



Instructionally Related Activities (IRA) Committee

Fri Feb 9, 2024 2:00 PM - 4:00 PM PST

1. Call to Order (Awadalla)

Student Members Present: Miranda, Delgado, DeGuzman, Awadalla

Student Members Absent: Sharma, Calderon, Park, Escudero, Baik

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

Faculty Members Absent: Kurwadkar

Liaisons Present: Macy, Edwards

Liaisons Absent: Adamson (E), Juanico, Tran

(McAlexander-m / Jung-s) The absence of liaison Adamson due to university business was excused by unanimous consent.

2. Approval of Agenda

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

3. Approval of Minutes

a. December 1, 2023 IRA Committee Minutes

(McAlexander-m / Li-s) 12/01/23 IRA Committee meeting minutes were approved by unanimous consent.

4. Public Speakers

None.

5. Reports

a. Chair (Awadalla)

Awadalla provided updates on budget approvals for the 2024-25 fiscal year and reminded the Committee about upcoming reviews of the IRA governance and funding deliberation documents for potential changes to the budget and funding processes.

b. ASI Executive Director (Dr. Edwards)

Dr. Edwards had no report.

6. Time Certain:

a. None

7. Unfinished Business

a. None

8. New Business

a. Action: IRA Program Change Request (Awadalla)

The Committee will consider approving a Program Change Request for 3270 ASHA Hill Day.

IRA 008 23/24 (McAlexander-m / Jung-s) A motion was made and seconded to approve a Program Change Request for 3270 ASHA Hill Day.

Awadalla yielded the floor to Collins to review the program change request.

Collins reported that ASHA Hill Day, historically funded by IRA, involved lobbying for hearing-impaired students in Washington, DC. Due to the pandemic, in-person lobbying ceased, and funds were redirected. This year, ASHA plans to allocate funds for five students to compete in a knowledge bowl hosted by the Speech and Language Hearing Association in California, shifting from lobbying to participation in a state competition.

Awadalla opened the floor to questions and points of discussion.

McAlexander asked about the amount for the transfer, to which Collins clarified that no transfer was planned; instead, existing travel funds would be utilized for student participation.

McAlexander sought the total needed. Collins stated that there were no exact figures, and only a portion of the budget would be used.

Edwards queried the nature of the change, with Collins explaining it didn't involve additional funds but rather a shift in program focus, from lobbying in DC to student competition in San Francisco.

IRA 008 23/24 (McAlexander-m/Jung-s) Roll Call Vote: 11-0-0 The motion to approve a program change request for 3270 ASHA Hill Day was adopted.

b. Discussion: IRA Line Item Transfer Below \$1,000 (Awadalla)

The Committee will review a \$750 Line-Item Transfer request approved by the IRA Committee Chair and Executive Director for Program #3232 during winter break.

Awadalla yielded the floor to Collins to present a line item transfer request for program #3232, which had been approved by the Chair and the Executive Director during winter break.

* The request, amounting to \$750, fell under the \$1000 threshold for immediate approval.

* Originally, the funds were allocated for reserving a room in the TSU for Embodied Research Workshops, but due to unavailability of the space, Dr. Strong, the program lead, found an alternative location for the workshops. The request is to reallocate the funds from rentals to honorariums for guest speakers and artists at the event.

* Dr. Edwards confirmed that such adjustments are common, as expenses sometimes differ from initial estimates but remain within the intended use of funds.

Awadalla opened the floor to questions and points of discussion.

There were none.

c. Discussion: 2022-23 Student Fee Advisory Committee Summary (Awadalla)

The Committee will review and discuss the 2022-23 Student Fee Advisory Committee Summary.

Awadalla yielded the floor to Dr. Edwards to provide an overview of the 2022-2023 Student Fee Advisory Committee (SFAC) summary.

* SFAC is a campus-wide committee primarily composed of students, faculty, and staff, responsible for reviewing all mandatory category two fees annually and submitting a report to the President.

* The Committee selects different fees each month for review, including the Instructionally Related Activities (IRA) fee, which impacts many students.

* Dr. Edwards discussed a proposal submitted by a faculty member to raise the IRA fee and allocate dedicated funds for programs. The proposal highlighted the need for sustainable funding for specific programs and questioned funding allocations for study abroad programs.

