Minutes

Instructionally Related Activities (IRA) Committee

📅 Fri October 8th, 2021

🕐 2:30pm - 3:30pm   PDT

📍 ASI Boardroom - Titan Student Union

👥 **In Attendance**

1. **Call to Order/ Roll Call**
   Marcus Reveles, IRA Committee Chair, called the meeting to order at 2:34 p.m.

   a. **Introductions**
   Marcus Reveles shared his background information and introduced himself to the Committee. He yielded to Dr. Dave Edwards. Reveles requested a Roll Call and instructed the members to state their name and the college they represent.

   Student Members

   Present: Bridges, Perna

   Absent: Kelley, Lee, Riched, Sharma

   Faculty Members

   Present: Abnet, Bruschke, Miyamoto, Ngo, Nobari, Tucker, Xie

   Absent: Leekeenan (E)

   Non-Voting Members

   Present: Edwards, Masoud, Stang, Ward

   Absent: Mollenaur

Decision: EXCUSALS: (Tucker-m/Bridges-s) A motion was made and seconded to excuse Leekeenan due to university business.

2. **Approval of Agenda**

Decision: (Bridges-m/Nobari-s) The agenda was approved as presented by unanimous consent.

3. **Approval of Minutes**

a. **04/16/2021 IRA Committee Minutes**

Decision: (Bruschke-m/Abnet-s) The minutes from the April 16, 2021 meeting were approved by unanimous consent.

4. **Public Speakers**
Members of the public may address the Committee on any topic on this posted agenda.

5. **Reports**

a. **Chair**
Marcus Reveles welcomed the Committee.

b. **ASI Executive Director**
Dr. Edwards, shared information regarding open positions within the IRA Committee.

- Stang asked if the applicant for open IRA Committee positions be a masters student. Edwards confirmed.

6. **Time Certain**
NONE

There were no Time Certain presentations.

7. **Unfinished Business**

a. **None**

8. **New Business**

a. **Information: IRA Orientation/ Overview**

Reveles yielded to Dr. Edwards to review the IRA orientation presentation. Dr. Edwards reviewed the presentation, which is an attachment to the minutes.

i. **The Committee will receive an orientation and overview of IRA for 2021-22.**
   - Nobari asked if there is historical budget information available by college. Edwards answers, we can put information together.
   - Stang explained how travel expenditures are handled and limitations for using IRA funding.
   - Bruschke asked for clarification on the banned travel. Edwards shared traveling to banned states cannot seek state funding due to discriminatory practices/laws in such states.
   - Nobari asked for information on the rubric for assessing proposals. Edwards shared the information would be provided.
   - Bridges asked if the Committee would be reviewing existing or new programs. Edwards responded a mix of both, members will not grade applications from their own college.

ii. **The Committee will receive information regarding the scoring Rubric.**
   Dr. Edwards reviewed the scoring rubric matrix. The matrix is an attachment to the minutes.

   - Ward suggested providing a glossary of terms for the Committee members. Edwards indicated the staff would work on it.

b. **Action: Line Item Transfer Requests**

i. **The Committee will consider a line item transfer for the following:**
   3501: Symphonic Bands $9,840 from Travel (8077) to Supplies (8050), Printing (8051) and Student Wages (8069) - Due to COVID

   IRA 001 21/22 (Miamoto-m/Kelley-s) A motion was made and seconded to approve a line item transfer for Program #3501 Symphonic Bands to move $9,840 from travel (8077) to supplies (8050), printing (8051) and student wages (8069). The transfer of funds is being reallocated due to a disruption in their planned programming as a result of the continuing COVID travel restrictions.

   Reveles yielded to Susan Collins to review the request.

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

Reveles opened the floor to discussion. There was no discussion.

Reveles asked if there were any objections to moving to a roll call vote to approve the line item transfer. There were no objections.

Decision: **IRA 001 21/22 (Miamoto-m/Kelley-s) Roll Call Vote: 10-0-0 The motion to approve a line item transfer for Program #3501 Symphonic Bands to move $9,840 from travel (8077) to supplies (8050), printing (8051) and student wages (8069) was adopted.**

9. **Announcement/ Members' Privilege**

10. **Adjournment**
    Reveles adjourned the meeting at 3:25p.m.

