Minutes

Instructionally Related Activity (IRA) Meeting

📅 Fri October 14th, 2022
⏰ 1:30pm - 3:00pm  PDT
📍 ASI Boardroom - Titan Student Union
👥 In Attendance

1. **Call to Order**  (Fox)
   Cooper Fox, IRA Committee Chair, called the meeting to order at 1:32 pm.

   Student Members Present: Dolivo, Escudero, Fox, Kenyatta, Miranda, Romo, Tuala
   Absent: None.

   Faculty Members Present: Kurwadkar, McAlexander, Perez, Sharma, Soto
   Absent: Leekeenan(E), Nobari, Tucker, Vasquez

   Liaisons Present: Fink, Juanico, Macy, McDoniel
   Absent: Tran (E)

   Soto arrived at 1:35 pm.
   Kurwadkar arrived at 1:41 pm.
   Sharma arrived at 2:14 pm.

   **Decision:**  (Kenyatta-m/Perez-s) A motion was made and seconded to approve the absences of Leekeenan and Tran due to University Business.

   a. **Welcome & Introductions**
Fox welcomed the Committee and introduced himself.

Dr. Edwards introduced himself to the Committee Virtually.

Fox requested all members introduce themselves to the Committee for their first meeting.

2. Approval of Agenda
   Decision: (Kenyatta-m/McAlexander-s) A motion has been made and seconded to approve the agenda by unanimous consent.

3. Approval of Minutes
   Decision: (McAlexander-m/Kenyatta-s) A motion has been made and seconded to approve the April 29, 2022 IRA Committee Special Meeting Minutes by unanimous consent.

   a. 04/29/2022 IRA Committee Special Meeting Minutes

4. Public Speakers
   Members of the public may address the IRA Committee on any item appearing on this posted agenda.

   None.

5. Reports
   a. Chair (Fox)
      Cooper Fox, Chair, did not have a report.

6. Time Certain:
   a. NONE

7. Unfinished Business
   a. NONE

8. New Business
   a. Information: IRA Orientation and Overview (Fox)
      The Committee will receive an orientation and overview of Instructionally Related Activities (IRA).

      The Committee will receive an orientation and overview of Instructionally Related Activities (IRA).
Fox yielded the floor to Dr. Edwards to review the Orientation Overview.

Dr. Edwards provided an overview of the IRA Program at Cal State Fullerton.

Dr. Edwards explained what IRA is and how the money for IRA Programs is attained.

Dr. Edwards explained the difference between IRA and ASI; he specifically discussed the fees and management differences.

- He explained how much money is included in student fees annually
- He reviewed a breakdown of the funding by college from the current budget

Dr. Edwards explained the structure of the IRA Committee.

- He provided past information on the number of programs that apply and were awarded.
- He provided information on IRA Program Funding Requirements.

Dr. Edwards explained what types of items would not be covered under IRA.

Fox opened the floor to questions and discussion.

Kenyatta asked if IRA Funds cover Study Abroad and if so would this means students do not have to pay for these trips. Dr. Edwards confirmed that IRA does cover Study Abroad expenses, but the amounts awarded do have a cap and if the expenses exceed the cap, the students or college are responsible for the remaining fees.

Kurwadkar asked if the colleges contribute to the IRA funds. Collins explained the colleges do not contribute to the available IRA Funds and the breakdown they are viewing shows what was awarded to the colleges.

Kenyatta asked if the money dispersed is based on what is asked for. Collins confirmed.

Kenyatta asked how the breakdown of amounts awarded is come to and whether the amounts requested correlate to what was awarded. Edwards provided information on how the funds are dispersed and funding amounts are decided. Dr. Edwardrs furthered that additional details on how the breakdowns are come to will be explained in more detail at our future meetings.

Miranda asked if we would approve less money if programs received more money from fundraising. Dr. Edwards said additional funds can be gathered in different ways, but that it is a discretionary decision of the reviewing Committee Member whether the additional funding a program receives would be impactful during deliberation.

b. **Action: 2022-23 Fall Committee Meeting Schedule** (Fox)

   The Committee will consider approving the meeting schedule for Fall 2022.

   **IRA 001 22-23 (McAlexander-m/Kenyatta-s)** A motion was made and seconded to approve the IRA Committee Meeting Schedule for Fall 2022.
Fox reviewed the meeting schedule and asked if there were any questions.

Fox shared that some meetings may be moved to a virtual modality and members would receive prior notice if needed.

There were no questions or points of discussion.

Fox moved to a roll call vote to approve the Fall 2022 Meeting Schedule.

**Decision:** IRA 001 22-23 (McAlexander-m/Kenyatta-s) Roll Call Vote: 12-0-0  *The IRA Committee Meeting Schedule for Fall 2022 was adopted.*

c. **Action:** IRA Activity Spring & Summer 2022  (Fox)

*The Committee will review and approve the Line Item Transfer and program activity for spring and summer 2022.*

**IRA 002 22-23 (Kenyatta-m/McAlexander-s)** A motion was made and seconded to approve the Line Item Transfer and program activity for spring and summer 2022.

Fox yielded the floor to Collins to review the transfer and program change.

Collins shared information on the line item transfer submission and approval process.

Collins explained the reason for this item’s approval.

Fox opened the floor to questions and discussion.

McAlexander asked if these funds are awarded on top of awards. Collins explained that the funds were based on the allocated approved budget for the program. Programs requested to move funds from one line item to another.

Kenyatta said he noticed none of these transfer programs are for Study Abroad and asked if these programs do not need to transfer. Collins asked explained the need for transfers and why it is unlikely for Study Abroad and Travel Programs to request fund transfers.

Sharma asked if there is an upper limit for these transfers from one program to another. Collins explained the transfers are internal and not between programs.

Fox asked if there were any further points of discussion. There were no further points of discussion.

Fox asked if there were any objections to moving to a roll call vote. There were no objections.
Decision: IRA 002 22-23 (Kenyatta-m/McAlexander-s) Roll Call Vote: 14-0-1 The Line Item Transfer and program activity for spring and summer 2022 was adopted.

d. **Information: IRA Governance & Deliberation Documents** (Fox)

The Committee will receive an overview of the IRA Governance, Deliberation and Rubric documents.

The Committee will receive an overview of the IRA Governance, Deliberation and Rubric documents.

Fox yielded the floor to Dr. Edwards to review the information item.

Dr. Edwards shared that programs have already submitted their applications for funding next year.