* Dr. Edwards presented historical data on IRA fee reserves, indicating a significant increase in reserves over the years, primarily due to pandemic-related disruptions.

* The Committee analyzed whether an increase in the IRA fee was warranted based on program funding and reserve levels, concluding that current reserves exceed requirements and most programs are adequately funded.

Awadalla opened the floor to questions.

Goldberg asked for a clarification on the significance of IRA reserves, questioning their relevance given the decisions made that year. Edwards acknowledged Goldberg's concerns, recognizing the diminishing reserve and its non-sustainability due to current funding decisions.

Patel inquired about the rationale behind increasing IRA fees in the presence of reserves, suggesting it might be more logical once reserves were depleted. Edwards explained that while reserves existed, raising fees might not have been immediately necessary, but future increases could be warranted once reserves returned to normal levels after depletion.

McAlexander sought clarity on whether there was a desire to increase IRA funding annually to support more projects. Edwards stated there hadn't been explicit discussion on increasing funding annually, but there was a desire to support more IRA-funded programs, with the consideration that increasing funding might necessitate raising fees.

Afzal questioned whether the objection was solely against funding study abroad or extended to other activities falling under the "other activities" category. Edwards clarified that the objection primarily targeted study abroad, as raised by a faculty member, while other activities under the category may have been deemed appropriate for IRA funding.

Jung highlighted the importance of IRA funding in providing high-impact experiential learning opportunities, aligning with the institution's strategic goals. Edwards agreed with Jung's perspective, emphasizing IRA's role in expanding opportunities for students and the need to update funding criteria to reflect evolving educational practices.

McAlexander requested a document outlining the history of fee increases for reference. Edwards suggested checking the website for the document and encouraged Committee members to contribute language suggestions for the response to SFAC's inquiries.

Awadalla opened the floor to points of discussion.

Edwards mentioned that the Provost would discuss the study abroad program and its changes in the next meeting.

Patel expressed appreciation for service learning opportunities but voiced concern over the allocation of funds towards study abroad, suggesting it had begun to overshadow other valuable experiences.

Patel suggested capping study abroad funding at 20% and increasing funding for service learning, emphasizing the importance of prioritizing certain activities.


McAlexander inquired about discussing other aspects of the academic equity proposal, particularly stability and equity in funding distribution across various categories. Edwards explained that the current discussion was based on what was sent by SFAC but agreed to include a deeper review of other aspects in the agenda for the next meeting.

9. Announcements and Members Privilege

Awadalla announced the upcoming ASI elections and encouraged faculty to urge students to run for candidacy, with petitions due on February 14th for positions including ASI President, and Vice President.

10. Adjournment (Awadalla)

Awadalla, Chair, adjourned the meeting at 2:59 pm.


ASI President (Mar 28, 2024 13:34 PDT)

Maysem Awadalla, Chair



Erika Perret-Martinez, Recording Secretary

Roll Call 2023-2024

02/09/2024 IRA Committee Roll Call

MEMBER ATTENDANCE ROSTER				
STUDENT -LAST	FIRST	College	PRESENT	ABSENT
MIRANDA	KASANDRA	ARTS	1	
SHARMA	AKSHITA	CBE		1
CALDERON	GIOVANNI	CCOM		1
PARK	ASHLEY	ECS		1
ESCUDERO	SEDONA	EDU		1
DELGADO	ERNESTO	HHD	1	
BAIK	JUDY	HSS		1
DEGUZMAN	ALDRIN	NSM	1	
AWADALLA	MAYSEM	CHAIR	1	
FACULTY	FIRST	College	PRESENT	ABSENT
GOLDBERG	RANDALL	ARTS	1	
LI	DAOJI	CBE	1	
MCALEXANDER	MICHAEL	CCOM	1	
KURWADKAR	SUNDERSHAN	ECS		1
MCKEE	AJA	EDU	1	
JUNG	DEANNA	HHD	1	
AFZAL	AHMED	HSS	1	
PATEL	NILAY	NSM	1	

