

**INSTRUCTIONALLY RELATED ACTIVITIES (IRA)  
COMMITTEE MEETING  
AGENDA #3**

**Thursday, January 31, 2019  
9:00 - 10:30 a.m. in Library 114**

1. Call to Order
2. Roll Call

**Jazmin Sandoval**, AS President & Chair  
**Joey Mularky**, AS Administrative VP  
**Eden Lolley**, AS CNRS Representative  
**Nick Fassl**, AS At-Large Representative  
**Alexis Brown**, Student

**Ramesh Adhikari**, Faculty  
**Aaron Donaldson**, Faculty  
**Jamey Harris**, Faculty  
**Sandy Wieckowski**, Administrative Representative  
**Vacant**, Administrative Representative

*Non-Voting:*

**Wayne Brumfield**, Interim Vice President of Student Affairs  
**Duncan Robins**, Interim Athletic Director  
**Jenessa Lund**, A.S. Executive Director

3. Approval of Agenda #3 dated January 31, 2019 - **Action**
4. Chair's Report
5. Public Comment
6. Brief demonstration of IRA webpage - **Discussion**
7. Discuss & approve the IRA Committee Request for Funding TIMELINE - **Action**
  - a. Does the IRA Committee want to add a Budget Workshop to this timeline? If so, when?
8. Discuss & approve the IRA Funding GUIDELINES - **Action**
9. Discuss & approve the IRA APPLICAITON - **Action**
10. Review IRA Funding Rubric Draft prepared by Aaron - **Discussion**
11. Schedule next IRA Committee Meeting - **Action**
12. Adjournment

# INSTRUCTIONALLY RELATED ACTIVITIES (IRA) COMMITTEE

## 2019-2020 BUDGET REQUEST TIMELINE

Below are the activities that need to be completed in order to create the recommended 2018-19 IRA Budget. Dates from the past have been included in red to give us an outline of how that team paced themselves.

**2-22-19:** IRA Budget Applications will be distributed electronically and posted on AS website.

**3-15-19:** Completed applications will be due (uploaded via Google Forms).

**2019 Date and Time:** \_\_\_\_\_

**Friday, March 29**

Budget application materials received from Departments/Programs and will be shared via Google Team Drive for all IRA Committee members to review.

**2019 Date and Time:** \_\_\_\_\_

**Monday, April 8**

At this meeting we will decide which programs we have additional questions of and who to invite to our next meeting to answer these questions.

**2019 Date and Time (2 hours):** \_\_\_\_\_

**Friday, April 26**

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 Sandoval and Lund will have prepared a DRAFT Budget for Committee to begin discussion from.

**2019 Date and Time:** \_\_\_\_\_

**Monday, April 29**

Continued budget discussion if needed.

Final decision made by committee regarding recommended 2019-2020 IRA Budget. This recommendation will be forwarded to President Rossbacher **by 5-6-19** for review and approval.

**2019 Date and Time:** \_\_\_\_\_

**Monday, May 6**

This meeting will be to review any pending unallocated requests that come in. For example, Sports Clubs that have qualified for a National or Regional competition. Amount remaining in Unallocated: \$XXXX.

**State of California**

**EDUCATION CODE**

**Section 89230**

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

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

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.

(Amended by Stats. 2001, Ch. 734, Sec. 69. Effective October 11, 2001. Section is conditionally operative by its own provisions.)

## **INSTRUCTIONALLY RELATED ACTIVITIES FUNDING GUIDELINES**

The I.R.A. 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 I.R.A. funding are limited to those which:

1. Are discipline / departmentally-based and sponsored.
2. Are integrally related to its formal instructional offerings.
3. Are intensive, structured activities.
4. Reflect active rather than passive student involvement.
5. Are considered to be essential to a quality educational program and an important instructional experience.
6. 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 I.R.A. requirements, etc.

### **GENERAL REQUIREMENTS**

1. Students must be regularly matriculated, currently enrolled in any H.S.U. course to receive I.R.A. funds. Non-Students will not be funded.
2. Activities (competition and production) to be considered for I.R.A. 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 I.R.A. Committee and approved by the H.S.U. President.
3. 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 I.R.A. Committee will review these requests at the end of each semester.
4. 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.
5. No salaries or wages will be funded.
6. Only actual participation in an activity will be funded
7. No equipment will be purchased with I.R.A. funds. Definition of equipment: Items over \$500 or which last over 2 years.
8. Per Diem: I.R.A. per diem will fund up to \$70 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.
9. Travel: I.R.A. does not have its own travel policy. All I.R.A. trips must follow the H.S.U. Field Trip Policy. Your H.S.U. 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 I.R.A. programs will request funds for the most reasonable and economical form of transportation. If the I.R.A. program uses a more expensive form of transportation, it will be reimbursed at the amount required for a less expensive mode of travel.

Vehicles: I.R.A. 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 I.R.A. expense. Contact Plant Operations for driver hourly rate and mileage rate information.

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

## **EVALUATION CRITERIA**

1. Educational benefits of the program
2. Identification of student learning outcomes for participants
3. Benefits to student community
4. Number of students benefiting indirectly
5. Number of students participating
6. Overall cultural value to the University
7. Overall educational value to the University
8. Importance to the University as a whole
9. Ratio of past and current student participants to the program cost
10. Costs in comparison to comparable programs at H.S.U.
11. Willingness to attempt to generate income to help support the activity
12. Appropriateness of I.R.A. Fee support as opposed to General Fund support
13. Maximization of program revenue
14. Other sources of funding received by the program area
15. Innovation and new ideas
16. Continuity
17. Cost/benefit ratio

## DEFINITIONS

### TRANSPORTATION:

1. Car rental, bus / driver rental, charter bus, train, gas
2. Airline tickets
3. Bus drivers (for 15-passenger van and H.S.U. bus)
4. Parking, tolls

### PER DIEM:

1. \$70 per student per night out for food and lodging - There is no split identified for per diem. Maximum amount per student per trip is \$1,100.

### SUPPLIES AND SERVICES:

1. Supplies that support the I.R.A. activity and whose useful life is limited primarily to the activity itself (i.e. sheet music, film, production, programs, costumes, props).
2. Printing of brochures, programs, publications, posters, announcements, newspaper.
3. Applicable individual fees required in order to participate in an I.R.A. event/program (i.e. individual insurance premiums, individual fees).
4. No equipment will be purchased with I.R.A. funds. Definition of equipment: Items over \$500 or which last over 2 years.

### REGISTRATION:

1. Conference, Conclave, Competition, Team, School fees.

### PUBLICITY:

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

## TRAVEL

1. I.R.A. Programs must follow H.S.U. Field Trip Policy.
2. The "I.R.A. Travel/Expense Report"  
[https://associatedstudents.humboldt.edu/sites/default/files/ira\\_travel\\_personal\\_expense\\_report.pdf](https://associatedstudents.humboldt.edu/sites/default/files/ira_travel_personal_expense_report.pdf)
3. "Student Travel Verification Form"  
[https://associatedstudents.humboldt.edu/sites/default/files/ira\\_student\\_travel\\_verification\\_form.pdf](https://associatedstudents.humboldt.edu/sites/default/files/ira_student_travel_verification_form.pdf)  
must include dates of travel, destination, mode of travel.