Dr. Edwards shared a summary overview of the IRA Governance and Funding Deliberation Documents.

Collins provided details on the IRA Grading Rubric.

McAlexander asked about the method of review. Collins provided details.

Kenyatta asked if this funding is only for programs or if it also includes clubs. Dr. Edwards provided details on who is allowed access to this funding and specified that clubs are not eligible for funding as a stand-alone, not related or tied to a course.

Collins provided details that clubs may receive funding through ASI.

Fox asked if there were any further questions or points of discussion. There were no more questions or points of discussion.

e. **Information: IRA Application Status 2023-24 Budget** (Fox)

The Committee will receive information on the status of the 2023-24 IRA Application submissions and review process.

The Committee will receive information on the status of the 2023-24 IRA Application submissions and review process.

Fox yielded the floor to Collins to review the information item.

Collins informed the Committee that there is a new program that is being used to process the IRA Applications.

Collins shared they will be using the system and this is the first time IRA will be working through this platform.

Collins explained the ease of this new system versus the methods they were previously using to review and score funding proposals.
Collins shared that the expectation is to complete the internal review for applications early next week so the committee can begin reviewing applications.

Collins opened the floor to questions prior to proceeding with her presentation.

Perez asked if programs that are not traditionally IRA would be considered. Collins provided information on allocation. Dr. Edwards further shared that programs must be directly linked to a course to receive funding.

Collins proceeded with her presentation and informed members that they will be added to training to receive an overview of the new application processes.

Collins went over all the layers of approval needed for IRA Funding.

McAlexander asked how the budget is decided. Dr. Edwards said the budget is based on enrollment projections.

Sharma asked if the new application has a discussion portion of the application. Collins shared there is a section to make comments on a specific application, but if the members have recommendations for the processes she would prefer the emails be sent directly to her for review.

Dr. Edwards said that the members will have discussions and debates surrounding some programs and ratings and that the process does require discussion and debate. Dr. Edwards encouraged members to make notes on applications as they complete their review.

9. **Announcements and Members Privilege**

   Perez said he is also the Athletics Faculty Representative and said they are off to a strong start this year.

10. **Adjournment (Fox)**

    Fox, Chair, Adjourned the meeting at 2:53 pm.

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Cooper Fox, IRA Committee Chair

Crystaal Washington, Recording Secretary
# Roll Call 2022-2023

## 10/14/2022 IRA Committee Meeting

### Attendance

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*Recording Secretary: Susan Collins*

### Roll Call Votes

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### Liaisons

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Instructionally Related Activities (IRA) Committee

Orientation and Overview

October 14, 2022
What is IRA?

• IRA is a University program designed to support educational experiences and activities directly related to courses offered at CSUF

• IRA is governed under ED Code 89230 and CSU Chancellor’s Office Executive Order 429, which states the procedures in accordance with guidelines adopted by the Board of Trustees. These procedures address the handling of IRA fees and the campus President’s delegation of authority.

• The IRA Fee was established by the California State University system in 1978 to “provide support for essential educational experiences and activities that aid and supplement the fundamental educational mission of the University.”
What is IRA?

• The IRA Fee is a Category II Fee
  – Mandatory for all enrolled students
  – Established or adjusted by student fee referendum or alternative consultation

• IRA is a University Fee that is administered based on CSUF Campus Policies and Procedures

• ASI helps administer this University Fee by supporting the IRA Committee, the application and proposal administration, and managing the accounting aspect for IRA transaction activity

• 2022-2023 Fee
  – $41.00 per semester
IRA Committee Composition

• 8 Student Representatives (voting)
  – One per college

• 8 Faculty Representatives (voting)
  – One per college

• 4 Staff Members (non-voting)
  – President’s Office
  – Student Affairs
  – Academic Affairs
  – Administration and Finance

• ASI President (Designee)

• Support staff
IRA Committee Role

• Carry out the budget development process

• Develop and enforce budget policies and procedures

• Deliberate and evaluate proposals
History

- **1974**  Assembly Bill $2.6 million in State Funds
- **Fall 1979**  Concept of a special fee for support of IRA programs is accepted; $5 per semester by Chancellor Exec Order – A Referendum is required
- **Spring 1983**  Referendum to increase fee failed
- **Spring 1984**  Successful Referendum; fee increase to $10 per semester
- **Spring 1989**  Referendum to increase fee failed
- **Spring 1990**  Referendum to increase fee failed
- **Fall 2000**  Successful Referendum; fee increase to $18 and then $26 per semester
- **Fall 2010**  Successful Referendum; fee increase to $36 per semester Fall 2011, also straight 36% for Athletics. Referendum “ensures that we are able to keep and expand current programs and allow for the development of new curriculum-related programs in the future that add to students’ academic experiences and career preparation.”
- **Fall 2017**  IRA fee increased annually based on inflation as part of the Student Success Fee Referendum
## 2021-2022 CSU IRA Fee Rates

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</tr>
<tr>
<td>Channel Islands</td>
<td>$260</td>
</tr>
<tr>
<td>Monterey Bay</td>
<td>$254</td>
</tr>
<tr>
<td>San Francisco</td>
<td>$236</td>
</tr>
<tr>
<td>Bakersfield</td>
<td>$183</td>
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</table>

<table>
<thead>
<tr>
<th>Campus</th>
<th>IRA Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Bernardino</td>
<td>$174</td>
</tr>
<tr>
<td>Maritime</td>
<td>$130</td>
</tr>
<tr>
<td>East Bay</td>
<td>$129</td>
</tr>
<tr>
<td>Los Angeles</td>
<td>$126</td>
</tr>
<tr>
<td><strong>Fullerton</strong></td>
<td><strong>$82</strong></td>
</tr>
<tr>
<td>San Marcos</td>
<td>$80</td>
</tr>
<tr>
<td>Long Beach</td>
<td>$50</td>
</tr>
<tr>
<td>Pomona</td>
<td>$40</td>
</tr>
<tr>
<td>Northridge</td>
<td>$40</td>
</tr>
<tr>
<td>Dominguez Hills</td>
<td>$10</td>
</tr>
<tr>
<td>San Jose</td>
<td>$0</td>
</tr>
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</table>
## 2022-2023 IRA FUNDING

