



<http://www.csuci.edu/ira/index.htm>

**Application**  
**Instructionally Related Activities Funds Request**  
**2008-2009 Academic Year**  
**DEADLINE: Fall and Academic Year 3/14/08**  
**Spring 10/15/08**

Applications must first be sent to the appropriate program chair. Chairs will the recommend and route them to the Dean's Office for review and authorization. The Dean's Office will then forward them to the IRA Committee for consideration.

**Activity Title:**

Project Sponsor/Staff (Name/Phone): Dr Angela Chapman, (805) 437-2774  
Activity/Event Date(s): Two Field Trips for Biol 433 Ecology and the Environment  
Date Funding Needed By: one field trip October 2008 and one in March 2009  
\*\*Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2008 and for Spring Requests early January 2009.

**Please check if any of the following apply to your IRA:**

- |   |   |
|---|---|
| <input type="checkbox"/> Equipment Purchase     | <input checked="" type="checkbox"/> Field Trip  |
| <input type="checkbox"/> Event                  | <input type="checkbox"/> Participant data collection for public dissemination, i.e. interviews/surveys that result is a journal/poster session/newsletter |
| <input type="checkbox"/> IT Requirements        | <input type="checkbox"/> Risk Management Consultation   |
| <input type="checkbox"/> International Travel   | <input type="checkbox"/> Late Submission (Passed Deadlines: <b>Fall 3/14, Spring 10/15</b> )  |
| <input type="checkbox"/> Space/OPC Requirements |   |
| <input type="checkbox"/> Infrastructure/Remodel |   |
| <input type="checkbox"/> Other _____            |   |

Previously Funded:  YES  NO Yes, Request # 2005, 2006, 2007

Does your proposal require IRB (Institutional Review Board) approval:  Yes  No

Assessment submitted for previously Funded Activity:  YES  NO

Academic Program or Center Name and Budget Code: Biology 720

Date of Submission: March 6<sup>th</sup> 2008

Amount Requested: \$3520.00  
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: 80

**Application**  
**Instructionally Related Activities Funds Request**  
**2008-2009 Academic Year**

**Conditions and Considerations**

**Equipment Purchase**-If requesting large equipment, Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines

**Events**-Attach copy of Events and Facilities Use Request Form (Public Folders-Events & Facilities folder) Consider time frame for set-up and take down.

**Participant Data Collection for Public Dissemination**-If Project Sponsor proposes to conduct research with human participants then it may be subject to IRB (Institutional Review Board for the Protection of Human Subjects) review. It is the Project Sponsor's responsibility to inquire with the IRB **prior** to IRA application submission to determine if the project is exempt from IRB review so that funding is not delayed. Please indicate on the cover page if your project is exempt from IRB review.

**Field Trip**-If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

**IT Requirements**-Requires proof of correspondence and approval from IT Administration

**International Travel**-Requires International Travel application be submitted to Center for International Affairs.

**Risk Management Consultation**-Requires proof of correspondence with Risk Management.

**Space/OPC Requirements, Infrastructure/Remodel**-Requires proof of correspondence with OPC Administration .

**Late Submission (Deadlines: Fall 3/14, Spring 10/15)**-Requires explanation for emergency funding.

**Fiscal Management:** Project Sponsor's program will be responsible for all costs incurred over and above what is funded through the IRA award and will be responsible for seeing that any revenue that is intended to offset the amount of the IRA award is transferred accordingly.

**Application**  
**Instructionally Related Activities Funds Request**  
**2008-2009 Academic Year**

**Requirements and Signatures**

Please provide the following in your application:

1. **Brief Activity Description.** Describe the activity and its relationship to the educational objectives of the students' program or major.

The purpose of the trip is to introduce students to the ecology of the Channel Islands. Students will participate in an all day field trip to Prisoners Harbor, Santa Cruz which is part of the Channel Islands National Park. Transportation to the island will be provided by Island Packers, the official National Parks carrier and the students will spend approximately five hours on the island.