_____

Marcus Reveles, IRA Committee Chair

_____

Susan Collins, Recording Secretary

Roll Call 2021-2022

10/08/2021 IRA Committee Meeting Roll Call

Attendance			Board Members	
Voting Members:			Present	Absent
HSS - Faculty	ABNET	DUSTIN	1	
HHD - Student	BRIDGES	KORLI	1	
COMM - Faculty	BRUSCHKE	JON	1	
COMM - Student	KELLEY	LYDIA	1	
ARTS - Student	LEE	YASMINE		1
EDU - Faculty	LEEKEENAN	KIRA		1	E
NSM - Faculty	MIYAMOTO	ALISON	1	
ECS - Faculty	NGO	CHEAN CHIN	1	
HHD - Faculty	NOBARI	TABASHIR	1	
EDU - Student	PERNA	BRENDA	1	
HSS - Student	RICHED	TASNEEM		1
ECS - Student	SHARMA	RADHIKA		1
ARTS - Faculty	TUCKER	JAMIE	1	
CBE - Student	VACANT			
NSM - Student	VACANT			
CBE - Faculty	XIE	JIA	1	
			Present	Absent
			10	**4**

Attendance			Liaisons	
			Present	Absent
ASI ED	EDWARDS	DAVE	1	
VPA&F	MASOUD	HOMAIRA	1	
UPR	MOLLENAUR	JEANNIE		1
VPAA REP	STANG	KRISTIN	1	
VPSA	WARD	CATHERINE	1	
			Present	Absent
			4	1

*Recording Secretary: Susan Collins

Roll Call Votes			001 - Line Item Transfer		
			Yes	No	Abstain
ARTS - Student	LEE	YASMINE	Absent		
ARTS - Faculty	TUCKER	JAMIE	1		
CBE - Student	VACANT				
CBE - Faculty	XIE	JIA	1		
COMM - Student	KELLEY	LYDIA	1		
COMM - Faculty	BRUSCHKE	JON	1		
EDU - Student	PERNA	BRENDA	1		
EDU - Faculty	LEEKEENAN	KIRA	Absent		
ECS - Student	SHARMA	RADHIKA	Absent		
ECS - Faculty	NGO	CHEAN CHIN	1		
HHD - Student	BRIDGES	KORLI	1		
HHD - Faculty	NOBARI	TABASHIR	1		
HSS - Student	RICHED	TASNEEM	Absent		
HSS - Faculty	ABNET	DUSTIN	1		
NSM - Student	VACANT				
NSM - Faculty	MIYAMOTO	ALISON	1		
			Yes	No	Abstain
			10	0	0

IRA Committee Meeting Schedule ~ 2021-22

The IRA Committee is scheduled to meet as follows for the 2021-2022 academic year. Meetings will be held on Fridays in the ASI Boardroom, located on the second floor of the Titan Student Union (TSU).

Date:	Time:
October 8, 2021	2:30 pm to 3:30 pm
October 29, 2021	3:00 pm to 4:00 pm
November 5, 2021	3:00 pm to 4:00 pm
November 19, 2021	1:30 pm to 2:30 pm
December 3, 2021	3:00 pm to 4:00 pm
January 28, 2022	3:00 pm to 4:00 pm
February 4, 2022	3:00 pm to 4:00 pm
February 11, 2022	3:00 pm to 4:00 pm

Please do not hesitate to reach out to irafunding@fullerton.edu with any questions.

Instructionally Related Activities (IRA) Committee

Orientation and Overview

October 8, 2021

CALIFORNIA STATE UNIVERSITY
FULLERTON™

What is IRA?

- IRA is a University program designed to support education experiences and activities directly related to courses offered at CSUF

- IRA is governed under the CSU Chancellor 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 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 managing the accounting aspect

- 2021-2022 Fee
  – $41.00 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

- 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

2021-2022 CSU IRA Fee Rates

Campus	IRA Fee	Campus	IRA Fee
Humboldt	$674	San Bernardino	$174
Sonoma	$548	Maritime	$130
San Diego	$498	Eastbay	$129
Chico	$404	Los Angeles	$126
Sacramento	$379	Fullerton	$82
Stanislaus	$352	San Marcos	$80
San Luis Obispo	$347	Long Beach	$50
Fresno	$264	Northridge	$40
Channel Islands	$260	Pomona	$40
Monterey Bay	$254	Dominguez Hills	$10
San Francisco	$236	San Jose	$0
Bakersfield	$183		