<table>
<thead>
<tr>
<th>COLLEGES</th>
<th>AMOUNT</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>$817,017.00</td>
<td>33.61%</td>
</tr>
<tr>
<td>Communications</td>
<td>$596,066.00</td>
<td>24.52%</td>
</tr>
<tr>
<td>ECS</td>
<td>$195,464.00</td>
<td>8.04%</td>
</tr>
<tr>
<td>Education</td>
<td>$50,550.00</td>
<td>2.08%</td>
</tr>
<tr>
<td>HHD</td>
<td>$145,554.00</td>
<td>5.99%</td>
</tr>
<tr>
<td>HSS</td>
<td>$272,906.00</td>
<td>11.23%</td>
</tr>
<tr>
<td>CBE</td>
<td>$220,041.00</td>
<td>9.05%</td>
</tr>
<tr>
<td>NSM</td>
<td>$133,584.00</td>
<td>5.49%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,431,182.00</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>
IRA Budget Proposals

2019-20 2020-21 2021-22 2022-23
Proposals Received Proposals Awarded

- 2019-20: 97 Proposals Received, 95 Proposals Awarded
- 2020-21: 104 Proposals Received, 94 Proposals Awarded
- 2021-22: 95 Proposals Received, 85 Proposals Awarded
- 2022-23: 96 Proposals Received, 94 Proposals Awarded
IRA Budget Proposals

<table>
<thead>
<tr>
<th>Year</th>
<th>Budget Request</th>
<th>Budget Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20</td>
<td>$2,605,994</td>
<td>$1,993,740</td>
</tr>
<tr>
<td>2020-21</td>
<td>$2,910,064</td>
<td>$2,193,893</td>
</tr>
<tr>
<td>2021-22</td>
<td>$2,558,679</td>
<td>$2,122,604</td>
</tr>
<tr>
<td>2022-23</td>
<td>$2,707,606</td>
<td>$2,431,182</td>
</tr>
</tbody>
</table>
Funding Requirements

• Funded activity must be required for a class where academic credit is earned
• Must be experiential
  – A class which instructs through planned and supervised activities would be eligible
  – A class which instructs through lectures, seminars, and individual projects would not be eligible
    • Specifically, guest lecturers are not experiential
• Active student participation required
  – Travel to conferences, exhibitions, concerts, or meetings is fundable only when students are presenting, performing, competing, or otherwise actively engaged
Funding Requirements

• Program must provide information about other funding sources available to the program (if any)

• Domestic and International travel is funded when:
  – Travel is essential to the central purpose of the proposed program/activity
  – Student participation is a requirement of the class (not optional)

    • Please note that a per student guideline may be used out of necessity to meet budget targets

    • IRA will fund student travel when payments are made directly to the travel vendor or reimbursement to the campus department (no direct payment to students)
IRA does **NOT** fund

- Equipment purchases
  - Examples: GPS’s, musical instruments, laptops, printers, fax machines, general office equipment, tents, camp stoves, shelving, sound proofing, compasses, etc.

- Faculty/Staff salaries

- Individual research

- Non-mandatory travel
Questions?
IRA Committee Meeting Schedule  
2022-23 (Fall)

The IRA Committee is scheduled to meet as follows for the 2022-2023 fall semester. Meetings will be held on Fridays in the ASI Boardroom, located on the second floor of the Titan Student Union (TSU)*.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 14, 2022</td>
<td>1:30 pm to 3:00 pm</td>
</tr>
<tr>
<td>October 28, 2022</td>
<td>1:30 pm to 3:00 pm</td>
</tr>
<tr>
<td>November 4, 2022</td>
<td>2:00 pm to 3:00 pm</td>
</tr>
<tr>
<td>November 18, 2022</td>
<td>2:30 pm to 3:30 pm</td>
</tr>
<tr>
<td>December 2, 2022</td>
<td>1:30 pm to 3:00 pm</td>
</tr>
<tr>
<td>December 9, 2022</td>
<td>10:30 am to 11:30 am</td>
</tr>
</tbody>
</table>

*Meetings may move to virtual modality as determined by the IRA Committee Chair.

Please do not hesitate to reach out to irafunding@fullerton.edu with any questions.

The fall 2022 IRA Committee meetings are approved on this fourteenth day of October in the year two thousand twenty-two.

__________________________________

Cooper Fox, IRA Committee Chair

__________________________________

Crystaal Washington, Recording Secretary
## IRA Line Item Transfer
### 2021-22 Post Committee

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Code:</th>
<th>From:</th>
<th>Amount:</th>
<th>To:</th>
<th>Amount to Transfer:</th>
<th>Total Amount to Transfer</th>
<th>Who signed for approval</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Titan</td>
<td>3201</td>
<td>8051</td>
<td>$900.00</td>
<td>8074</td>
<td>$900.00</td>
<td>$900.00</td>
<td>Executive Director</td>
<td>6/6/2022</td>
</tr>
<tr>
<td>Titan Universe</td>
<td>3266</td>
<td>8050</td>
<td>$140.00</td>
<td>8074</td>
<td>$250.00</td>
<td>$250.00</td>
<td>Executive Director</td>
<td>6/6/2022</td>
</tr>
<tr>
<td>GEOL 481A, Field Camp</td>
<td>3309</td>
<td>8074</td>
<td>$200.00</td>
<td>8077</td>
<td>$200.00</td>
<td>$200.00</td>
<td>Executive Director</td>
<td>6/13/2022</td>
</tr>
<tr>
<td>Titan Radio</td>
<td>3318</td>
<td>8050</td>
<td>$150.00</td>
<td>8074</td>
<td>$445.00</td>
<td>$445.00</td>
<td>Executive Director</td>
<td>6/6/2022</td>
</tr>
<tr>
<td>Titan TV</td>
<td>3321</td>
<td>8079</td>
<td>$500.00</td>
<td>8050</td>
<td>$500.00</td>
<td>$500.00</td>
<td>Executive Director</td>
<td>6/6/2022</td>
</tr>
<tr>
<td>Musical Theater</td>
<td>3506</td>
<td>8079</td>
<td>$350.00</td>
<td>8050</td>
<td>$525.00</td>
<td>$525.00</td>
<td>Executive Director</td>
<td>6/6/2022</td>
</tr>
<tr>
<td>Musical Theater</td>
<td>3341</td>
<td>8050</td>
<td>$190.00</td>
<td>8069</td>
<td>$190.00</td>
<td>$190.00</td>
<td>Executive Director</td>
<td>6/10/2022</td>
</tr>
<tr>
<td>Brass/Percussion</td>
<td>3538</td>
<td>8050</td>
<td>$13.00</td>
<td>8074</td>
<td>$13.00</td>
<td>$13.00</td>
<td>N/A - Accounting Admin Adjust</td>
<td></td>
</tr>
<tr>
<td>Theatre/Dance Arts</td>
<td>3505</td>
<td>8052</td>
<td>$600.00</td>
<td>8074</td>
<td>$600.00</td>
<td>$600.00</td>
<td>Executive Director</td>
<td>6/27/2022</td>
</tr>
<tr>
<td>Musical Theater</td>
<td>3506</td>
<td>8051</td>
<td>$203.00</td>
<td>8074</td>
<td>$203.00</td>
<td>$203.00</td>
<td>Executive Director</td>
<td>6/27/2022</td>
</tr>
<tr>
<td>Dance Performance &amp; Repert.</td>
<td>3348</td>
<td>8050</td>
<td>$950.00</td>
<td>8074</td>
<td>$950.00</td>
<td>$950.00</td>
<td>Executive Director</td>
<td>6/27/2022</td>
</tr>
<tr>
<td>OC News</td>
<td>3350</td>
<td>8074</td>
<td>$2,000.00</td>
<td>8069</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>Executive Director</td>
<td>6/27/2022</td>
</tr>
<tr>
<td>Titan Radio</td>
<td>3318</td>
<td>8069</td>
<td>$200.00</td>
<td>8074</td>
<td>$200.00</td>
<td>$200.00</td>
<td>Executive Director</td>
<td>6/29/2022</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>$6,976.00</td>
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</table>

