

## **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.