

**Instructionally Related Activities Committee
Humboldt State University
Wednesday, December 9, 2015
Nelson Hall East Room 119
3:00 p.m.
Minutes #1**

Call to Order

Juan Cervantes, Associated Students President, called the meeting to order at 3:02 p.m., on Wednesday, December 9, 2015 in Nelson Hall East 119.

Roll Call

Members Present: Juan Cervantes, Alexis Hernandez, Eamon Daly, Jonah Platt, Dr. Ken Ayoob, Dr. Peg Blake, George Wrenn, Jeffrey Abell, Joan Tyson

Members Absent: Brandice Gonzalez-Guerra

Approval of Agenda

1. Approval of Agenda #1 dated December 9, 2015 – Action Item

MOTION: AYOOB/HERNANDEZ move to approve Agenda #1 dated December 9, 2015
APPROVED AS AMMENDED

MOTION: HERNANDEZ/DALY move to amend Agenda #1 by moving *Old Business Item B2 to a time certain of 3:20 p.m.*
APPROVED

Barbara Clucas is currently in class and unable to be away from class for more than 15 minutes. Cervantes would like Clucas to be given the option to attend and answer questions.

Chair's Report

Cervantes asked the Committee to please keep things moving quickly.

Public Comment

There was no public comment.

Approval of Minutes

2. Approval of Minutes #8 dated May 6, 2015 – Action Item

MOTION: HERNANDEZ/PLATT move to approve Minutes #8 dated May 6, 2015

APPROVED
(2)ABSTENTIONS

Review of IRA Committee Orientation Materials

Tyson reviewed the IRA orientation materials provided in the agenda packet and answered questions. Materials included: Definition of IRA activities as defined in Education Code, Section 89230; Authority as defined in IRA Fee CSU Executive Order 429 and EP & R 83-58; IRA Committee Funding Guidelines; IRA Committee Standing Rules and Membership; Copy of the 2015-16 IRA Budget Application. This application will be reviewed for approval Spring semester prior to distribution. 2015-16 IRA Budget with budget language as approved by the 2014-15 IRA Committee and President Rossbacher dated May 15, 2015; IRA Reserve Policy dated May 4, 2009; and, 2015-16 Student Fee Schedule Pie Chart.

Tyson noted that IRA funded activities are course related out of classroom experiences, some examples would be a competition or performance. Tyson drew attention to the current year budget, unallocated line item since there are two unallocated requests to discuss and take action on today. Tyson added that unallocated requests are given on a 50% matching basis and it is at the discretion of the Committee to suspend that rule.

Tyson reported on the IRA Reserve balance. The current IRA reserve balance is approximately \$307,700. The Committee has been trying to spend down the reserves balance. Last year the Committee wanted to spend \$75,000 out of reserves, but in reality only \$19,500 was spent down. Tyson explained this was due to higher enrollment than expected and programs don't always spend all the money they are allocated. This year the Committee budgeted to spend \$125,000 out of the reserves.

Daly inquired who decides the per-student IRA fee, Tyson responded that the fee is set by student referendum, or the University President can call for alternative consultation process.

MOTION: BLAKE/DALY move to table *Old Business Item B2* since 3:20 p.m. has passed without the arrival of Barbara Clucas APPROVED

MOTION: BLAKE/HERNADEZ move to amend Agenda #1 by moving *Old Business Item B1* before *Old Business Item A* APPROVED

Old Business

A. Update on the "Textbooks on Reserve" program from special guest Dr. Cyril Oberlander, Dean of the Library.

Cyril Oberlander, Dean of the Library, was present to speak with the Committee. Oberlander thanked the Committee for the current year IRA funds that had been allocated. Oberlander provided a handout to the Committee that included current statistics related to books purchased, book usage, and funds used so far. Of the allocated IRA funds for the 2015-16 year, the Library has used \$5,600. The Library currently has 1,062 texts on reserve and at the end of November 2015 they had recorded over 10,000 checkouts of the texts. Oberlander mentioned that laptops and graphing calculators have also been popular check out items.