### Approved Transfers under $1,000 (Committee Chair)

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Code:</th>
<th>From:</th>
<th>Amount:</th>
<th>To:</th>
<th>Amount to Transfer:</th>
<th>Total Amount to Transfer</th>
<th>Who signed for approval</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Poverty Simulation</td>
<td>3573</td>
<td>8051</td>
<td>$1,000.00</td>
<td>8074</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>IRA Committee Chair</td>
<td>3/4/2022</td>
</tr>
<tr>
<td>Brass/Percussion</td>
<td>3538</td>
<td>8050</td>
<td>$400.00</td>
<td>8074</td>
<td>$400.00</td>
<td>$400.00</td>
<td>IRA Committee Chair</td>
<td>3/22/2022</td>
</tr>
<tr>
<td>Accounting Ethics</td>
<td>3566</td>
<td>8069</td>
<td>$998.00</td>
<td>8074</td>
<td>$998.00</td>
<td>$998.00</td>
<td>IRA Committee Chair</td>
<td>3/22/2022</td>
</tr>
<tr>
<td>Symphonic Bands</td>
<td>3501</td>
<td>8077</td>
<td>$1,000.00</td>
<td>8074</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>IRA Committee Chair</td>
<td>3/22/2022</td>
</tr>
<tr>
<td>Grand Central Theatre</td>
<td>3514</td>
<td>8050</td>
<td>$900.00</td>
<td>8074</td>
<td>$900.00</td>
<td>$900.00</td>
<td>IRA Committee Chair</td>
<td>5/3/2022</td>
</tr>
<tr>
<td>Service Learning Maywood</td>
<td>3527</td>
<td>8074</td>
<td>$235.00</td>
<td>8051</td>
<td>$235.00</td>
<td>$235.00</td>
<td>IRA Committee Chair</td>
<td>5/3/2022</td>
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<tr>
<td>Motion Picture Production</td>
<td>3526</td>
<td>8050</td>
<td>$102.00</td>
<td>8084</td>
<td>$102.00</td>
<td>$102.00</td>
<td>IRA Committee Chair</td>
<td>5/13/2022</td>
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<tr>
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<td></td>
<td>$4,635.00</td>
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</tbody>
</table>

(A) Line item transfer transactions approved post-Committee. Reviewed and approved by ASI and IRA Administration. These requests were processed to complete year end expenses.

(B) Line item transfer transactions below $1,000 approved by the IRA Committee Chair.

Approved by the IRA Committee on the fourteenth day of October in the year two thousand twenty-two.

_______________________________  _______________________________
Cooper Fox, IRA Committee Chair      Crystaal Washington, Recording Secretary
IRA Funding/Deliberation Process

2022-23 Academic Year

The Committee will evaluate all completed IRA proposals received by the announced application deadline. The Committee will review and approve the application rubric and the deliberation/funding process in the fall semester of each academic year and propose any changes to the University President, if necessary. The approved deliberation/funding process and the approved rubric scores will be utilized in the spring semester to determine which programs will be recommended to receive IRA funding. The rubric may be edited by a majority approval of the IRA Committee to include campus priorities, while providing ongoing support for quality programs “that aid and supplement the foundational educational mission of the institution.”

Post-application Process

After receipt of applications for IRA funding, ASI will conduct an administrative review and prepare the applications for consideration by the Committee. This process will typically occur over the winter break and prior to the beginning of the Committee’s deliberation in the spring semester. This administrative review will confirm:

- Mandatory funding orientation was completed (confirmation signature on application)
- Mandatory Conflict of Interest (COI) training completed and attestation of COI provided.
- IRA Final Report for the previous year was submitted, if the program received an award in the prior year. The report summarizes the program’s learning outcomes and financial performance in the prior year.
- Syllabus for the course listed in the application was submitted
- Courses listed in the application have final University approval by verifying the department Chair’s and Dean’s signature
- Start/end dates of the program match the semesters the course is taught and are within the upcoming fiscal year (July 1 through June 30 of the next year)
- Expenditures listed in the application are eligible for IRA funding. Ineligible items are removed from the proposal and a modified proposal is submitted to the Committee for consideration and noted with the Committee.
- Detailed travel costs are documented on the appropriate form for each trip and verification that travel calculations are correct, including not exceeding the maximum amounts allowed per student per trip ($500, $750, $1500). Additionally, travel dates are confirmed to ensure travel occurs during the fiscal year.
- Travel is required for course credit by verifying with the syllabus.
- Proposals for new programs meet the general criteria from the IRA Governance Document
- The amount of the request is between $2,000 (minimum award) and $120,000 (maximum award).

1 http://www.fullerton.edu/data/assessment/assessment_at_csuf/missionstrategicplan.php
Programs that fail to submit their final report from the prior year as required will only be considered for funding after consideration of all programs that submitted a complete application, if funds are available.

