



Instructionally Related Activities (IRA) Committee ~ Special

Thu Mar 28, 2024 11:00 AM - 12:00 PM PDT

1. Call to Order (Awadalla)

Maysem Awadalla, Chair, called the meeting to order at 11:04 pm.

Student Members Present: Awadalla, Delgado, DeGuzman, Miranda, Sharma

Student Members Absent: Baik, Calderon, Escudero, Park

Faculty Members Present: Goldberg, Li, McAlexander, McKee

Faculty Members Absent: Afzal, Patel

Liaisons Present: Adamson, Edwards, Juanico, Macy

Liaisons Absent: Tran

2. Approval of Agenda

(Miranda-m / Sharma-s) The agenda was approved by unanimous consent.

3. Approval of Minutes

a. March 1, 2024 IRA Committee Minutes

The March 1 meeting minutes will be reviewed at the April 12 meeting

4. Public Speakers

This is a time where members of the public can address the Committee on any item appearing on this posted agenda.

5. Reports

a. Chair (Awadalla)

Awadalla reminded the Committee that April 12 is the final meeting of the year.

b. ASI Executive Director (Edwards)

6. Time Certain:

a. None

7. Unfinished Business

a. None

8. New Business

a. Action: Line Item Transfer Requests (Awadalla)

The Committee will consider approving the Line Item Transfer Requests.

IRA 012 23/24 (McAlexander-m/Goldberg-s) A motion was made and seconded to approve the line item transfer requests for 3502 Symphonic Orchestra and 3382 Multidisciplinary Senior Design Projects.

Collins provided an overview of the requirements for the transfer requests:
Symphonic Orchestra - requesting to move funds from printing to student wages and in-state travel.

Multidisciplinary Senior Design Projects - the program inadvertently requested a budget line item for travel. This was in error and need the funds moved to supplies to cover student project needs.

IRA 012 23/24 (McAlexander-m / Goldberg-s) Roll Call Vote: 11-0-0 The motion to approve the line item transfer requests for 3502 Symphonic Orchestra and 3382 Multidisciplinary Senior Design Projects was adopted.

b. Action: Allocation of Reserves to the Provost's Office (Awadalla)

The Committee will consider approving a plan for a one-time allocation of IRA reserves to the Provost's office.

IRA 013 23/24 (Miranda-m / Li-s) A motion was made and seconded to approve the plan for a one-time allocation of IRA reserves to the Provost's office.

Edwards reviewed a proposal for a one-time allocation of \$800,000 to the Provost's office to support existing IRA approved study abroad programs traveling in summer 2024.

He reminded the Committee that in Fall 2023 VP Porter encouraged the Committee to support faculty and finds ways to spend down reserves. The Provosts recommendations include study abroad and miscellaneous course support.

Awadalla yielded to Provost Dabirian to elaborate on the proposal. He shared that the proposal will allow more students to participate in IRA funding and reduce the financial impact to students who participate in the programs. This funding will increase accessibility and opportunity for more students.

Dr. Dabirian reviewed the list of programs that would receive additional funding from various colleges. The Provosts office worked with coordinators and the Deans to

identify those programs with funding needs.

Dr. Edwards shared that some of the programs are funded for the current budget year and some for the next fiscal year, but are all scheduled to travel during summer 2024.

Awadalla opened the floor to questions and points of discussion.

McAlexander asked for clarification regarding the funding allocation process. Edwards shared that Administration and Finance/Budget will allocate the funds to approved programs and they will be available right away.

Goldberg asked if students who could not participate due to cost would now be able to participate. Dabirian shared that it will depend on the program and if they have the ability to add students from a budget and timing perspective.

Juanico and Adamson confirmed that their areas would work together to ensure that programs have funding as timely as possible.

Edwards provided clarification that the projected reserves for 24-25 was \$4.3 million.

Macy asked that in the assessment of this program it may be beneficial to determine how many students were able to commit to the program. Dr. Dabirian confirmed that the suggestion would be included in the pre and post-surveys.

Adamson also recommended tracking the number of students who travel.

The Committee moved to a roll call vote.

IRA 013 23/24 (Miranda-m/Li-s) Roll Call Vote: 11-0-0 The motion to approve the plan for a one-time allocation of IRA reserves to the Provost's office for study abroad programs traveling in summer 2024 was adopted.

9. Announcements and Members Privilege


Awadalla shared that the next meeting is April 12 via Zoom. She invited all to attend Tuffy Marketplace from 5-8 PM.

10. Adjournment (Awadalla)

Awadalla, Chair, adjourned the meeting at 11:34 pm.


