Minutes

IRA Committee Meeting

📅 Fri March 4th, 2022

🕐 2:00pm - 3:00pm   PST

📍 Zoom Meeting https://fullerton.zoom.us/j/81508976048

👥 **In Attendance**

1. ## Call to Order (Reveles)

   Marcus Reveles, Chair, called the meeting to order at 2:02 pm.

   Student Members Present: Bridges, DeLeon, Kelley, Perna, Reveles

   Absent: Vyas

   Faculty Members Present: Abnet, Bruschke, Miyamoto, Ngo, Nobari, Xie, Leekeenan.

   Absent: Tucker

   Non-Voting Members Present: Edwards, Filowitz, Forgues, Juanico, Stang, Tran

   Absent: None

   Forgues is sitting in for member Ward.

2. ## Approval of Agenda

   Decision: (Miyamoto-m/Bruschke-s) The agenda was approved by unanimous consent.

3. ## Approval of Minutes

Decision: (Abnet-m/Bridges-s) The 02/11/2022 IRA Committee Meeting Minutes were approved by unanimous consent.

    a. **02/11/2022 IRA Committee Minutes**

4. Public Speakers

There were no public speakers.

5. Reports

    a. **Chair (Reveles)**

Reveles, Chair, had no report.

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

Reveles yielded to Dr. Edwards.

Dr. Edwards, ASI Executive Director, shared updates on the IRA applicants and recipients.

Dr. Edwards shared that all the notices for awards have been sent out.

Dr. Edwards confirmed that no requests for appeal were received during the appropriate period.

Dr. Edwards shared recipients are completing the mandatory training for awardees.

Dr. Edwards applauded Collins for her assistance in getting the training to a virtual format through the campus ETC.

6. Time Certain:

    a. **NONE**

7. Unfinished Business

    a. **NONE**

8. New Business

    a. **Action: Line Item Transfer Requests (Reveles)**
       The Committee will consider approving line item transfer requests for IRA programs.

       IRA 014 21/22 (Kelley-m/Abnet-s) A motion was made and seconded to approve the Line Item Transfer Requests.

Reveles asked Collins to speak on the line item transfer request.

Collins shared information on the request from Begovich #3500 to transfer $1,600 from Dues & Subscriptions 8079 and Supplies 8050 to Contracts, Fees and Rentals 8074 to pay for guest speakers and support classroom programming relating to the gallery.

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

Reveles opened the floor to discussion. There were no points of discussion.

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

> **Decision:** **IRA 014 21/22 (Kelley-m/Abnet-s) Roll Call Vote: 12-0-0 The motion to approve the $1,600 Line Item Transfer Request for Begovich #3500 was adopted.**

b. **Action: Funding Deliberation Document Changes Effective 2022-23 (Reveles)**
The Committee will consider approving changes to the Funding Deliberation Document effective 2022-23.

IRA 015 21/22 (Bruschke-m/Kelly-s) A motion was made and seconded to approve the Funding Deliberation Document Changes Effective 2022-23.

Reveles yielded the floor to Dr. Edwards to review these changes.

Dr. Edwards provided an overview of the purpose and edits to the Funding Deliberation document which guides the Committee process each year. Edwards yielded to member Miyamoto to speak on her recommended change to the deliberation process.

Miyamoto shared her experience that lead to a change in the process requiring programs scoring below a 2.0 in the 4th quartile to be reviewed by the Committee to determine if funding should be awarded. Edwards shared the instances that would trigger an additional review.

Reveles opened the floor to questions.

Bruschke asked to make a friendly amendment to the language in the new rule from "if" to "whether". Kelley agreed to second the friendly amendment.

Reveles opened the floor to discussion. There were no points of discussion.

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

> **Decision:** **IRA 015 21/22 (Bruschke-m/Kelly-s) Roll Call Vote: 12-0-0 The motion to approve the Funding Deliberation Document Changes Effective 2022-23 was adopted.**

c. **Information: Final Rubric Document Effective 2022-23 (Reveles)**
The Committee will review the final Rubric effective 2022-23.

Reveles yielded to Dr. Edwards to review the Final Rubric Documents, Effective 2022-23.

Dr. Edwards said they will use this rubric to review the application next year so they're more closely related.

Edwards also noted that the application will be completed in a new system next year that should help make applying and grading easier.