Committee Role

Using the approved rubric, all proposals will be rated by a minimum of three Committee members, with no Committee member rating proposals from their own college. The IRA Committee Chair will assign the proposals, with assistance from ASI, to each voting committee member for evaluation. Each committee member will receive the following:

- Current year application
- Prior year final report, if applicable
- Any modifications made to the application by ASI

Committee members will conduct their evaluation and electronically submit their rubric ratings to ASI for calculation by the published evaluation deadline. The ASI Financial Service Office will be tasked with calculation of the overall rubric score per rater based upon the weighted rubric category scores.

Deliberation Considerations

To outline a fair process to allocate IRA funds, the following deliberation process is provided. The purpose of the deliberation process is to determine how to fund as many programs as possible. Factors to consider include how existing programs have used funds in prior years, how to provide “stable 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 of the spring semester and with approval of the IRA Committee Chair, ASI will submit to the Committee an overall summary of the applications including the following:

- Rubric score averages, including standard deviation
- College Dean ratings
- Requested funding amount
- Revised funding amount
- Prior year funding award and rating, if applicable
- Number of years the program has consecutively received IRA funds

Proposals will be listed in rank order by overall average score (along with standard deviation for each average score). In the case of a tie in committee rankings, the Dean ratings will be considered. Allocations will be determined utilizing all available information, including the weighting rubric averages, Dean’s ratings, prior year final report, etc., as factors contributing to the final funding recommendation. Programs will be rated by the Dean based on the merit of the
program according to the college mission on a scale of 1 to 3 similar to the rubric. (3 - excellent, 2 - good, and 1 - poor)

The Committee should review any program that has a high standard deviation or a change (higher or lower) from one quartile to another from the previous year’s rankings prior to making a funding decision to determine if the current ranking is appropriate. If necessary, an additional rater will be utilized and included in the average rating score.

It is important to realize that there typically are limited and often insufficient IRA funds to fully award to all programs. The Committee’s purpose is to apply a critical analysis, remain focused on the intent of the IRA program, and make difficult decisions regarding which programs to fund.

The IRA Committee will, following Robert’s Rules of Order, utilize a speakers’ list during deliberation and debate to ensure that every voice is heard. Speakers will be called upon in order and individuals will be asked to allow others to speak first before joining the discussion for a second time. Because of IRA’s student-engagement focus, student committee members are encouraged to actively participate in the deliberation discussion.

**Funding Process**

Funding will be provided based on a correlation to the program’s rubric ranking as outlined below:

**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 plus one-third of the surplus funds from the prior year.

**Step 2**
ASI will conduct a review and analysis of all applications to ensure compliance with all regulations, policies, requirements, and application criteria. Applications that meet the requirements will be prepared for submission to the IRA Committee. To address the importance of balancing funding for existing and new programs, while establishing limits for both, the following application limits exist for existing and new applicants:

Existing: Existing programs may request a maximum increase of 10% above the previous (last closed fiscal) year’s actual expenditures or an average of the prior three year’s actual expenses, whichever is greater. The Committee may award a higher increase, based on justification for the higher increase included in the proposal and with consideration of the Deans ratings, the program report from the prior year, etc. Existing programs that did not receive an award in one of the last three years will be funded based on their most recent year’s actual expenditures. Existing programs that did not receive an award in any of the last three years will be funded in the same manner as a new program.
New: New programs may request funding based on the needs of their initial program proposal, but will be subject to all guidelines for existing programs in subsequent years.

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

Step 3
All proposals will be rated by 3 committee members and the proposals will be ordered by average rubric scores, highest to lowest, and divided into quartiles.

If the total dollar amount of all requests is less than the total available funds, all programs will be funded at the calculated award amounts.

If the total of all requests is greater than the total available funds, decreases in awards will be made in the following order, to create an “adjusted award amount” and the process will be completed when the adjusted award amount is smaller than the total available funds.

Step 4
When requests exceed available funds, all programs in the bottom quartile will not be funded unless the following conditions are met.

Step 5
A. If there are insufficient funds…
   - Graduated cuts across all quartiles will be processed until the award amount matches the total available funds amount (i.e., all programs receive a 2% cut. If the requests still exceed available funds, all programs will receive a 4% cut, then 6%, etc.)

B. If there are funds remaining…
   - Any additional remaining funds shall be allocated as follows:
     - 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.
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

1 Adapted with minor phrasing changes from the 2018 Working Group. This is different from the recommendations of the 2016 Task Force and may be inconsistent with Executive Order 290, provision #6.
2 Chair membership cannot change in pursuant to Chancellor’s Office Executive Order 429.
3 The current document has no definition of “faculty” and currently allows MPPs to serve and self-appoint. This system can effectively exclude any faculty participation and thus the Unit 3 requirement has been added.
• Provost representative
• ASI Executive Director or designee
• Recording Secretary ASI, IRA Coordinator or Accounting Staff, or designee

A quorum of the IRA committee shall be necessary to conduct business. A quorum shall consist of the 50% of the membership plus 1. Additionally, 50% of the student and 50% of the faculty must be present to constitute a quorum.

Deans shall recommend faculty representatives and the Academic Senate Executive Committee, which shall consider the input and provide a recommendation to the University President. Student representatives are recommended by the President of the Associated Students Inc. (“ASI President”) according to established ASI procedures. All committee member recommendations shall be submitted to the University President for consideration by September 30 of each academic year.

Faculty and administration members may not be applicants for IRA funding. Prior experience as an IRA recipient, however, is a desirable quality to be considered in committee appointments. Student committee members who participate in an IRA funded program are encouraged to recuse themselves from discussion and voting on that specific program.

The Chair shall set meeting times, prepare agendas, preside over all meetings, act as the official liaison between the committee and the University President, act as an official spokesperson with programs desiring funds, assure all student appointments are made by September 30, call an introductory meeting by October 30, and supervise the preparation of the recommended IRA budget for consideration by the University President.

The University President will consider the proposed IRA budget as submitted by the committee through the Provost and Vice President for Academic Affairs and Vice President for Student Affairs. Additionally, the University President will consider all committee appointments prior to September 30.

The committee will

• Review and establish policies and procedures as specified below,
• Review budget requests from programs
• Make budget recommendations.  

The IRA Chair, in cases where the ASI President appoints a chair, shall receive an annual financial award equal to 10% of the average annual cost of attendance for a commuter student. The financial award is not compensation for work done and is to be funded by the 7% Administrative Fee paid to ASI.

Appointed student members will receive priority registration.