ASI President (Apr 16, 2024 11:47 PDT)

Maysem Awadalla, Chair



Erika Perret-Martinez, Recording Secretary

Roll Call 2023-2024

03/28/2024 IRA Committee Special Meeting 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		
GOLDBERG	RANDALL	ARTS	1	
LI	DAOJI	CBE	1	
MCALEXANDER	MICHAEL	CCOM	1	
KURWADKAR	SUNDERSHAN	ECS	1	
MCKEE	AJA	EDU	1	
JUNG	DEANNA	HHD	1	
AFZAL	AHMED	HSS		1
PATEL	NILAY	NSM		1

LIAISONS ATTENDANCE ROSTER				
LAST	FIRST	DEPT	PRESENT	ABSENT
ADAMSON *	ALYSSA	VPAA	1	
MACY	DAWN	VPSA	1	
JUANICO	RAYMOND	VPAF	1	
TRAN	LINH	UPR		1
EDWARDS	DAVE	Advisor	1	
			4	1

*Recording Secretary: Erika Perret-Martinez

* Arrived after unfinished business

03/28/24 IRA Committee Special Meeting Roll Call

			012 Line Item Transfer			013 Allocation of Reserves to Academic Affairs		
College	LAST	FIRST	YES	NO	ABSTAIN	YES	NO	ABSTAIN
ARTS	MIRANDA	KASANDRA	1			1		
ARTS	GOLDBERG	RANDALL	1			1		
CBE	SHARMA	AKSHITA	1			1		
CBE	LI	DAOJI	1			1		
CCOM	CALDERON	GIOVANNI	Absent					
CCOM	MCALEXANDER	MICHAEL	1			1		
ECS	PARK	ASHLEY	Absent					
ECS	KURWADKAR	SUNDERSHAN	1			1		
EDU	ESCUDERO	SEDONA	Absent					
EDU	MCKEE	AJA	1			1		
HHD	DELGADO	ERNESTO	1			1		
HHD	JUNG	DEANNA	1			1		
HSS	BAIK	JUDY	Absent					
HSS	AFZAL	AHMED	Absent					
NSM	DEGUZMAN	ALDRIN	1			1		
NSM	PATEL	NILAY	Absent					
CHAIR	AWADALLA	MAYSEM	1			1		
			YES	NO	ABSTAIN	YES	NO	ABSTAIN
			11	0	0	11	0	0

Reviewed and approved by the IRA Committee 3/28/2024:

Action: Line-Item Transfer

Maysem Awadalla, IRA Committee Chair

Item	Program	Total Amount	From	To	Reason
8.a	3502 – Symphonic Orchestra Prof. Kimo Furumoto	\$9,200	Printing & Postage	Contract Services & Supplies	IRA formerly allowed for printing of concert programs and related material from printing and advertising line items. New policies prohibit this. the program will not utilize funds in postage and freight either. We have pivoted for Spring and now request that funds be moved to contract services supplies. This will enable our program to contract necessary guest artists that will work with students and purchase related supplies to specific repertoire for our remaining Spring 2024 concerts.
	3382 – Multidisciplinary Senior Design Projects Prof. Kiran George	\$7,500	Travel	General Supplies	Dr. George inadvertently entered the requested amount for supplies in both the Travel and supplies categories on the IRA application budget worksheet. Accordingly, the budget was split between supplies and travel. This program does not utilized funds for travel.

Proposal to Provide Additional Funding to Academic Affairs for IRA-Related Support

Recommendation from the Vice President Administration and Finance/CFO

The Vice President of Administration and Finance/CFO (VPAF) met with the IRA Committee in Fall 2023 and encouraged the members to engage in strategic consideration and planning to reduce current reserve levels for IRA. He specifically requested the IRA Committee to determine if there were IRA-related funding needs from Academic Affairs.

Recommendation: Allocate Reserve Funding to the Vice President of Academic Affairs/Provost

The Provost provided recommendations to the IRA Committee in Spring of 2024. The IRA Committee shall consider allocating \$TBD in IRA reserve funds to the Vice President of Academic Affairs/Provost's office (VPAA) to expand financial support to existing IRA approved programs. The funding will be allocated to study abroad, study away, and to cover costs related to consumable supplies and equipment in various colleges. All expenses must meet the intended purpose of the IRA program.

IRA Committee, March 22, 2024:

The first allocation of \$800,306 will support previously approved IRA programs needing additional financial support for study abroad programs occurring in Summer 2024. Additionally, this proposal approves a one-time waiver of the maximum IRA award limit of \$120,000 for applicable programs. This allocation and waiver will be considered at the March 28 special IRA Committee meeting.