Cervantes commented that the Library is doing great work. Ayoob stated that buying inexpensive texts isn't as beneficial for students as offering the more expensive texts. Platt was interested in knowing more about the laptops that the Library offers for check out; Cervantes suggested discussing that as a future meeting agenda item.

B. Review and approval of the IRA unallocated requests. – Action Item

1. Request from the Cycling Club in the amount of \$3,392 for registration, per diem and transportation for four students that competed in the Collegiate Mountain Bike National Championships in Snowshoe, WV in October 2015.

MOTION: DALY/HERNANDEZ move to approve the Cycling Club request in the amount of \$3,392 for registration, per diem and transportation for four students that competed in the Collegiate Mountain Bike National Championships in Snowshoe, WV in October 2015

APPROVED

Sports Club Director, Jan Henry and student cycling member Ali Osgood were present on behalf of the Cycling Club. Osgood gave an overview of the Collegiate National Championship trip. HSU was very successful at the event and highlights include HSU taking 1st and 3rd place in the downhill race. In their division, HSU took 5th overall out of 36 teams.

Abell clarified that Sport Clubs are an exception to the requirement of being a course. Tyson responded that that is correct; an exception had been granted a couple years ago when the campus did away with units for Sport Clubs participants. Abell received clarification on why the Sport Clubs could not use current year funds towards this event—that it was necessary they qualify before receiving funds.

Blake left the meeting at 3:50 p.m.

2. Request from the Wildlife Conclave in the amount of \$1,622 for per diem and insurance costs associated with fifteen students competing in the Wildlife Society Conference in Winnipeg, Manitoba, Canada in October 2015.

MOTION: DALY/PLATT move to approve the request from the Wildlife Conclave in the amount of \$1,622 for per diem and insurance costs associated with fifteen students competing in the Wildlife Society Conference in Winnipeg, Manitoba, Canada in October 2015

APPROVED AS AMMENDED

Barbara Clucas, Wildlife Department representative, who was the Conclave trip leader, was present on behalf of the request. Clucas stated that the Wildlife Conclave has travelled all over the country in past years, but never internationally. At the time of the initial budget request, they were not aware that travel insurance would be required per HSU policy. That surprise cost was \$60 per the 15 student travelers for a total of \$900. Clucas stated that Conservation Unlimited (CU), a student club on campus, paid that insurance cost, but they would like to reimburse the club. Many of the students who attended the conclave trip are also members of the CU club. CU would have normally assisted with reimbursing the students for food not covered under per diem by the IRA budget. Alternatively paying the travel insurance was all CU could offer in this case. Clucas also stated that the plane ticket costs were much higher than anticipated and most of the budget went to travel with little left over for any per diem expenses. The students had very little money a day for food expenses and Clucas personally spent \$722 for hotel costs. Clucas was happy to report that the HSU Wildlife team took first place out of 16 teams at the event. The win was especially impressive since many of the questions were more focused on Canadian wildlife species.

Ayoob asked how much the CU club would have given towards per diem costs. Clucas answered that it depends on the IRA allocation and how much per diem IRA funds were left to distribute. Clucas said they aim to give each student at least \$20 a day for food expenses. Abell noted that the unallocated request has about a \$500 difference from the overall budget allocation. Blake asked how much the students themselves contributed. Clucas stated that the students paid for their own food on the trip and gas costs to travel to San Francisco, but Clucas did not know an exact figure. Cervantes asked if reimbursing CU would be the intention if funds were awarded. Clucas stated that giving funds directly to the students for food costs they incurred would be her preference. Clucas stated that her second concern is the \$722 she personally spent for the hotel. Cervantes agreed with Abell that the math on the spreadsheet request didn't make sense, and the request didn't ask or give a figure of what the students are owed in food funds. Clucas excused herself as she needed to return to class.

MOTION: ABELL/DALY move to amend Agenda #1 to extend the meeting past 4:00 p.m.