IRA BUDGET PROPOSALS

COLLEGES	AMOUNT	PERCENT
Arts	$754,063.00	34.37%
Communications	$574,060.00	26.17%
ECS	$132,742.00	6.05%
Education	$22,539.00	1.03%
HHD	$100,550.00	4.58%
HSS	$292,844.00	13.35%
CBE	$110,515.00	5.04%
NSM	$135,291.00	6.17%
Total	$2,122,604.00	100.00%
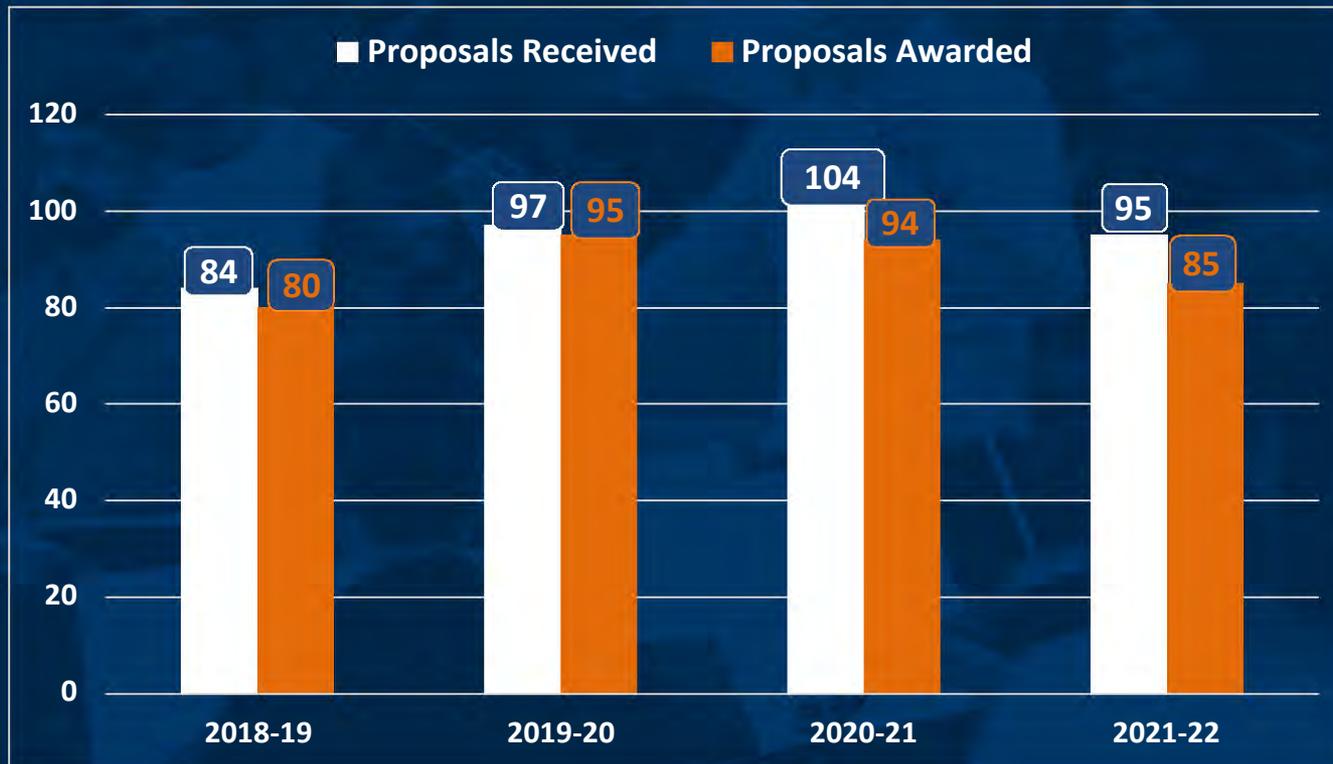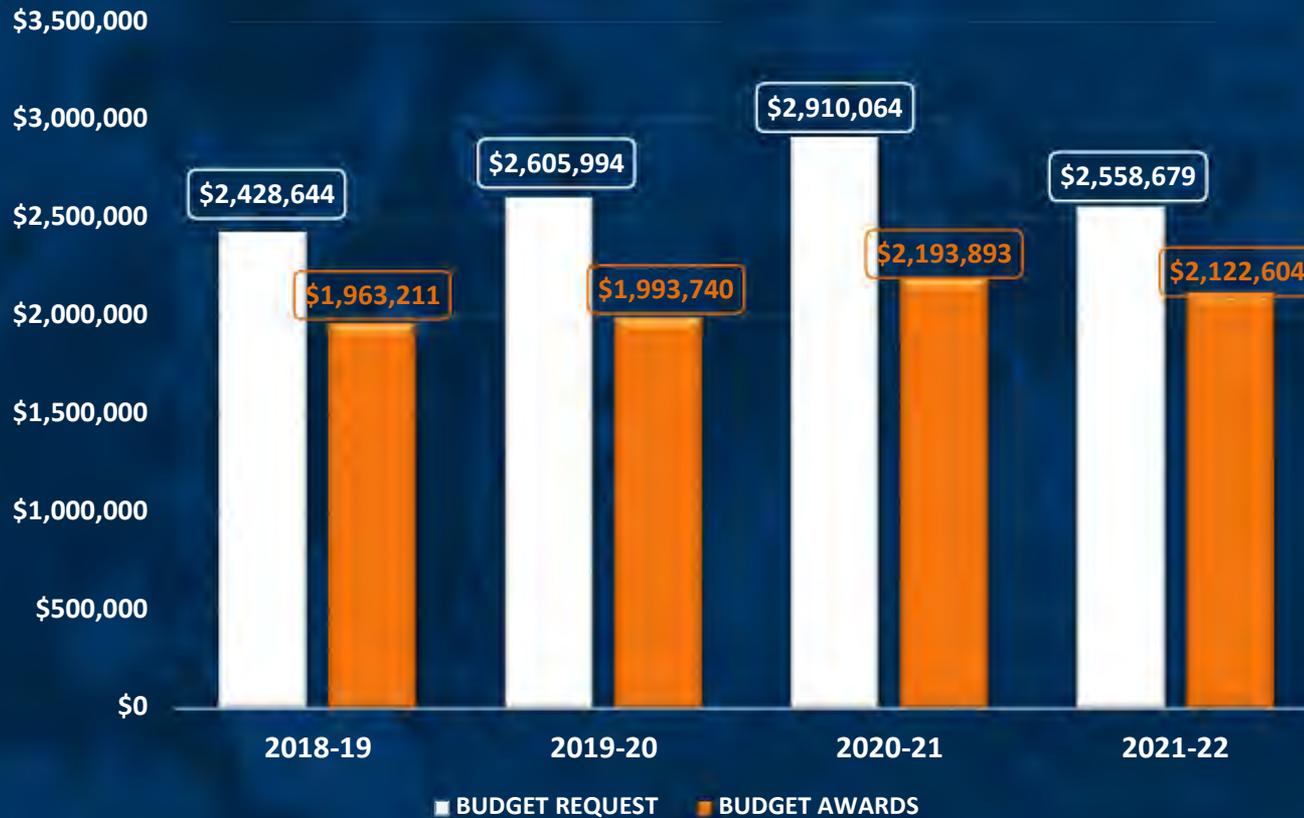
Funding Requirements