IRA Committee, April 12, 2024:

The second allocation of \$TBD will support previously approved IRA programs needing additional financial support for study abroad, study away, and student course-related

expenses in Fall 2024 and Spring/Summer 2025. This allocation will be considered at the April 12 IRA Committee meeting.

Study Abroad & Study Away

Funding for travel-related programs will be used to further support IRA programs which will be receiving funding for study abroad and study away in the 2024-25 fiscal year. Three approaches will be utilized:

- Provide funding to increase student participation in existing study abroad or study away programs.
- Provide additional sections of existing study abroad and study away programs.
- Provide funds to existing study abroad and study away programs to reduce the out-of-pocket costs for students.

Consumable Supplies and Equipment

Additionally, funding will be made available to support consumable supplies and equipment for existing programs. The funds may be used for items such as sheet music, art supplies, general supplies for engineering student design projects, student course-related expenses, etc.

Financial Impact:

Funding for this proposal shall be provided by the IRA reserve account, which currently has an estimated balance of \$2,410,630. This reserve level increased during the pandemic, primarily because many IRA programs were not able to travel. IRA policy calls for the reserve balance to be between \$401,209 and \$2,006,046. The IRA Committee, upon direction from the Vice President for Administration and Finance and CFO, has attempted to provide additional financial support to IRA programs to lower the IRA reserve levels to those established by policy.

This is a one-year funding allocation to Academic Affairs for this purpose. It does not imply continual long-term funding for these programs, nor for these specific needs. Programs receiving additional funding from this proposal would need to apply for funding through the standard IRA application process in future years.

Academic Affairs shall provide a reconciliation of the expenses provided to these programs to the IRA Committee at its last meeting of each semester in the 2024-25 academic year.

IRA RESERVE ANALYSIS

Based on projected reserves:

2024-25

Projected Reserves:	\$4,344,014
Total used budget 24-25:	\$1,933,384
Projected Remaining:	\$2,410,630

Reserves Policy:

10% Min Balance:	\$401,209
50% Max Balance:	\$2,006,046

Total Academic Awards 2024-25 \$4,012,092

Reserve policy requires a minimum reserve balance maintained at 10% of prior year's total awarded amount (not including Athletics). The reserve balance should not exceed 50% of prior year's total awarded amount (not including Athletics).

College	Prog. Code	Program Name	App. with Traveling in 2024	Award Amt (Traveling in 2024) \$	Provost Req. \$	New Total Award Amt \$
HSS	3236	HSS-AARC Study Abroad Program to Ghana	23/24	36,400	88,601	125,001
HSS	3233	High-Impact Practices in Vancouver, BC Canada	23/24	38,000	20,580	58,580
HSS	3587	HSS Summer Study Abroad: Bali	23/24	39,000	15,000	54,000
HSS	3239	Spain Study Abroad	23/24	38,700	48,200	86,900
HSS	3615	HSS Semester Abroad, Florence, Italy	24/25	120,000	28,900	148,900

CBE	3261	MGMT449 study abroad	23/24	46,500	164,422	210,922
CBE	3597	MKTG 445 Italy Program	24/25	40,000	39,814	79,814
CBE	3593	ACCT 201B Study Abroad: Florence, Italy	24/25	30,000	49,514	79,514
CBE	3576	MGMT 340 Study Abroad	23/24	39,000	39,031	78,031
ARTS	3231	Devised Performance/Physical Theatre	23/24	119,790	31,484	151,274
ARTS	3207	String Chamber Music Ensemble: Korea	24/25	39,208	6,160	45,368
COMM	3210	COM Summer Study Abroad	23/24	36,000	46,200	82,200
COMM	3599	Paris 2024 Olympics Study Abroad Program	24/25	65,500	135,000	200,500
HHD	3313	Greece Study Abroad	23/24	43,500	79,300	122,800
Honors	3585	University Honors Study Abroad	23/24	33,000	8,100	41,100

764,598 800,306 1,564,904

IRA Committee, March 28, 2024:

Motioned by

Seconded by

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Allocate \$873,506 to support previously approved IRA programs needing additional financial support for study abroad programs occurring in Summer 2024.

IRA Committee, April 12, 2024:

Motioned by

Seconded by

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Allocate \$TBD to support previously approved IRA programs needing additional financial support for study abroad, study away, and consumable supplies in Fall 2024 and Spring/Summer 2025.