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4 Chair, President, and committee duties are from the 2018-19 orientation packet and presented here with minor editorial modification.
SECTION II: PURPOSE, AUTHORITY, AND RESPONSIBILITY

A. SUPPORT OF CO-CURRICULAR ACTIVITIES

IRA funding levels are set by the Student Fee Advisory Committee\(^5\) and are managed by the Associated Students Inc., CSUF (henceforth, “ASI”). The IRA Committee has responsibility for all policies and procedures for IRA funds within the limits described below, reviews program applications, and establishes funding levels based on those applications. The committee should review funding needs and communicate them to the Student Fee Advisory Committee as needed.

IRA funds exist to support activities and laboratory experiences that are at least partially sponsored by an academic discipline or department and are integrally related to its formal instructional offerings.\(^6\) As an overall framework, academic courses offered by academic departments are curricular activities. Other activities, including ASI sponsored, outside-of-class curricular offerings and those that are outside of the regular curricular portion of a class but integral to its content, are considered co-curricular activities. While ASI sponsored co-curricular activities are not typically considered IRA-funded programs; those that are affiliated with instruction are supported by IRA funds. The objective of the IRA fee is to ensure stable and adequate funding for instructionally related activities,\(^7\) while also providing funds to “keep and expand current programs and allow for the development of new curriculum-related programs in the future.”\(^8\) For those programs that are funded, the funding should be stable (i.e. not likely to be overturned; firmly fixed), adequate (i.e., full or partial funding that is satisfactory or acceptable), and predictable (i.e., foreseeable).

Because of their co-curricular nature, IRA funding must also be predictable to be effectively utilized by academic departments and cognizant of academic timelines (which are subject to change). Understanding the University’s limited financial resources, including the IRA fund, all programs are encouraged to pursue additional, alternative sources of funding to complement any IRA funds the program may receive.

B. LEVELS OF REVIEW

On matters of policy and for budget recommendations, the IRA Committee has the authority to review any matter relevant to IRA and report its recommendations to the Vice President of Student Affairs and Provost, and such recommendations become effective when signed by the President (or designee).

On matters of procedure, decisions of the IRA Committee become effective immediately upon a majority committee vote unless otherwise specified. Applicants may appeal a committee decision on procedure to the University President or designee by providing a written notice to the IRA Committee Chair within 48 hours of the committee vote, in which case the vote-ratified change becomes effective when signed by the President. The President shall sign or reject the change within 30 days. The IRA Committee decision remains in place during the appeal and remains in effect unless overturned.

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\(^5\) CSU, Fullerton President Executive Order 10 on Campus Student Fee Advisory Committee.
\(^6\) Title III, Division 8, Part 55, Chapter 2, Article 4, Section 89230.
\(^8\) CSUF IRA Referendum 2010
C. REGULATORY FRAMEWORK

The following lists the authorities in order of hierarchy; authorities lower on the list are subordinate to and are superseded by decisions at higher levels.

1. **Actions by the legislature, including enacted laws such as the California Education Code.** IRA programs were created in Title 5, Division 5, Chapter 1, subchapter 3, CCR paragraph 41800.2. IRA activities are regulated by Title III, Division 8, Part 55, Chapter 2, and paragraphs 89230 of the California Education Code.

2. **Executive Orders or other policy statements or directives by the CSU Board of Trustees or the Office of the Chancellor of the California State University System.** IRA fees were created by CSU Executive Order 290, which was superseded by Executive Order 429. CSU Executive Order 1059 further regulates IRA programs.

3. **Presidential Directives or other policy statements by the President of California State University, Fullerton.** Presidential Directives that are of particular relevance to IRA activities include 11, 12, and 16.

4. **CSUF Previous IRA Referenda in 1984, 2000, 2010 and Student Success Initiative Referendum 2014.**

   Three IRA referenda approved and adjusted the fee levels and further clarified the purpose of the IRA fee. The SSI referendum established an annual inflationary adjustment to the IRA fee.

5. **Policies of the CSUF Academic Senate and the ASI.** University Policy Statements sections 300 pertain to student policies and sections 400 pertain to curricula.

6. **Orders or other policy statements by the Provost of CSU, Fullerton or the Vice President of Student Affairs.**

   The Vice President of Student Affairs, the VPSA Chief of Operations or Executive Director of the ASI may issue policy documents.

7. **Policies and Procedures of the IRA Committee, as codified in this document.**

D. COMMITTEE FUNCTIONS

The IRA Committee is empowered to formulate, review, and recommend policies and procedures regarding the process for recommending funding levels for programs using Instructionally Related Activities funds.

The IRA Committee will review annual budget requests and forward its recommendations for the budget to the Vice President of Student Affairs (or designee), who will forward their recommendations to the Provost (or designee), who will forward their recommendations to the University President. The University President may accept, modify or reject any funding recommendation, and the final decision on funding allocations rests with the President.

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9 [https://asi.fullerton.edu/services](https://asi.fullerton.edu/services)
E. POLICIES AND PROCEDURES DECISION PROCESSES

IRA procedures should be appended to this document, updated in a timely way, and to the maximum extent possible be made publicly available. Procedures should be numbered, and amendments should be dated with the amending authority cited.

SECTION III: SPECIFIC POLICIES

A. TIMELINES AND PURPOSES

Because of their co-curricular nature all IRA courses are included as part of course offerings and must therefore follow the academic calendar. The timeline should be set so that funding decisions can be made, when possible, prior to the Final Draft scheduling deadline for course offerings. For example, funding decisions for the AY2020/21 semester should be announced prior to the course deadline for the fall 2020 Final Draft scheduling deadline. The Final Draft scheduling deadline is typically in late February or early March. Therefore, the meeting calendar will need to be set so that applications can be received in time for decisions to be made and announced by the Final Draft deadline. The first meeting of the year should review the deliberation process and the evaluation rubric; any changes to the rubric should be made before applications are solicited.

B. ELIGIBILITY FOR FUNDING

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. Eligibility for funding does not guarantee funding but simply designates that a program may have its application for funding considered by the IRA Committee. The program shall be required as part of a class for which residential academic credit can be applied towards an undergraduate or graduate degree. The program must be closely related to and/or in support of the classroom study of students. The program must be offered in the Fall, Spring, Winter or Summer terms. Courses must have received final University approval. The program should normally include a high proportion of required participatory activity on the part of enrolled students. By definition, a class that instructs through planned and supervised activities would be eligible, but a class that instructs through lectures, seminars, and individual projects would not be eligible as IRA programs are intended to be experiential, and active student participation is required for funding. For example, travel to conferences, exhibitions, concerts, or meetings is fundable only when students are presenting, performing, competing, or otherwise actively engaged.