- Funded activity must be required for a class where residential 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
- <u>Active</u> student participation required
  - Travel to conferences, exhibitions, concerts, or meetings is fundable <u>*only*</u> 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 does **NOT** fund

- Equipment purchases
  - Examples: GPS's, musical instruments, laptops, printers, fax machines, general office equipment, tents, camp stoves, shelving, sound proofing, compasses, etc.

- Faculty/Staff salaries

- Individual research

- Non-mandatory travel

Travel Updates:

- Fundamental assumption the university will be operating in Fall 2021 and Spring 2022

- IRA will not reimburse students directly for international travel related expenses

- IRA Program will continue to be supportive of virtual offerings

IRA Funding/Deliberation Process

2021-22 Academic Year

The Committee will evaluate all completed IRA proposals received by the announced application deadline. The Committee will review and approve the application rubric and the deliberation/funding process in the fall semester of each academic year and propose any changes to the University President, if necessary. The approved deliberation/funding process and the approved rubric scores will be utilized in the spring semester to determine which programs will be recommended to receive IRA funding. The rubric may be edited by a majority approval of the IRA Committee to include campus priorities, while providing ongoing support for quality programs "that aid and supplement the foundational educational mission of the institution."[1]

Post-application Process

After receipt of applications for IRA funding, ASI will conduct an administrative review and prepare the applications for consideration by the Committee. This process will typically occur over the winter break and prior to the beginning of the Committee's deliberation in the spring semester. This administrative review will confirm:

- Mandatory funding orientation was completed (confirmation signature on application)
- IRA Final Report for the previous year was submitted, if the program received an award in the prior year. The report summarizes the program's learning outcomes and financial performance in the prior year.
- Syllabus for the course listed in the application was submitted
- Courses listed in the application have final University approval by verifying the department Chair's and Dean's signature
- Start/end dates of the program match the semesters the course is taught and are within the upcoming fiscal year (July 1 through June 30 of the next year)
- Expenditures listed in the application are eligible for IRA funding. Ineligible items are removed from the proposal and a modified proposal is submitted to the Committee for consideration and noted with the Committee.
- Detailed travel costs are documented on the appropriate form for each trip and verification that travel calculations are correct, including not exceeding the maximum amounts allowed per student per trip ($500, $750, $1500). 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).

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[1] http://www.fullerton.edu/data/assessment/assessment_at_csuf/missionstrategicplan.php

Programs that fail to submit their final report from the prior year as required will only be considered for funding after consideration of all programs that submitted a complete application, if funds are available.

Committee Role

Using the approved rubric, all proposals will be rated by a minimum of three Committee members, with no Committee member rating proposals from their own college. The IRA Committee Chair will assign the proposals, with assistance from ASI, to each voting committee member for evaluation. Each committee member will receive the following:

- Current year application
- Prior year final report, if applicable
- Any modifications made to the application by ASI

Committee members will conduct their evaluation and electronically submit their rubric ratings to ASI for calculation by the published evaluation deadline. The ASI Financial Service Office will be tasked with calculation of the overall rubric score per rater based upon the weighted rubric category scores.

Deliberation Considerations

To outline a fair process to allocate IRA funds, the following deliberation process is provided. The purpose of the deliberation process is to determine how to fund as many programs as possible. Factors to consider include how existing programs have used funds in prior years, how to provide "stable an adequate" funding, and how to encourage new and innovative programs. Because returning programs have additional information (prior year ratings, prior funding levels, prior expenditure levels, etc.) there are additional factors considered. See Governance Document section III-B for more guidance on balancing funding priorities. The Committee should keep in mind the purpose of the IRA funds to balance the needs of returning and new programs.

Prior to the first deliberation meeting of the spring semester and with approval of the IRA Committee Chair, ASI will submit to the Committee an overall summary of the applications including the following:

- Rubric score averages, including standard deviation
- College Dean ratings
- Requested funding amount
- Revised funding amount
- Prior year funding award and rating, if applicable
- Number of years the program has consecutively received IRA funds

Proposals will be listed in rank order by overall average score (along with standard deviation for each average score). In the case of a tie in committee rankings, the Dean ratings will be considered. Allocations will be determined utilizing all available information, including the weighting rubric averages, Dean's ratings, prior year final report, etc., as factors contributing to the final funding recommendation. Programs will be rated by the Dean based on the merit of the

program according to the college mission on a scale of 1 to 3 similar to the rubric. (3 - excellent, 2 - good, and 1- poor)

The Committee should review any program that has a high standard deviation or a change (higher or lower) from one quartile to another from the previous year's rankings prior to making a funding decision to determine if the current ranking is appropriate. If necessary, an additional rater will be utilized and included in the average rating score.

It is important to realize that there typically are limited and often insufficient IRA funds to fully award to all programs. The Committee's purpose is to apply a critical analysis, remain focused on the intent of the IRA program, and make difficult decisions regarding which programs to fund.

The IRA Committee will, following Robert's Rules of Order, utilize a speakers' list during deliberation and debate to ensure that every voice is heard. Speakers will be called upon in order and individuals will be asked to allow others to speak first before joining the discussion for a second time. Because of IRA's student-engagement focus, student committee members are encouraged to actively participate in the deliberation discussion.

