



Instructionally Related Activities (IRA) Committee

Fri Apr 12, 2024 2:30 PM - 4:00 PM PDT

1. Call to Order/Roll Call (Awadalla)

Maysem Awadalla, Chair, called the meeting to order at 3:36 pm.

Student Members Present: Awadalla, DeGuzman, Miranda, Calderon, Escudero

Student Members Absent: Sharma, Park, Delgado, Baik

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

Faculty Members Absent: Kurwadkar, McKee, Jung

Liaisons Present: Adamson, Edwards, Juanico, Macy, Tran

Liaisons Absent: None

2. Approval of Agenda

(Goldberg-m / Patel-s) The agenda was approved by unanimous consent.

3. Approval of Minutes

Afzal and Patel asked to revise the March 1st IRA Committee meeting minutes as their names were missing in the Call to Order/Roll Call section.

(McAlexander-m / Afzal-s) The March 1st and March 28th IRA Committee meeting minutes were approved as amended by unanimous consent.

a. March 1, 2024 IRA Committee Meeting Minutes

b. March 28, 2024 IRA Committee Special Meeting Minutes

4. Public Speakers

Amy Parker addressed concerns regarding the committee. She mentioned issues with accessing the committee meeting, stating that the agenda was not available on the ASI website in advance and the provided Zoom link was incorrect. She had to call the

Executive Director's office twice to obtain the correct link. Parker also expressed concerns about the lack of public information on the IRA transition from ASI to administration and finance, noting it affects shared governance and should have been communicated more transparently. Additionally, she requested that the committee postpone all agenda items except for the approval of the rubric and the Barcelona funding request due to insufficient information about the line item transfer requests and the Provost Office allocation.

5. Reports

a. Chair (Awadalla)

Awadalla, Chair, acknowledged that this was the last meeting of the year and expressed gratitude to the committee members for their dedication and support.

b. ASI Executive Director (Dr. Edwards)

Dr. Edwards, ASI Executive Director, did not share any specific report, noting that he would provide comments during the further discussion.

6. Time Certain:

a. 3:00 pm: IRA Transition Discussion with the Vice Presidents

- Dr. Tonantzin Oseguera, VP Student Affairs
- Alex Porter, VP Administration & Finance/CFO
- Dr. Amir Dabirian, VP Academic Affairs/Provost

The discussion focused on the transition of IRA from ASI to the state side for improved efficiency and streamlined processes.

Dabirian emphasized the benefits of transitioning to the state side, including better control, integration, and seamless processes for pre and post-award phases. He mentioned that the transition will help streamline administrative tasks and improve efficiency in handling IRA funds.

Graylee highlighted the smooth transition of transactions in the current fiscal year and expected further improvements in the future. She noted that around 600 payments and invoices had been processed so far, emphasizing the seamless handling of transactions.

Porter appreciated the collaboration from ASI and emphasized that the transition was aimed at leveraging state-side resources and infrastructure. He noted that the transition was not punitive and was aimed at improving the process, integrating

different pieces, and having more internal controls. He also appreciated the committee's work in using IRA funds effectively and noted the importance of reducing reserve balances to benefit students directly.

Edwards acknowledged the historical significance of ASI's support for the IRA and thanked Collins for her contributions to the program. He mentioned that Collins had played a key role in providing administrative support and guiding faculty members through various processes.

Porter added that the financial services team is committed to ensuring a smooth transition and encouraged feedback from constituents to improve operations. He acknowledged that transitions can have challenges and invited the community to share any difficulties they encounter

Awadalla opened the floor for questions and points of discussion.

Patel inquired about the impact of the transition on ASI and questioned how the student input would be preserved in the new arrangement. He emphasized the importance of maintaining student representation and support in the process and shared his personal experience of challenges with financial aid and stipends. Edwards clarified that ASI staff would no longer provide administrative support to the committee, with Student Affairs and Academic Affairs taking on the responsibilities. He reiterated that the Ed Code requires a majority of students on the IRA committee and noted that ASI's role would change but not end.

Porter echoed the need for preserving student representation and support, explaining that the transition aimed to leverage state side resources and infrastructure. He also addressed concerns about the potential impact on financial aid packages and student stipends.

Goldberg emphasized the importance of maintaining a committee structure that includes representation from each college, especially for programs that heavily rely on IRA funds.

Edwards mentioned that Azzouni from Student Affairs had been working closely with Collins from ASI and had gained a deep understanding of the IRA program, ensuring a smooth transition.

7. Unfinished Business

- a. Action: Allocation of Reserves to the Provost's Office FY2025 (Awadalla)

The Committee will consider approving a plan for a one-time allocation of IRA reserves to the Provost's office effective July 1, 2024, through June 30, 2025.

IRA 014 23/24 (Goldberg-m/McAlexander-s) A motion was made and seconded to approve the plan for a one-time allocation of IRA reserves to the Provost's office effective July 1, 2024, through June 30, 2025.

Awadalla yielded the floor to Dr. Edwards, ASI Executive Director, to provide details on the allocation plan.

The report covered the continuation of a funding proposal from the last IRA meeting, which included requests for \$71,000 in funding for academic programs. Two items were presented for consideration:

* Art Supplies: \$50,000 to support approximately 500 students across various programs within the College of the Arts. This funding would provide supplies for students and alleviate some financial burdens.

* Malpractice Insurance: \$21,000 for counseling students to cover malpractice insurance during their practicums and internships. This would benefit the students by providing real-world experience without the additional financial burden.

Both requests were aimed at supporting students in their respective academic pursuits.

Awadalla opened the floor for questions and points of discussion.

McAlexander questioned whether providing malpractice insurance falls under the education code, which was clarified by Edwards as being in line with academic-related course expenses and materials.