The student activity associated with the program must be deemed by the IRA Committee to be integrally related to the formal instructional offerings of the University and will meet a requirement for one or more courses. Additionally, the IRA Committee must determine that the

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10 The 2016 Task Force recommends fewer meetings of longer duration, perhaps day-long 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.

11 The 2016 Task Force report, p. 7. See also CSU Executive Order 429; eligibility is distinct from funding level.

12 Language taken directly from 2016 Task Force appendix. The report itself recommends review of this requirement. Reliance on S-codes and university-designated course types would greatly simplify eligibility.
program involves enrolled students in a significant out-of-class activity which results in a planned product. Such products include, but are not limited to, competition or performance before an audience, a display of equipment or material of instructional value to the University community, or a written or electronic publication or other media available to university students.

A program requesting approval for funding from IRA funds must meet one of the following criteria to be considered eligible for funding. The titles and descriptions below represent the categories of IRA funding in the original CA educational code applicable to the entire CSU system; they may not directly represent titles of departments or programs at CSUF.

1. Intercollegiate Athletics

Costs necessary for a basic competitive program including equipment, supplies, and scheduled travel not now provided by the State. Athletic grants are not included. Athletic funding from the IRA fund is guaranteed per student-approved referendum.

2. Radio, Television, and Film

Costs related to the provision of basic “hands-on” experiences not now provided by the State. Purchase/rental of film as instructional aids is not included.

3. Music and Dance Performances

Costs to provide experience in individual and group performance (including recitals) before audiences and in settings sufficiently varied to familiarize students with performing.

4. Drama and Musical Productions

Basic support of theatrical and operatic activities sufficient to permit experience with performance, production, set design, and other elements considered a part of professional training in these fields.

5. Art Exhibits

Support for student art shows given in connection with degree programs.

6. Publications

Costs to support and operate basic publication programs including a periodic newspaper and other laboratory experience related to journalism and literary training. Additional publications designed primarily to inform or entertain shall not be included.

7. Forensics

Activities designed to provide experience in debate, public speaking, and related programs including travel required for a competitive debate program.

8. Other Activities

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18 Title III, Division 8, Part 55, Chapter 2, Article 4, Section 89230.
Activities associated with other instructional areas, which are consistent with purposes included in the above, may be added as identified and approved by the campus President.

9. Other Programs and Considerations

A program that does not meet one of the established categories (1 – 9 above) 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.

Existing guidelines suggest “stable and adequate” funding for existing programs along with a need to “keep and expand current programs and allow for the development of new curriculum-related programs in the future.” A further consideration is that the normal process of inflation will require additional funding for existing programs. These pressures are not unique to IRA funding and the need for innovation must be balanced against the need for stability. As a general rule, this will require careful consideration by the committee to balance the support of long-standing IRA-funded programs, while also supporting funding of new programs.

IRA funds cannot be used for the following: equipment purchase or capital outlay projects, faculty and professional staff salaries normally funded through the University’s instructional program, recruitment efforts to get students to join a class or activity, software (except for software licenses which are only used in the current academic year), gifts/giveaways, personal membership dues, off-campus shipping, attendance at conferences, unless the travel includes competitions or other means of direct active student participation, student financial aid/grants-in-aid, and travel not required for the course. Additionally, IRA programs are only allowed a maximum of $500 for in-state travel, $750 for out-of-state travel, and $1500 for international travel per person per trip for travel for students and faculty.

C. APPLICATION OF EVALUATION CRITERIA AND PROPOSAL REVIEW PROCEDURES

The Committee will evaluate all completed IRA proposals received by the announced application deadline. A complete proposal submission will include a current year application (signed by the faculty member, department chair, and Dean). Returning programs shall also have previously submitted their prior year’s final report. All IRA proposals, which meet the criteria for IRA funding, will be equitably considered for funding by the IRA Committee.

Evaluation Workload and Scoring

The committee will review and approve the rubric and the deliberation/funding process in the fall semester and propose any changes to the University President, if necessary. The approved deliberation/funding process and the approved rubric scores will be used in the spring semester to determine which programs will be recommended to receive IRA funding. The rubric may be edited to include campus priorities, as well as the need to provide ongoing support for activities essential to quality programs “that aid and supplement the foundational educational mission of the institution.” Because of the possible inequitable impact, student self-contributions will not be included as rubric criteria.
The total workload for evaluating proposals shall be divided so that each committee member reviews a roughly equal number of proposals, and all proposals are reviewed by at least three committee members. The evaluation will be based on a rubric (included in the appendix); this rubric is considered a procedural document and may be reviewed and amended by a majority vote at any time prior to the call for proposals. In addition, each program will be ranked by the Dean of the college in which they reside in a manner determined by the Dean, and those rankings will be submitted to the IRA committee prior to the committee’s final rankings. The committee should be mindful that the rubric is intended to mitigate bias. However, it may be difficult for committee members outside of certain specialties to precisely evaluate the importance and impact of programs within a specialty. Therefore, the rubric and a deliberation process may be necessary to determine funding allocations.

Prior to the funding deliberation process, the IRA Committee will be informed of the available funds for distribution to potential programs. Per a student-approved referendum in 2010, the IRA allocation to Titan Athletics shall be 36% of the total IRA fee (after the administrative fee). The IRA allocation to Titan Athletics will be primarily used for student-athlete travel and operational expenses. Titan Athletics will not participate in the annual deliberation process. The remaining IRA fee will be available for distribution to IRA programs.

Evaluation Criteria

Prior to the start of the evaluation cycle, all 16 IRA committee members will participate in a guided rater training session, where rater calibration activities will be completed using the approved rubric for the current academic year and proposals from a previous cycle.

Subsequently and 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. Committee member rubric ratings will be submitted for each assigned proposal to ASI (irafunding@fullerton.edu) by the published date. ASI will be tasked with calculation of the overall rubric score per rater based upon the weighted rubric category scores. Once all proposal rubric ratings have been received, the proposal rating for each submission will be calculated with an average score and standard deviation for that score. The ASI Financial Services Office will calculate and prepare a report of these values for presentation to the IRA committee.

Proposals will be listed in rank order by overall average score (along with standard deviation for each average score), and will include the Dean’s ranking and the total requested funds and presented to the committee. Allocations will be determined utilizing the deliberation/funding process approved in the fall, including the additional consideration of weighting variables, Dean’s rankings, etc. as factors contributing to the final funding recommendation.