APPROVED

Ayoob stated that the \$900 of travel insurance costs seemed to be the clearest item to reimburse, and it was an unexpected cost. Daly added that the out of country destination had been known when the initial budget was requested and they should have done more research on the costs. Cervantes is in favor of giving the students funds directly since Clucas is responsible for the errors in the budget request and the students should not have to bare that burden. Wrenn feels it is more important to reimburse Clucas for the \$722 since she personally paid out of pocket. Abell added that he is more sympathetic to the students than Clucas at this point. Daly asked why the 2014-15 Committee didn't

fund the Wildlife Conclave at their full request, if looking to spend the reserves down. Ayoob explained that the Committee wanted to look at the per student cost of the trips across the programs and limit the funded amount for programs that already had high per student costs. They were also looking to funds more programs. Daly and Ayoob agreed that they are in favor of reimbursing the \$722 to Clucas now.

MOTION: ABELL/AYOOB move to amend the request from the Wildlife Conclave to an amount of \$722 to reimburse per diem costs personally paid by Barbara Clucas during the Wildlife Society Conference in Winnipeg, Manitoba, Canada in October 2015

APPROVED

Cervantes requests that Tyson inform Clucas that the Wildlife Conclave program can submit a second future proposal if they would like. Platt and Cervantes expressed concern with the students getting no funds in this amended motion.

Announcements

There were no announcements.

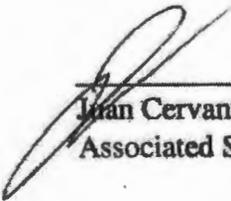
Adjournment

Cervantes adjourned the meeting without objection at 4:18 p.m.

Recorded by:

Rachel Brownell
AS Office Coordinator

Approved by:



Juan Cervantes
Associated Students President

2016-17 INSTRUCTIONALLY RELATED ACTIVITIES BUDGET REQUEST

Name of IRA Program: _____

Course Title and Number: _____

Faculty Program Director: _____

College and Department: _____

Campus Phone: _____

Email Address: _____

1. Please describe the nature and objective of your activity and how it qualifies as an Instructionally Related Activity (IRA). Use the attached examples of evaluation criteria, reference in #3 provided by the IRA Committee. Address the issue of how the course/activity relates to the larger curriculum (i.e. general education, majors, minors, electives). What are the students expected to learn by the end of this course activity that they did not know before? Are there any special requirements for participating in this activity? Please be as clear and concise as possible in your response.

2. How does your program meet all the General Requirements listed in #2 of the IRA Funding Guidelines? If the IRA Program no longer has a course title and number, please explain why it should still be eligible for IRA funding.

3. What is the instructor's level of participation in this IRA funded course and activity?

I have reviewed this Instructionally Related Activities Budget Request in its entirety:

IRA Program Director Name: _____

IRA Program Director Signature: _____

Department Chair Name: _____

Department Chair Signature: _____

**Instructionally Related Activities
Request Spreadsheet
2016-17**

NAME OF IRA PROGRAM HERE

| Line Item | Identify Priority: 1 = highest priority | Category (see definitions) | Total Funds Needed | Amount Requested from IRA | Difference | Other Source of Revenue | | | Explanation/break down of line item; if this line item includes per diem, what is the date(s) of the events? (add attachment if necessary) | # of students directly served per year |
|---|---|----------------------------|--------------------|---------------------------|------------|----------------------------------|------------|----------------------|--|--|
| | | | | | | University / Associated Students | Fundraised | Student Contribution | | |
| | | | | | 0 | | | | | |
| | | | | | 0 | | | | | |
| | | | | | 0 | | | | | |
| | | | | | 0 | | | | | |
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| | | | | | 0 | | | | | |
| | | | | | 0 | | | | | |
| TOTALS | | | 0 | 0 | 0 | 0 | 0 | 0 | | |
| TOTAL REVENUE | 0 | | | | | | | | | |
| TOTAL EXPENSE | 0 | | | | | | | | | |
| REVENUE OVER EXPENSE | 0 | | | | | | | | | |
| 2015-16 IRA Allocation | 2016-17 IRA Allocation | Difference | | | | | | | | |
| | 0 | 0 | | | | | | | | |
| If your 2016-17 budget request is different than the current year please explain: | | | | | | | | | | |

Instructionally Related Activities (IRA) Funding Guidelines

1. Guidelines for determining IRA funding

The IRA fee was established to provide support for essential educational experiences and activities that aid and supplement the fundamental educational mission of the institution.