Patel appreciated the detailed breakdown of the funding, noting the impact on a large number of students at a reasonable cost.

Goldberg shared his experience in the College of Arts and supported the funding for art supplies, noting the increased need due to a large freshman class and a new department chair.

Edwards informed the committee that they could not conduct business today due to the legal requirement for a 72-hour advance notice for posting agendas, which was not met.

Edwards apologized for this oversight and stated that an attempt would be made to reschedule a meeting to approve the remaining items. If a meeting cannot be arranged, the items may need to be deferred to the fall for the next committee. He

expressed regret for the inconvenience and hoped the conversation was still beneficial

8. New Business

a. Action: Line Item Transfer Requests (Awadalla)

The Committee will consider approving Line Item Transfer requests for existing IRA programs.

Postponed.

IRA 015 23/24 (XXX-m / XXX-s) Roll Call Vote: X-X-X The motion to approve the line-item transfer request for 3201 Daily Titan was adopted.

b. Action: Reconsideration of Funding Request for Program 3210 COMM Barcelona (Awadalla)

The Committee will reconsider approving a request to reimburse students for prior year expenses for the Comm Spain Study Abroad Barcelona program in the amount of \$6,800. The request was formerly denied by the Committee.

Postponed.

IRA 016 23/24 (XXX-m / XXX-s) Roll Call Vote: X-X-X The motion to approve the request for funding to reimburse students for prior year expenses for the Comm Study Abroad Barcelona Spain program in the amount of \$6,800 was adopted.

c. Action: IRA Rubric 2024-25 (Awadalla)

The Committee will consider approving amendments to the IRA Rubric for 2024-25.

Postponed.

IRA 017 23/24 (XXX-m / XXX-s) Roll Call Vote: X-X-X The motion to approve the amendments to the IRA Rubric Document for 2024-25 was adopted.

d. Discussion: Line Item Transfer Approvals Under \$1,000 (Awadalla)

The Committee will discuss the line item transfers under \$1,000 approved by the IRA Chair and Executive Director during the spring 2024 semester.

Postponed.

9. Announcements and Members Privilege

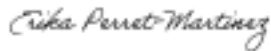
None.

10. Adjournment (Awadalla)

Awadalla, Chair, adjourned the meeting at 3:28 pm.


ASI President (May 2, 2024 11:45 PDT)

Maysem Awadalla, Chair



Erika Perret-Martinez, Recording Secretary

Roll Call 2023-2024

04/12/2024 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		
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	
			5	0

*Recording Secretary: Erika Perret-Martinez

* Arrived after unfinished business

Miranda-will arrive late	
Erika	1
Susan	1
Chalea	1
Nik	1
Natalie	1
Lusia	1
Jeff	1

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 **\$871,306** 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 **\$71,000** 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

Miranda	Li
----------------	-----------

Allocate \$800,306 to support previously approved IRA programs needing additional financial support for study abroad programs occurring in Summer 2024.

IRA 013 23/24 (Miranda-m/Li-s) Roll Call Vote: 11-0-0 Motion Approved.

IRA Committee, April 12, 2024:

Motioned by

Seconded by

--	--

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.

Action: Line-Item Transfer

Item	Program	Total Amount	From	To	Reason
8.a	3201 – Daily Titan Prof. Frank Russell	\$10,500	<ul style="list-style-type: none">•Travel•Staff Development	<ul style="list-style-type: none">•Software•Student Wages	<ul style="list-style-type: none">•Student airfare donated/conference closer than usual so travel expenses were lower.•No staff development expenses outside of travel.•Software prices increased.•Personnel expenses higher than expected due to minimum wage increase and operational needs.

Appeal Request: Comm Study Abroad Barcelona, Spain

Summer 2023 program 3210 Comm Study Abroad Barcelona traveled to Spain. The program was awarded \$36,300. Eighteen students participated in the program and based on the maximum travel limit of \$1,500 per traveler the program did not utilize all awarded funds.

\$36,300 Awarded

\$27,000 Utilized for student program costs

\$2,500 Utilized for contract travel agency fees

\$6,800 Remaining

Dr. Hart, Faculty in Charge, requested the IRA Committee consider allocating the remaining \$6,800 to the participating students to offset the cost of airfare.

The Committee reviewed and denied this request in fall 2023.

Program Appeal Review

Program Code: 3210

Program Name: Comm Study Abroad: Barcelona

Faculty In Charge: Garrett Hart

College: Communications

Vendor: Academic Programs International (API)/
SAGE

IRA Award: \$36,300

Students Per Budget: 25

Students Per Contract (Final): 18

Max per traveler: \$1,500

Contract Date: 2/16/2023

Invoice Amount: \$27,000 (\$1,500 X 18)

ETR # 1249: PO 27460 ~ Booking Fee for Study
Abroad Barcelona through ACFEA Tour Consultants

ETR Amount: \$2,500

\$36,300

(\$27,000)

(\$ 2,500)

\$6,800 (remaining budget)

Action: Reconsideration of Request

1. Approve the use of IRA reserves to allocate \$6,800 to reimburse the 18 students from the 2022-2023 Comm Study Abroad Barcelona approved travel roster.

Provide to Financial Aid:

- ❖ Proof of expense/payment
- ❖ Student name/CWID/contact information
- ❖ Process through Financial Aid (must be current CSUF students)
- ❖ Graduated student reimbursements should be processed through Accounts Payable.

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) EVALUATION RUBRIC: 2024-25 FISCAL YEAR

CATEGORY (WEIGHT)	EXCELLENT (3 points)	GOOD (2 points)	NEEDS IMPROVEMENT (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%)	<u>Application explains s</u> 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.	<u>Application explains m</u> 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.	<u>Application explains l</u> ittle 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 number of 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.

