



Instructionally Related Activities (IRA) Committee

Fri Dec 1, 2023 2:00 PM - 4:00 PM PST

1. Call to Order (Awadalla)

Maysem Awadalla, IRA Committee Chair, called the meeting to order at 2:20 pm.

**Student Members Present:** Miranda, Sharma, Escudero, DeGuzman, Awadalla.

**Student Members Absent:** Calderon, Park, Delgado (E), Baik (E).

**Faculty Members Present:** Goldberg, Li, McAlexander, Afzal, Patel.

**Faculty Members Absent:** Kurwadkar, McKee, Jung.

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

**Liaisons Absent:** Tran.

**(Goldberg-m / McAlexander-s) The absences of members Delgado and Baik due to illnesses were excused by unanimous consent.**

2. Approval of Agenda

**(Miranda-m / Patel-s) Agenda was approved by unanimous consent.**

3. Approval of Minutes

a. 11/17/2023 IRA Committee Meeting Minutes

**(DeGuzman-m / Miranda-s) 11/17/2023 Meeting minutes were approved by unanimous consent.**

4. Public Speakers

5. Reports

a. Chair (Awadalla)

Awadalla, Chair, announced the continuation of the 2024-25 IRA Budget discussion.

She noted that the Committee meeting on December 8 is a reserve meeting in the

event the budget discussion would need to be continued.

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

Dr. Edwards, ASI Executive Director, affirmed that there would be no Committee meeting on December 8 if the final decision would be made in the current meeting.

**6. Time Certain:**

**a. None**

**7. Unfinished Business**

**a. None**

**8. New Business**

**a. Action: Line Item Transfer Request (Awadalla)**

*The Committee will consider approving the IRA program Line Item Transfer request.*

**IRA 004 23/24 (McAlexander-m / Patel-s) A motion was made and seconded to approve the IRA program Line Item Transfer request.**

Awadalla yielded the floor to Collins, Assistant Director of Corporate Affairs, to review the information on the line item transfer requests.

Collins informed members that the request considers moving \$10k from the Contract Services to International Travel for the 3507 – Jazz Ensembles and Combos program. The reason is the opportunity to travel to New Zealand in May 2024 to perform and participate in several events. Collins also mentioned that the travel would be funded using a portion of IRA, Philanthropic, and donations.

Awadalla opened the floor to questions and points of discussion.

Goldberg expressed his support for the line item transfer, seeing described travel plans as a great opportunity for students to receive a unique experience.

**IRA 004 23/24 (McAlexander-m / Patel-s) Roll Call Vote: 9-0-0. The motion to approve the IRA program Line Item Transfer request has been adopted.**

**b. Action: 2024-25 Instructionally Related Activities Budget Recommendation (Awadalla)**

*The Committee will consider approving the 2024-25 recommended budget for Instructionally Related Activities.*

**IRA 004 23/24 (DeGuzman-m / McAlexander-s) A motion was made and seconded to approve the 2024-25 recommended budget for Instructionally Related Activities.**

Awadalla yielded the floor to Dr. Edwards, ASI Executive Director, to review the 2024-25 Instructionally Related Activities Budget.

Edwards provided a quick walkthrough of the IRA Budget preparation process, informing members of their powers to modify the funds allocation recommendations.

Edwards reminded members that on the previous Committee meeting VP for Administration and Finance/CFO, Alex Porter, encouraged approving reserve spending in order to fulfill the program requests and to move toward achieving the goals of the IRA reserve policy.

Edwards let members know that the votes and changes can be made on the specific (programs) funding amounts before approving the budget as a whole.

Edwards reviewed the budget proposition spreadsheet, highlighting that the additional reviews had been made on the previous Committee meeting on the programs which either had shown significant quartile movement or had received a score below 2. He added that the programs with significant increase in travel spending had been additionally reviewed.

Edwards summarized that according to the IRA 2024-25 Budget Proposition, the Committee had \$4,104,511 available for curriculum related programs. All the program requirements had been satisfied, and with the allocation of funding to all 107 programs, there would be a remaining amount of \$92,400 which would return to IRA reserves.

Awadalla opened the floor to questions and points of discussion.

Patel asked to clarify if more faculty members are still able to apply for remaining funds. Edwards stated that the final information on the remaining funds allocation will be available early in March 2024, according to the process. He also mentioned the cooperation with the Provost and the Deans to investigate the long-term needs for the programs. The recommendations on that will be provided to the Committee members in Spring 2024.

Goldberg asked to clarify if the mentioned activities would be a part of a separate discussion. Edwards confirmed.

Awadalla asked if there were any objections to moving to a roll call vote to approve the 2024-25 Instructionally Related Activities budget. There were no objections.


**IRA 004 23/24 (DeGuzman-m / McAlexander-s) Roll Call Vote: 10-0-0. The motion to approve the 2024-25 recommended budget for Instructionally Related Activities to fund 107 programs in the amount of \$4,012,092 has been adopted.**

#### 9. Announcements and Members Privilege

Awadalla, Chair, confirmed that no Committee meeting would be held on December 8 as the 2024-25 recommended budget for IRA had been approved.

#### 10. Adjournment (Awadalla)

Awadalla, Chair, adjourned the meeting at 2:39 pm.

  
ASI President (Mar 28, 2024 13:35 PDT)

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Maysem Awadalla, IRA Committee Chair



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Erika Perret-Martinez, Recording Secretary

# Roll Call 2023-2024

12/01/2023 IRA Committee Roll Call

MEMBER ATTENDANCE ROSTER				
STUDENT -LAST	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	
			4	1

\*Recording Secretary: Erika Perret-Martinez

\* Arrived after unfinished business











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Final Audit Report

2024-03-28

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By:	Susan Collins (sucollins@fullerton.edu)
Status:	Signed
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# Action: Line Item Transfer

Item	Program	Total Amount	From	To	Reason
8.a	3507 – Jazz Ensembles and Combos <b>Prof. William Cunliffe</b>	\$10,000	Contract Services	International Travel	The Fullerton Jazz Orchestra has an opportunity to travel to New Zealand in May 2024 to perform 6 concerts and participate in several workshop events. The travel will be funded using a portion of IRA, Philanthropic, and donations.

# Instructionally Related Activities

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## 2024-25 Budget Recommendation

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**Maysem Awadalla, IRA Chair**  
**Dr. Dave Edwards, Executive Director**



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# Budget/Deliberation Process

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At today's meeting we will review and consider the following:

1. IRA Budget Deliberation – Review and approve

Review Spreadsheet

# Committee's Authority

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The Committee may grant more or less funding than requested based on the funding criteria provided. Considerations include, the rubric ratings, dean's ratings, prior year final reports, etc. Overall the recommendations are subject to the Committee's judgement.

Reminder: As recommended by the Vice President of Administration and Finance/CFO, the Committee is encouraged to make use of the reserves allocation to fund as many programs as possible, and to spend down the reserves balance.

# Final Recommendation

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Throughout the deliberation process there may be votes on modifications to funding levels for each individual proposal.

A final majority vote by the IRA Committee is required to recommend the overall IRA funding budget to the University President.

EDUCATION  
CLASSROOM  
BUILDING

# Motion Considerations:

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**Amendments (as applicable):** Name, moves to amend program # & name to reflect (specific change to the program as agreed/discussed)

A Second is required

**Overall Budget:** Name, moves to approve the 2024-25 IRA Budget Recommendation to fully fund the program proposals as submitted in the amount of \$ .

A Second is required