Activities eligible for IRA funding are limited to those which:

- Are discipline / departmentally-based and sponsored
- Are integrally related to its formal instructional offerings
- Are intensive, structured activities
- Reflect active rather than passive student involvement
- Are considered to be essential to a quality educational program and an important instructional experience
- Demonstrate skills derived from intensive coursework involvement

The guidelines presented will therefore exclude funding of the following:

- Instructional activities such as field trips, student research projects, course offerings solely tailored to meet IRA requirements, etc.

2. General Requirements:

- Students must be regularly matriculated, currently enrolled in any HSU course to receive IRA funds. Non-Students will not be funded.
- Activities (competition and production) to be considered for IRA funding should be the result of a class or classes that are structured with the specific objectives of creating the activity. Exceptions to the course requirement may be made at the discretion of the IRA Committee and approved by the President.
- National or regional competitions that are contingent on qualifying are not funded in the initial budget process. Funding requests for these additional activities may be submitted to the Associated Students Business Office upon qualifying. The IRA Committee will review these requests at the end of each semester.
- Activity must occur during the fiscal year for which the funds were allocated. Activities that occur outside of the fiscal year will not be funded.
- No salaries or wages will be funded.
- Only actual participation in an activity will be funded.
- Per Diem: IRA per diem will fund up to \$60.00 for each night away. There is no split identified for per diem. This is the full amount for food and lodging. Faculty will not be funded for per diem trips.

- **Travel:** All IRA trips must follow the HSU Field Trip Policy. IRA does not have its own travel policy; University policy only applies. Your HSU department coordinator is responsible for generating the trip requests. Once generated, field trip waiver forms will be created in your students' Student Center. They must "sign" the waiver prior to departing on the trip(s).

It is expected that IRA programs will request funds for the most reasonable and economical form of transportation. If the IRA program uses a more expensive form of transportation it will be reimbursed at the amount required for a less expensive mode of travel.

Vehicles: IRA will fund the rental vehicles and reimbursement for actual gas purchases supported by receipts. You are expected to refuel gas tanks prior to returning rental vehicles to Plant Operations. The vendor usually charges more for fuel. Personal vehicles will only be reimbursed for actual gas expenses supported by receipts.

Bus Driver Program Information: The use of any University bus or 15-passenger van includes a driver provided by Plant Operations. This amount will be included in the chargeback/invoice from Plant Operations and is an allowable IRA expense. Contact Plant Operations for driver hourly rate and mileage rate information.

Occasionally IRA programs may need to hire or charter vehicles from private companies. In these situations, the IRA program has the flexibility to hire vehicles where cost may exceed that of state transportation.

- No equipment will be purchased with IRA funds.
- Definition of equipment: Items over \$300.00 or which last over 2 years.

3. *Evaluation Criteria:*

- Educational benefits of the program
- Identification of student learning outcomes for participants
- Benefits to student community
- Number of students benefiting indirectly
- Number of students participating
- Overall cultural value to the University
- Overall educational value to the University
- Importance to the University as a whole
- Ratio of past and current student participants to the program cost
- Costs in comparison to comparable programs at HSU
- Willingness to attempt to generate income to help support the activity
- Appropriateness of IRA Fee support as opposed to General Fund support
- Maximization of program revenue
- Other sources of funding received by the program area
- Innovation and new ideas
- Continuity
- Cost/benefit ratio

4. Definitions:

Transportation:

- a) car rental, bus / driver rental, charter bus, train, gas
- b) airline tickets
- c) bus drivers (for 15-passenger van and HSU bus)
- d) parking, tolls

Per Diem:

- a) \$60.00 per student per night out for food and lodging. There is no split identified for per diem.

Supplies and Services:

- a) Supplies that support the IRA activity and whose useful life is limited primarily to the activity itself (i.e. sheet music, film, production, programs, costumes, props).
- b) Printing of brochures, programs, publications, posters, announcements, newspaper.
- c) Applicable individual fees required in order to participate in an IRA event/program. (i.e. individual insurance premiums, individual fees)

Registration:

- a) Conference, Conclave, Competition, Team, School fees.