LIAISONS ATTENDANCE ROSTER				
LAST	FIRST	DEPT	PRESENT	ABSENT
ADAMSON *	ALYSSA	VPAA		1
MACY	DAWN	VPSA	1	
JUANICO	RAYMOND	VPAF		1
TRAN	LINH	UPR		1
EDWARDS	DAVE	Advisor	1	
			2	3

*Recording Secretary: Erika Perret-Martinez

* Arrived after unfinished business

Adamson - Excused for University Business

02/09/24 IRA Committee Meeting Roll Call

			08 Program Change Request		
College	LAST	FIRST	YES	NO	ABSTAIN
ARTS	MIRANDA	KASANDRA	1		
ARTS	GOLDBERG	RANDALL	1		
CBE	SHARMA	AKSHITA			
CBE	LI	DAOJI	1		
CCOM	CALDERON	GIOVANNI			
CCOM	MCALEXANDER	MICHAEL	1		
ECS	PARK	ASHLEY			
ECS	KURWADKAR	SUNDERSHAN			
EDU	ESCUDERO	SEDONA			
EDU	MCKEE	AJA	1		
HHD	DELGADO	ERNESTO	1		
HHD	JUNG	DEANNA	1		
HSS	BAIK	JUDY			
HSS	AFZAL	AHMED	1		
NSM	DEGUZMAN	ALDRIN	1		
NSM	PATEL	NILAY	1		
CHAIR	AWADALLA	MAYSEM	1		
			YES	NO	ABSTAIN
			11	0	0











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Final Audit Report

2024-03-28

Created:	2024-03-27
By:	Susan Collins (sucollins@fullerton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoc6IT6IU05evVdsiUB_K4kHZpbnel76

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-  Document created by Susan Collins (sucollins@fullerton.edu)
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-  Document emailed to ASI President (aspresident@fullerton.edu) for signature
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2024-03-28 - 8:47:59 PM GMT



Instructionally Related Activities (IRA) Request for Program Change 2023-2024



ASHA Hill Day	1622 3270	01/29/2024
PROGRAM NAME	PROGRAM CODE	DATE

Based on the current approved IRA proposal, what are you changing and how will this impact your program?

Type of Program Change:

- Engagement Activity (change to the program activity proposed in the approved application)
- Use of Funds (change in the planned purpose of the IRA award)
- Transfer Funds between funding categories (*NOTE: Requests to transfer funds between funding project accounts in amounts over \$1,000 requires IRA Committee approval.*)



Other:

Reason for change (detailed information required; Add an additional page as needed):

After going through changes in ASHA Hill Day program during the pandemic, ASHA decided to discontinue this program.

When I submitted the IRA proposal, I was hoping ASHA will resume with the Hill Day. However, it did not occur in October 2023 and will not be held again. Therefore, I am requesting to use the approved funds for the Knowledge Bowl by five graduate students who were selected by nomination to represent our graduate program. This team will compete with other California graduate program students during the California Speech-Language-Hearing association convention in San Francisco on March 14-18, 2023. The Knowledge Bowl competition in on March 17. These students will utilize their knowledge and clinical skills from the enrolled courses and clinical practicum.

Approvals:

HyeKyeung Seung		1/29/24	x1002
Faculty in Charge	Signature	Date	Extension
Cybor Spaulding		1/30/24	x1002
Department Chair or Associate Dean	Signature	Date	Extension

Complete and sign this form. Return the form to irafunding@fullerton.edu for review and submission.

IRA Admin Initials		Committee Approval Date:	
Date:	01/29/2024	IRA Coordinator Signature	
Date:		IRA Committee Chair Signature	

Action: Line Item Transfer

Item	Program	Total Amount	From	To	Reason
8.a	3232 – Embodied Research Workshops Prof. Tula Strong	\$750	Facility Rentals	Honorariums	The Embodied Research Workshops program requested a \$750 transfer to utilize unused funds for guest artists/performers for their spring programming.

Line Item Transfers under \$1,000 can be reviewed and approved by the IRA Committee Chair in consultation with the ASI Executive Director. Approved requests are reviewed with the IRA Committee.