Funding Process

Funding will be provided based on a correlation to the program's rubric ranking as outlined below:

Step1
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 plus one-third of the surplus 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. 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:
         o 50% of remaining funds distributed equally to the first quartile (not to exceed the requested amount).
         o 30% of remaining funds distributed equally to the second quartile (not to exceed the requested amount).
         o 10% of remaining funds distributed equally to the third quartile (not to exceed the requested amount).
         o 10% of remaining funds at the discretion of the Committee may be allocated to the fourth quartile based on the merit of the program (not to exceed the requested amount).

   C. The remaining funds will be returned to reserves.

Step 6
The minimum award is $2,000 and the maximum award is $120,000. Requests that fall below the minimum will receive no award and requests that fall above the maximum will be adjusted to $120,000.

Step 7

IRA staff will submit the spreadsheet of all programs based on the calculations above to the IRA Committee for consideration. The IRA Committee will begin deliberation, including a thorough review of the rubric ratings, quartile placement, and proposed funding allocations. The IRA Committee may then discuss and consider adjustments to the proposed funding based upon additional information that includes the Dean ratings, prior year rankings (if any), and prior year final report(s).

Step 8
When the process is complete, a review of the entire list will be done to make any final adjustments to funding levels.

The IRA Committee may grant more or less funding than requested based on the funding criteria described above. In all instances, rubric rating averages, Dean's ratings, prior year final reports, etc. should inform funding decisions, but should not serve as a substitute for overall committee judgment.

Final Recommendation of Funding

A majority vote by the IRA Committee is required to recommend each program's funding levels to the University President. Throughout deliberation, while there may be votes on modifications to funding levels for individual proposals, a final vote must be conducted, with a majority approval of the overall recommended IRA funding/budget.

Appeal

If programs wish to appeal based on a technical or procedural error, they must do so within five business days. Appeals will be heard at the next regularly scheduled IRA Committee meeting. Once all appeals are resolved, the IRA Committee will make its final recommendation to the University President.

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) EVALUATION RUBRIC
2021-22 FISCAL YEAR

CATEGORY (WEIGHT)	EXCELLENT (3 points)	GOOD (2 points)	POOR (1 point)	SCORE
PROGRAM DESCRIPTION (20%)	Program description clearly explains the required activity for which funding is being requested and 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	Program description explains the required activity for which funding is being requested. If travel is involved, it briefly describes why travel is necessary for the success of the activity and why the location was chosen.	Program description doesn't explain 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.	
STUDENT IMPACT QUALITY (35%)	Significant direct student impact on students enrolled in the course, includes a proportion of required activity on the part of the enrolled students, and activity requires deep engagement from the enrolled students. Is important and essential to the program.	Meaningful direct student impact on students enrolled in the course, includes some required activity on the part of the enrolled students, and some engagement is required for the activity from 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 the part of the enrolled students, and little or no engagement is required for the activity from the enrolled students. Supplements but is neither important nor essential to the program	
OVERALL PROGRAM INTEGRATION (15%)	Program is well integrated into the academic unit; demonstrates a clear connection to university mission and goals as expressed in the strategic plan, has varied and meaningful resource contributions from other sources, and staffing formulas indicate high student engagement.	Program is somewhat integrated into the academic unit; demonstrates connection to university mission and goals as expressed in the strategic plan there are resource contributions from other sources, and staffing formulas are not mass lecture or lecture/discussion sections.	Program is minimally integrated into the academic unit; no clear connection to university mission and goals as expressed in the strategic plan there are minimal resource contributions from other sources, and staffing formulas are typical of non-activity course offerings.	
BUDGET (5%)	Requested budget items are clear, amounts are correctly calculated and estimates are reasonable relative to stated expenses.	Requested budget items are explained, amounts have few or no calculation errors and estimates may be excessive for stated expenses.	Requested budget items are unclear, with visible calculation errors, and estimates are very unreasonable for stated expenses.	
BROADER IMPACT (25%)	Significant 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 is large.	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 is modest.	Little or no 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 is small.	

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

Action: Line Item Transfer

Item	Program	Total Amount	From	To	Reason
8.b	3501: Symphonic Bands	$9,840	8077	8050 8051 8069	Due to COVID-19 the conference performance CSUF Wind Symphony event was cancelled. Reallocating funds to supplies (8050), printing/advertising (8051), and student wages (8069).