

INSTRUCTIONALLY RELATED ACTIVITIES (IRA)

COMMITTEE MEETING

DRAFT MINUTES #4

Tuesday, December 1, 2020

4:00 - 5:30 p.m. via Zoom

<https://humboldtstate.zoom.us/j/81592303333>

Meeting ID: 815 9230 3333

This meeting is being facilitated through an online Zoom format, consistent with the CA Governor's Executive Order N25-20 which suspended certain open meeting law restrictions

1. Called to Order at 4:02 p.m.
2. [Roll Call](#) – quorum was present

Voting:

- ☐ **Jeremiah Finley**, A.S. President & Chair - present
- ☐ **Jesús Flores**, A.S. BoD member & Vice Chair - arrived 4:10pm
- ☐ **David Lopez**, A.S. Administrative VP - present
- ☐ **Martin Gordillo**, A.S. BoD member - arrived 4:08pm
- ☐ Vacant, Student appointed (2-year term preferred)
- ☐ **Humnath Panta**, Faculty - present
- ☐ **Garrick Woods**, Faculty - absent
- ☐ **Kimberly Stelter**, Faculty - present
- ☐ **Sandy Wieckowski**, Administrative Representative - present
- ☐ **Kate Earle**, Administrative Representative - present

Non-Voting:

- ☐ **Eboni Turnbow**, Interim Dean of Students - present
- ☐ **Jane Teixeira**, Athletic Director - arrived 4:15pm
- ☐ **Holly Martel**, Director of Academic Resources - present
- ☐ **Jenessa Lund**, A.S. Executive Director - present

3. Approval of Agenda #4 dated December 1, 2020 - **Action**

It was moved (Lopez) and seconded to adopt the Agenda.

The motion to adopt was **APPROVED** unanimously.

4. Approval of [Minutes #3 dated November 3, 2020](#) - **Action**

It was moved (Weickowski) and seconded to adopt the minutes.

The motion to approve the minutes was **APPROVED** unanimously.

5. Chair's Report

Hope everyone had a good fall academic break! There is one more Committee meeting scheduled.

6. Public Comment

There was no public comment at this time.

7. Review Funding Timeline - **Action**

The Committee reviewed the proposed timeline for Spring 2020. Lund asked the Committee members if their spring 2021 schedules are solidified for the spring. Members expressed interest in a DoodlePoll being sent to establish the spring 2021 meeting dates and times. There was interest in establishing the meeting frequency before the DoodlePoll is released. The Committee discussed more specific dates and coordinated the proposed timeline around spring break in March.

It was moved (Lopez) and seconded to approve the [Funding Timeline](#) with the discussed specifications for the closing of the application and the first meeting following review of the applications.

The motion was **APPROVED** unanimously.

8. IRA Application Rubric - **Action**

The Committee reviewed the [scoring rubric](#) that was adapted from the Sacramento State IRA Committee. There was question to Item C on the rubric "Number of HSU Students Served" and if there are percentages attached to those buckets. Lund responded there are not currently percentages attached but this would be the opportunity to add those in for clarification. Martel spoke to the campus moving towards using scoring rubrics as a grounding source for Committee discussions. She iterated that the rubric and scoring is advisory, not the sole item used in decision-making. There was wonderment as to how the Committee will verify the truth of the information provided in the application, to which members agreed that they will need to "take the applicant's word" for whatever is in the application.

It was moved (Panta) and seconded to approve the HSU Instructionally Related Activities Grading Rubric as is.

The motion was **APPROVED** unanimously.

9. InfoReady Demonstration & Practice - **Discussion**

Lund presented the platform InfoReady and the Committee discussed its use for the IRA Applications.

10. Announcements

- a. This committee still needs one more student representative. Please have interested students apply [here](#).
- b. [2020-2021 IRA Committee Planning Ideas](#)

11. Adjournment

The meeting adjourned.