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13 The 2016 Task Force has made some recommendations for the content of the rubric (see pp. 5-7); the current rubric in use during 2018-19 is included as an appendix.
Appeals

Applicants will have five business days after receiving the award notification to request an appeal to the IRA Committee. The applicant must be able to demonstrate that a technical or procedural error was made and support it with the appropriate documentation. The committee will review the request for appeal before reconsidering the proposal for funding. If an applicant is successfully able to appeal the decision, the recommendation for funding for the program will be modified appropriately. Once a decision is made on the appeal, the recommendation for the revised program IRA budget will be submitted to the University President for approval.

Following the University President’s approval of the annual IRA budget, the amount of the IRA allocations and any restrictions on how those funds are to be spent will be communicated by the Associated Students, Inc. to the faculty requestor and the respective department chair and Dean.

Contingency requests
No contingency requests are accepted.

Presentations
Presentations for individual programs or proposals are neither required nor generally held, but might occur upon a majority vote of the committee. For example, the committee might wish to hold a presentation prior to discontinuing all or a major portion of funding for an existing program.

SECTION IV: AWARD ADMINISTRATION FRAMEWORK

The ASI administers the IRA fee and provides support to faculty, staff, advisors, and the students who participate in courses that benefit from this fee. Every year, the committee updates its website, provides online orientation and accepts proposals for the following academic year.14

Accounting procedures are governed by Chapter 12 of the CSU Legal Accounting and Reporting manual (section 3.0). Additional accounting procedures may be created by the Executive Director or designee. Committee decisions may not contravene local, state, or federal law, CSU, or CSUF policy.

Procedures established by ASI are reviewable by the Vice President of Student Affairs and the Provost, and their decisions may be reviewed by the President, who has final decisional authority.

Accounting procedures should be maintained in a single document and made readily available to funded programs (for example, on the IRA website).

IRA accounting procedures must follow the accounting procedures and policies of CSUF since the IRA fee is a Category II fee. All IRA programs must follow university policies regarding procurement, contracts, travel, student employment, etc. Where possible, ASI will support IRA programs and provide customer service to these important IRA-funded co-curricular programs as long as they are otherwise consistent with state law and CSU policy. Annually, ASI will provide a

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14 This paragraph taken from the 2016 Task Force and amended to comply with the timeline in this document.
status update to the Student Fee Advisory Committee regarding the IRA fee’s status, its allocation, and current usage.
IRA GOVERNANCE, FUNDING DELIBERATION & RUBRIC

OVERVIEW 10/14/2022

Dr. Dave Edwards, Executive Director
Susan Collins, IRA Coordinator
GOVERNANCE DOCUMENT

- IRA Policy which incorporates the procedures governing the IRA Committee, funding process, applications, and budget recommendation.
- Outlines the purpose, authority and responsibility:
  - Student Fee Advisory Committee (SFAC)
  - Purpose and use of funds
  - Review requirements
  - Eligibility for Funding
  - Regulatory Framework
  - Application Evaluation & Review
  - Award Administration
FUNDING DELIBERATION

Procedures the IRA Committee will follow in reviewing applications, and allocating funds to new and existing programs.

- Post-application Process
- Deliberation Considerations
- Funding Process
- Final Budget Recommendation
- Appeals
The Rubric is a matrix that outlines weighted categories, with ratings the Committee will use to score the eligible applications. There are five categories:

- PROGRAM DESCRIPTION (20%)
- ENROLLED STUDENT IMPACT (35%)
- OVERALL PROGRAM INTEGRATION (15%)
- BUDGET (5%)
- BROADER IMPACT (25%)

There are three scoring levels:

- EXCELLENT (3 points)
- GOOD (2 points)
- POOR (1 point)
QUESTIONS?
<table>
<thead>
<tr>
<th>CATEGORY (WEIGHT)</th>
<th>EXCELLENT (3 points)</th>
<th>GOOD (2 points)</th>
<th>POOR (1 point)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM DESCRIPTION (20%)</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>ENROLLED STUDENT IMPACT (35%)</td>
<td>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.</td>
<td>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.</td>
<td>Little or no significant direct student impact on students enrolled in the course. Little or no required activity on part of the enrolled students, and little or no engagement is required for the activity from the enrolled students. Less than 30% enrolled student engagement in any activity. Supplements but is neither important nor essential to the program.</td>
</tr>
<tr>
<td>OVERALL PROGRAM INTEGRATION (15%)</td>
<td>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 &amp; journalism; technical activities/labs; science labs; intercollegiate sports; major performance seminar.</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>BUDGET (5%)</td>
<td>Requested budget items are clear and itemized. The estimates are reasonable relative to stated expenses.</td>
<td>Requested budget items are clear or itemized. However, estimates may be excessive for stated expenses.</td>
<td>Requested budget items are unclear and estimates are very unreasonable for stated expenses.</td>
</tr>
<tr>
<td>BROADER IMPACT (25%)</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>
IRA APPLICATION 2023-24

IRA APPLICATION STATUS & REVIEW
We developed a new IRA application program through InfoReady, a program in use on campus for grants and sponsored projects. The system provides:

- Application platform
- The ability to upload required documentation
- Review and approval from college administrators
- Review from IRA administration
- Review and rating from the IRA Committee.
APPLICATION STATISTICS

- APPLICATION OPEN CALL ~ 08/30/2022
- APPLICATION CLOSE DATE ~ 09/26/2022
- TOTAL PROPOSALS INITIATED ~ 107
- TOTAL PROPOSALS IN REVIEW ~ 93
- TOTAL INCOMPLETE ~ 14
APPLICATION ACTION STEPS

- APPLICATION SUBMISSION ~ FACULTY [by 9/26/2022]
- DEPARTMENT CHAIR REVIEW & APPROVAL [by 10/5/2022]
- COLLEGE DEAN REVIEW, APPROVAL & RATING [by 10/10/2022]
- IRA ADMINISTRATION REVIEW [by 10/18/2022]
- IRA COMMITTEE REVIEW & RATING [by 11/1/2022]
- IRA COMMITTEE DELIBERATION [11/18/2022 & 12/2/2022]
Each member will be invited to view the IRA Funding Orientation.

- Faculty through the ETC
- Students through Canvas

The orientation session provides an overview of the application system and the IRA funding process.

The information will be useful as you work through the review and rating process.
Our goal is to submit a budget recommendation to the VP Academic Affairs/Provost, VP Student Affairs, VP Administration & Finance and University President in January 2023.
QUESTIONS?