INSTRUCTIONALLY RELATED ACTIVITIES (IRA)
COMMITTEE MEETING
MINUTES #1
Tuesday, November 19, 2019
5:15 - 6:15 p.m. in NHE 113

1. Called to Order at 5:17pm
2. Roll Call

Yadira Cruz, A.S. President & Chair
Lizbeth Cano Sanchez, A.S. Administrative VP
Cassaundra Caudillo, A.S. BoD member
Stephen Nachtigal, Faculty
Garrick Woods, Faculty
Sandy Wieckowski, Administrative Representative

Non-Voting:
Eboni Turnbow, Interim Dean of Students
Jill Willson, Interim Athletic Director - ABSENT
Jenessa Lund, A.S. Executive Director

3. Approval of Agenda #1 dated November 19, 2019 - ACTION
   Unanimously approved as amended (move items #8 and #11 after #6)

4. Chair’s Report
   a. Sandy Bloom, appointed Faculty Representative, no longer works at HSU - need one faculty member appointed in their place

5. Public Comment - None

6. Designate a Vice Chair to oversee meetings in the event of the Chair’s absence - ACTION
   Committee members may nominate themselves and/or others for this role.
   Cassaundra Caudillo was nominated, accepted, and voted unanimously to be the Vice Chair.

7. Establish IRA Committee Standing Rules and Membership - ACTION
   Review current standing rules and accept as written or with modifications.
   Accept as Written: Motioned by Cano Sanchez, seconded by Caudillo, passed Unanimously.

8. Establish Next IRA Committee Meeting - ACTION
   This meeting will be an opportunity to finalize the application questions (if necessary) as well as the Spring 2020 budget allocation timeline.
   Moved, seconded and unanimously approved for 12/3/19 at 5pm.
9. Review of IRA Committee - Discussion
   Review these
   a. Category II Student Fee Overview
   b. IRA Committee Duties
   c. IRA Education Code 89230
   d. IRA Reserve Policy

10. Review IRA Application Questions - ACTION
    Review last year’s questions and accept as written or with modifications.
    a. Current IRA Evaluation Criteria
       ❑ Educational benefits of the program for the students
       ❑ Identification of student learning outcomes for participants
       ❑ Equity benefits to student community
       ❑ Number of students benefiting indirectly
       ❑ Number of students participating and cost per student
       ❑ Willingness to attempt to generate income to help support the activity
       ❑ Appropriateness of I.R.A. Fee support as opposed to other institutional funds support
       ❑ All funding sources and amounts received and/or applied for by the program area
       ❑ Innovation and new ideas that benefit students
       ❑ Continuity

    Accept as written; motioned by Cruz, seconded by Caudillo, unanimously passed.

11. Review Funding Timeline - Discussion
    Review last year’s timeline and update with Spring 2020 dates.
    Application open/close dates were determined: Distribute application on 1/13/20 and
    close it on 2/28/20. The other spring meeting dates will be established at the next
    meeting once spring schedules are known.

12. Announcements - None

13. Adjournment at 6:07pm