Publicity:

- a) Photocopying, costs for designing and printing brochures, posters, flyers, forms, and other materials related to the specific promotion of the class activity.

5. Travel:

- a) IRA Programs must follow HSU Field Trip Policy.
- b) Travel Expense Report and Per Diem Signature Form (both available on the A.S. website) must include dates of travel, destination, mode of travel.

Humboldt State University

Instructionally Related Activity Spending Requirements

Governed by Education Code Section 89230, the Instructionally Related Activity fee supports a variety of campus programs which provide essential educational experiences for students in areas such as radio and television, newspaper and magazine publications, forensics, music and dramatic performances, concerts, marching bands, intercollegiate athletics and art exhibits.

Other miscellaneous revenues may be deposited into the IRA fund. However, be advised that the spending restrictions of the IRA fund will govern the use of those funds.

For your reference, the following is the California Education Code Section 89230 citation.

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

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

Instructionally related activities include, but are not limited to, all of the following:

(a) Intercollegiate athletics: costs that are necessary for a basic competitive program including equipment and supplies and scheduled travel, not provided by the state. Athletic grants should not be included.

(b) Radio, television, film: costs related to the provisions of basic "hands-on" experience not provided by the state. Purchase or rental of films as instructional aids shall not be included.

(c) Music and dance performance: costs to provide experience in individual and group performance, including recitals, before audiences and in settings sufficiently varied to familiarize students with the performance facet of the field.

(d) Theatre and musical productions: basic support of theatrical and operatic activities sufficient to permit experience not only in actual performance, but in production, direction, set design, and other elements considered a part of professional training in these fields.

(e) Art exhibits: support for student art shows given in connection with degree programs.

(f) Publications: the costs to support and operate basic publication programs including a periodic newspaper and other laboratory experience

basic to journalism and literary training. Additional publications designed primarily to inform or entertain shall not be included.

(g) Forensics: activities designed to provide experience in debate, public speaking, and related programs, including travel required for a competitive debate program.

(h) Other activities: activities associated with other instructional areas that are consistent with purposes included in the above may be added as they are identified.

Pursuant to this section and other provisions of this code, the Chancellor of the California State University shall develop a program of fiscal support and shall consult with the California State Student Association, the Academic Senate, and the Chancellor's Council of Presidents regarding the program.

This section shall not become operative unless funds are appropriated to meet the instructionally related needs of the campuses of the California State University."

Further, the CSU State University Administrative Manual (SUAM) Section 3726.14.03 states that:

"IRA Fee Funds will be used solely for the support of IRA. Income from the IRA Fee, as distinguished from other revenues, shall not be expended on matters which are tuitional, i.e., will not be used to fund faculty positions, nor will it be used for grants-in-aid."

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) COMMITTEE

2016-17 BUDGET TIMELINE

(Today) Friday, February 5, 2016, 1:00 pm to 2:00 pm, NHE 106

IRA Committee review and approval of the 2016-17 budget application materials.

Week of February 8, 2016

Budget application materials distributed/made available to programs.

March 23, 2016

Budget application materials due to the AS Business Office.

March 25, 2016

2016-17 Budget applications and budget summary emailed to IRA Committee.

Week of April 4, 2016

At this meeting we will decide which programs we have additional questions of and whom to invite to our next meeting the week of April 18, 2016 to answer these questions.

Week of April 18, 2016

This meeting will include any programs that were requested to come in for questions. We generally schedule about ten to fifteen minutes for each program and give them a time certain to appear. We won't begin budget deliberations until we have met with the programs.

Begin budget discussion. Chair Cervantes and Tyson will have prepared a DRAFT Budget for Committee to begin discussion from.

Week of April 25, 2016

Continued budget discussion if needed.

Final decision made by Committee regarding recommended 2016-17 IRA Budget. This recommendation will be forwarded to President Rossbacher for review and approval.

Week of May 2, 2016

This meeting will be to review any pending unallocated requests that have been submitted.