Date: May 11, 2023

To: Framroze Virjee, JD
President

From: Vincent Vigil and Lydia Kelly
Co-Chairs, Student Fee Advisory Committee

RE: 2022-2023 Student Fee Advisory Committee Summary

In compliance with President’s Directive No. 10 Directive Establishing the Campus Student Fee Advisory Committee, the Student Fee Advisory Committee (SFAC) meets regularly to “provide guidelines within which it will advise the President regarding the adjustment, consolidation, elimination and/or establishment of all campus mandatory, user and penalty fees” in accordance with Executive Order 1102. To provide thorough and informed recommendations, the SFAC met five times during the 2022-2023 academic year. The meeting dates were October 27, 2022, December 8, 2022, February 24, 2023, April 28, 2023, and May 11, 2023 (please see appended agendas and minutes). This year the SFAC reviewed four student fees in detail. The committee also maintained quarterly oversight of the Student Success Initiative Fee Advisory Committee (SSIFAC), which reviews the Student Success Initiative Fee. The four fees reviewed were the Campus Union Fee, the Instructionally Related Activities (IRA) Fee, the Titan ID Card Fee, and the Consolidated Course Fee. The review of each fee included a detailed look at the history, purpose, revenue, expenditures, and services funded through the fee.

Campus Union Fee

The Student Union Fee is a Category II fee focused on supporting various student-centered spaces through funding all programs, services, and operations for the Titan Student Union and Student Recreation Center. This includes student government, staffing, human resources and accounting, TSU, SRC, equipment/facility repair and replacement, and building maintenance and custodial services. The fee also supports the repayment of bonds related to building renovation and operations. The presentation demonstrated a need for more funding to support student wellness, update facilities, centralize basic needs services, increase student scholarships, support student and staff salaries, and to add new programs. In 2022-2023, SFAC received an action request form to increase the Campus Union Fee to implement the ***ASI Student Wellness Initiative*** in support of a student need for increased mental health campus resources. An alternative consultation process was approved and occurred during the Spring 2023 semester. The process consisted of a campus kick-off engaging 453 students, 190 presentations to 6,414 students, interactive showrooms engaging 895 students, roadshows & tabling across campus engaging 1,052 students, digital communication (website & social media), and a survey. A total

of 5,217 students responded to the survey with student support ranging from 69% - 86.1%. On April 28, 2023, the committee reviewed the data and voted unanimously in support of the fee increase. With that, the committee recommends that the Campus Union Fee increase over a 4-year phase starting in Fall 2024. The committee encourages ASI to continue having transparency on the utilization of funds throughout this 4-year phase and beyond and ensure continuous student outreach regarding this increase.

Instructionally Related Activities (IRA) Fee

The Instructional Related Activities fee is a Category II fee that supports essential educational experiences and activities that aid and supplement the fundamental educational experiences provided by the University. This includes support for: Intercollegiate Athletics; Radio, Television and Film; Music and Dance Performances; Drama and Musical Performances; Art Exhibits; Publications; Forensics; and other activities that are consistent with the purposes of the fee. The presentation demonstrated a need to address the challenges of funding long-term programs while also funding new programs. In Spring 2023, the committee discussed the ***Academic Equity Proposal*** to better understand how the fees are allocated within the IRA Committee. The committee considered the proposal, however, after consultation, approving the proposal would not be in compliance with the Executive Order 290. SFAC recommends that IRA committee revisit funded programs to ensure they comply with the areas intended to be supported by IRA and CSU executive orders. Areas that do not align, such as study abroad, should be removed. Additionally, if the Academic Equity proposal wishes to be considered, it would require a referendum to be approved by the campus, similarly to the referendum that was approved for the Athletics portion. Students from those colleges can bring a proposal forth for a referendum to SFAC anytime during the academic year. Finally, SFAC recommends that the issues outlined in the Academic Equity Proposal be remanded and addressed by the Provost and Academic Affairs. As many of the programs listed are long standing and more akin to seminal student experiences for students in that college that may not be available to all students – they should be funded directly by their home College.

Titan ID Card Fee

This Category II fee maintains the Titan Card program, including the cost of staffing, systems, program support, and equipment. This fee allows the Titan Card program to offer features such as a stored-value card, a facilities and events access card, and a US Bank Checking Account card. The committee recommends managers of the fee consider alternative forms of the ID card (i.e., virtual) that may be lower cost for students.