9. **Announcements and Members Privilege**
   - Bruschke said there is a proposal out that would have co-curricular programs mentioned in the Education Code receive funding off the top, the same way Athletics does. Buschke noted that they do not have to discuss it now but to be aware it will be a discussion point coming around.
   - Reveles shared that he will be serving as a Camp Titan Director this year. Reveles shared an overview of Camp Titan and how excited they are to return post-COVID. Reveles shared that the students who attend Camp Titan are from low-income homes. Reveles feels this is a great thing for CSUF Students to take part in as counselors and shared that applications are open for CSUF students to volunteer to serve. Reveles shared that at this time there is no flier but ASI is working on creating one, but he can share the application in the meantime. Stang encouraged Reveles to reach out to Titan Future Teachers Program as they may be able to assist with getting Camp Titan more applicants.
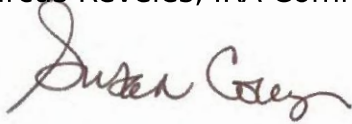
10. **Adjournment (Reveles)**

Reveles, Chair, adjourned the meeting at 2:32 pm

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Marcus Reveles (May 3, 2022 15:51 PDT)

Marcus Reveles, IRA Committee Chair

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Susan Collins, Recording Secretary

Roll Call 2021-2022

03/04/2022 IRA Committee Roll Call

Attendance		Board Members	Present	Absent
Arts Faculty	Tucker	Jamie		1
CBE Faculty	Xie	Jia	1	
Comm Student	Kelley	Lydia	1	
Comm Faculty	Bruschke	Jon	1	
EDU Student	Perna	Brenda	1	
EDU Faculty	Leekeenan	Kira	1	
ECS Student	De Leon	Cailey	1	
ECS Faculty	Ngo	Chean-Chin	1	
HHD Student	Bridges	Korli	1	
HHD Faculty	Nobari	Tabashir	1	
HSS Faculty	Abnet	Dustin	1	
NSM Student	Vyas	Sonali		1
NSM Faculty	Miyamoto	Alison	1	
Chair	Reveles	Marcus	1	
Vacant - Arts Student				
Vacant - CBE Student				
Vacant - HSS Student				
			Present	Absent
			12	**0**

Attendance		Liaisons	Present	Absent
ASI ED	EDWARDS	DAVE	1	
VPA&F	JUANICO	RAYMOND	1	
VPAA REP	STANG	KRISTIN	1	
UPR	TRAN	LINH	1	
VPSA	FORGUES	CHALEA	1	
			Present	Absent
			5	0

*Recording Secretary: Susan Collins

Roll Call Votes		18	018 - LIT			019 - Fund Delib		
			Yes	No	Abstain	Yes	No	Abstain
Arts Faculty	Tucker	Jamie	Absent					
CBE Faculty	Xie	Jia	1			1		
Comm Student	Kelley	Lydia	1			1		
Comm Faculty	Bruschke	Jon	1			1		
EDU Student	Perna	Brenda	1			1		
EDU Faculty	Leekeenan	Kira	1			1		
ECS Student	De Leon	Cailey	1			1		
ECS Faculty	Ngo	Chean-Chin	1			1		
HHD Student	Bridges	Korli	1			1		
HHD Faculty	Nobari	Tabashir	1			1		
HSS Faculty	Abnet	Dustin	1			1		
NSM Student	Vyas	Sonali	Absent					
NSM Faculty	Miyamoto	Alison	1			1		
Chair	Reveles	Marcus	1			1		
			Yes	No	Abstain	Yes	No	Abstain
			12	0	0	12	0	0

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.a	Begovich (3500)	$600	8079	8074	To pay for guest speakers and support faculty in their classroom programming relating to the gallery.
		$1,000	8050		

Instructionally Related Activities (IRA)
Request for Line Item Transfer

Fiscal Year ___2021-22___

Program Name & Number ___Begovich Gallery, 3500___   Date___2-17-2022___

Account(s) to Transfer From:

Account #	Current Budget Amount *	Transfer Amount	Revised Budget Amount
8079	600	600	0
8050	4550	1000	3550

Account(s) to Transfer To:

Account #	Current Budget Amount *	Transfer Amount	Revised Budget Amount
8074	34000	600	35600
8074	34000	1000	35600

NOTE: Request Only Even Dollar Amounts to be Transferred
Send Form to IRA Funding, c/o ASI Financial Services, TSU-224.
Amounts over $1,000 must be approved by the IRA Committee.

Reason for Transfer (detailed information required):
Reason: To pay our guest speakers and support faculty in their classroom programming.

*Current budget amount should be entered here. However, if other transfers have occurred, contact the ASI Financial Services Office (x2404) for the current amount .

Approvals:

Faculty in Charge of IRA Program

Jade Jewett		2081
Print Name	Signature	Extension

IRA Committee Chair _____   Date_____

- -

Line Item Transfer Completed By _____   Date _____
ASI Financial Services Personnel

IRA Funding/Deliberation Process

2021~~2~~-22~~3~~ 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)
- Mandatory Conflict of Interest (COI) training completed and attestation of COI provided.
- 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.

==Programs receiving a rating/score below 2.0 in the fourth quartile shall be reviewed to determine if funding should be awarded.==

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: 2022-23 FISCAL YEAR

CATEGORY (WEIGHT)	EXCELLENT (3 points)	GOOD (2 points)	POOR (1 point)
PROGRAM DESCRIPTION (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.
ENROLLED STUDENT IMPACT (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
OVERALL PROGRAM INTEGRATION (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.
BUDGET (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.
BROADER IMPACT (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 numberof 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.