The Committee moved into discussion on the sample applications and the rubric evaluation process. Dr. De La Torre Roman led the group through evaluating the definitions relating to the rubric categories. Members were encouraged to append notes to the applications to reference during the deliberation process.

Dr. De La Torre Roman encouraged members to reference the rubric during their review and evaluation of applications. Additionally, the Governance and Education Code documents are available and may be useful in evaluating program applications.

Note for future review of the rubric, consider the integration and alignment between the campus strategic plan and course alignment.

The rubric is a tool, if you find yourself over thinking the connection, stop and reconsider the purpose of the rubric as a guide in rating the application as submitted.

9. Announcements and Members Privilege

1. Dr. Edwards reminded members about the October 16th date.
2. Symphony Concert event will be held Saturday at Meng Hall.
3. Next Committee meeting is October 27 via Zoom.
4. Awadalla invited all to attend ASI's Tailgate event for Men's Soccer on Wednesday, October 11. Also, please review the open positions for ASI leadership and share the opportunities.

10. Adjournment (Awadalla)

Maysem Awadalla adjourned the meeting at 3:36 p.m.


Lydia Kelley (Oct 29, 2023 19:41 PDT)

Maysem Awadalla, Chair



Erika Perret-Martinez, Recording Secretary

Roll Call 2023-2024

10/06/2023 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		Excused
AWADALLA	MAYSEM	CHAIR	1	
FACULTY	FIRST	College	PRESENT	ABSENT
GOLDBERG	RANDALL	ARTS	1	
LI	DAOJI	CBE		Excused
MCALEXANDER	MICHAEL	CCOM	1	
KURWADKAR	SUNDERSHAN	ECS		1
MCKEE	AJA	EDU	1	
JUNG	DEANNA	HHD		Excused
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	
			4	1

*Recording Secretary: Erika Perret-Martinez

Item 3 - ira_2023_10_06_min

Final Audit Report

2023-10-30

Created:	2023-10-27
By:	Susan Collins (sucollins@fullerton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAkSTsVt3VvpYV_leh3LALx64YQHYSyhwS

"Item 3 - ira_2023_10_06_min" History

-  Document created by Susan Collins (sucollins@fullerton.edu)
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Action: Line Item Transfer

Item	Program	Total Amount	From	To	Reason
8.a	3500 – Begovich Gallery Prof. Michelle Murillo	\$2,160	Supplies Contract Svs	Printing	Vinyl design student project for large scale spaces
8.a	3237 – MSHE Program Retreat Prof. Eugene Fujimoto	\$2,600	Facility Rental Supplies	Hospitality	The initial proposal expected the event to be at particular location that requires larger numbers of tents, canopies, tables and chairs. We needed to change locations for the event. The new location is able to supply some of these items, so cost in this rental item is less. At same time, our need for increased supplies has gone up. We would like to move funds from Rentals to Supplies to meet that need.



CALIFORNIA STATE UNIVERSITY
FULLERTON

Instructionally Related Activities Rubric & Application Review

IRA Rubric Orientation 2024-25

Dave Edwards, Executive Director

THE RUBRIC

What is a Rubric?

A rubric is typically an evaluation tool or set of guidelines used to promote the consistent application of learning expectations, learning objectives, or learning standards in the classroom, or to measure their attainment against a consistent set of criteria. (*Google*)

How do I use the IRA Rubric?

- The Rubric categories are included in the IRA Application.
- Use the Rubric to determine how effectively a program defined the activity/use of funds based on the weighted categories in the rubric.
- Each rubric category has a scoring matrix with definitions to assist you in evaluating and assigning a rating for the critical components of the application.

IRA RUBRIC CATEGORIES

- ❑ PROGRAM DESCRIPTION [20%] ~ Explains the required activity for which funding is being requested.
- ❑ ENROLLED STUDENT IMPACT [35%]~ Explains the impact on students enrolled in the course.
- ❑ OVERALL PROGRAM INTEGRATION [15%] ~ Explains how well the program is integrated into the academic unit, connection to the university mission and goals, receives contributions (funding) from other sources, and course activities align with the course design.
- ❑ BUDGET [5%]~ Items are clear, itemized and reasonable.
- ❑ BROADER IMPACT [25%] ~ Explains and quantifies the program's impact to students (in/out of class), the broader community, and external communities.

APPLICATION PORTAL ~ INFOREADY

InfoReady is a web-based application platform used to capture applicant data.

InfoReady provides the following tools:

- Application Platform
- Automatic Responses
- Internal Review and Approvals
- Verification of Eligibility
- Application Rating
- Identifying Program Awards
- Program Status Reports

Application information is retained in the system and can be used to support future funding opportunities.

USING INFOREADY

As a Reviewer, you will complete the following steps:

1. Log into the system
2. Review the application
3. Assign a rating to the Rubric Categories
 - a) Excellent = 3
 - b) Good = 2
 - c) Needs Improvement = 1
4. Add any notes/observations based on your review of the application.
5. Submit your review.
6. Move to the next application.

2023-24 APPLICATION STATISTICS

For the 2024-25 Funding Opportunity:

109 Applications Received ~ each application will be reviewed by 3 members

Total Amount Requested \$4,137,095

IRA Committee = 17 raters

Each will review 19 or 20 applications

TIMELINE

- Applications Assigned to Committee Members ~ 10/16/2023
- Committee Completes Application Reviews ~ 11/6/2023
- Funding Deliberation Begins ~ 11/17/2023
- Final Deliberation and Budget Recommendation ~ 12/1/2023

ACCESSING REVIEWS

Recommended Browsers and Devices

- InfoReady runs best on the latest supported versions of Chrome, Firefox, and Safari browsers.
- The site should be accessed via a desktop or laptop computer. It is not compatible with mobile devices or tablets.
- Access the reviews through the email from InfoReady ~ or ~
- Log into InfoReady and access your Reviews Tab

NAVIGATION TIPS

Once you complete a review (assign a rate to each rubric category), submit your review and move to the next application.

You can also save a review as a draft and go back to finish or edit the review at a later time.

Please give yourself ample time to review the applications.

WHAT'S NEXT?

After all applications have been reviewed, IRA Administration will prepare the rating worksheet to determine if there are any significant standard deviations between the scores (high scores versus low scores).

If there are significant deviations, we may require additional reviews.

Once we have confirmed the scores, IRA Administration will prepare the funding deliberation information.

The Committee will receive:

- Total available funds to award to programs for 2024-25
- Summary of all programs requesting funding (status & amount)
- Information on returning versus new programs

SAMPLE APPLICATIONS



THANK YOU!

QUESTIONS?