Consolidated Course Fee

This Category II fee supports the instructional support services and materials that have added value to the educational experience and that are not provided as a part of the basic requirement for a course or lab. This includes high-tech machinery, skills labs, broadcasting studios, and leading-edge facilities and programs, ensuring that all students can access quality instruction without being burdened with high costs and fees. The committee recommends managers of the fee continue showcasing the student benefits of the fee.

Student Success Initiative (SSI) Fee

This Category II Fee supports efforts toward expanding academic advising, improving course availability, expanding library hours and improving library technology, upgrading athletic facilities and providing athletic scholarships, increasing support for learning communities, internships, the Career Center, supplemental instruction, and service-learning, upgrading

classrooms, expanding and modernizing student-centered spaces, strengthening cultural centers, veteran's services, and disability support services, and providing upgraded technology. During each meeting, this fee was reviewed with the co-chairs highlighting information from the SSI Fee Advisory Committee (SSIFAC) quarterly reports. The SSI Fee Advisory Committee met four times during 2022-2023 to review each funded section's progress toward its goals. Highlights from this year include successful programs, workshops, and events engaging thousands of students from all funded sections, 1,000 academic internships, 138 units of additional course sections, and the re-enrollment of over 3,000 students. The committee recommends that SSIFAC continue reviewing the SSI fee on a quarterly basis. The committee also recommends identifying programs with a carry-over budget and reallocating that funding to areas of need before considering increasing a fee.

IRA Historical Reserves

Year	Estimated Reserves		Total Curriculum Awards - Prior Yr	Minimum	Maximum
				10% Balance (prior year awards)	50% Balance (prior year awards)
2018-19	\$1,519,859	6/30/2017	\$1,642,236.00	\$164,223.60	\$821,118.00
2019-20	\$1,970,698	6/30/2018	\$1,963,211.00	\$196,321.10	\$981,605.50
2020-21	\$2,358,340	6/30/2019	\$1,962,136.00	\$196,213.60	\$981,068.00
2021-22	\$3,117,825	6/30/2020	\$2,388,523.00	\$238,852.30	\$1,194,261.50
2022-23	\$4,000,563	6/30/2021	\$2,122,604.00	\$212,260.40	\$1,061,302.00
2023-24	\$4,757,191	6/30/2022	\$2,431,182.00	\$243,118.20	\$1,215,591.00
2024-25	\$4,344,014	6/30/2023	\$2,795,423.00	\$279,542.30	\$1,397,711.50

Reserve Policy

Conduct an annual review of available reserves

Maintain a minimum reserve balance at 10% of prior year awards (does not include Athletics)

Maintain the reserve balance not to exceed 50% of prior year's total awarded amount (does not include Athletics)

Discuss the recommended use of reserves during funding deliberation (min/max balance & prior year unused funds)

Review mid-year available current funds/canceled programs and reallocate as applicable

Historical Study Abroad ~ IRA Awards

Year	Total # Awards	# SA	\$ SA Awards	Total Awards	% SA	Impact
2018-19	80	16	\$336,620	\$1,963,211	17.15%	
2019-20	97	24	\$465,051	\$1,962,136	23.70%	
2020-21	97	19	\$436,226	\$2,189,095	19.93%	COVID
2021-22	85	16	\$410,959	\$2,122,604	19.36%	COVID
2022-23	93	20	\$545,753	\$2,431,182	22.45%	
2023-24	90	19	\$692,600	\$2,834,907	24.43%	
2024-25	107	25	\$1,400,844	\$4,104,511	34.13%	

IRA Governing Document:

Other Programs and Considerations

A program that does not meet one of the established categories may be considered an IRA eligible program if the program is a primary component of a class in which residential academic credit is earned and is closely related to and/or in support of the classroom study.

State of California Education Code:

89230. "Instructionally related activities" means those activities and laboratory experiences that are at least partially sponsored by an academic discipline or department and that are, in the judgment of the president of a particular campus, with the approval of the trustees, integrally related to its formal instructional offerings.

Activities that are considered to be essential to a quality educational program and an important instructional experience for any student enrolled in the respective program may be considered instructionally related activities.