2. **Relation to IRA to Course Offerings.** All IRAs must be integrally related to the formal instructional offerings of the University and must be associated with scheduled credit courses. Please list all classes that relate to the program proposed.

The course investigates the ecological characteristics of natural ecosystems and the basic effects of human society upon those systems. In addition, plant and animal distribution patterns in relation to past and present physical and biotic factors are covered. Issues of resource management, population, food production, global environmental problems are also emphasized to explore future directions. Field trips to local ecosystems are an integral and essential component to further student learning. This field trip will address several educational objectives of the Ecology and the Environment course. Namely to:

- (a) understand the history of the Channel Islands
- (b) familiarize students with native and exotic species
- (c) evaluate the methods currently being used to restore the island
- (d) quantify the effectiveness of the different management strategies adopted and consider their controversial nature.
- (e) observe and consider the distinct plant and animal communities and how they relate to island biogeography
- (f) appreciate the islands as a repository for the biodiversity of this region

The Channel Islands field trip will also be an integral component of Biol 433 Ecology and the Environment. The trip includes a crossing of the Santa Barbara Channel with stops made enroute to look for, and identify, the marine fauna of this region. In addition, a trawl will be undertaken to allow students to observe plankton first-hand.

Once on the island, the students will be taken on a guided hike by an experienced naturalist. They will be introduced to the unique aspects of the ecology of the many plant communities, and identifying dominant, endemic, and indicator plant species to be found on the island.

The hike terminates at a lookout that provides a vantage point from which the island system can be surveyed. From this point students will gain a perspective of the entire ecosystem, encompassing the flora and fauna of the island, the intertidal region and the marine systems of the surrounding channels. We will spend time in this area discussing the organization and the interconnected nature of the entire system and the importance of the land – sea interface.

3. **Activity Assessment.** Describe the assessment process and measures that the program will use to determine if it has attained its educational goals. **Please note a report will be due at the end of the semester.**

Students will be required to complete a lab report which will cover the objectives as outlined in section 2 (a-f).

4. **Activity Budget.** Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Page 4)

**Transport costs per student are \$44.00.  
Therefore \$44 x 80 students = \$3520.00**

5. **Sources of Activity Support.** Please list the other sources of funding, and additional support for the activity.

The Biology Department has provided binoculars. No other additional sources of funding have been applied for.

7. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations detailed on page 2.

Signatures and Dates

Project Sponsor Angela Chapman. March 5<sup>th</sup> 08.  
Date

Program Chair/Director [Signature] 3/5/08  
Date

Dean [Signature] 3/10/08

**Application**  
**Instructionally Related Activities Funds Request**  
**2008-2009 Academic Year**

**ACTIVITY BUDGET FOR 2008-2009**

1. Operating Expense Budget

A. Supplies	_____
B. Vendor Printing	_____
C. In-State Travel	\$3520_____
D. Out-of-State Travel	_____
E. Equipment Rental	_____
F. Equipment Purchase	_____
G. Contracts/Independent Contractors	_____
H. Honorarium	_____
I. OPC Chargeback	_____
J. Copier Chargeback	_____
K. Other (Please Specify)	_____
TOTAL Expenses	\$3520_____

2. Revenue

A. Course Fees	_____
B. Ticket Sales	_____
C. Out of Pocket Student Fees (exclusive of course fees)	_____
D. Additional Sources of funding (Please specify And indicate source)	_____
<b>E. Requested Allocation from IRA</b>	<b>\$3520.00</b>
Total Revenue	<b>\$3520.00</b>



California State University Channel Islands  
Check Request Form

230

To be used for transactions not requiring a purchase order, service agreement or travel & expense reimbursement

**MAKE CHECK PAYABLE TO:**

Name: Western Foundation of Vertebrate Zoology.

Address 1: 439 Calle San Pablo \_\_\_\_\_

Address 2: \_\_\_\_\_

City, State Zip: Camarillo, CA 93012 \_\_\_\_\_

Amount: \$ \$115.00\_\_

PeopleSoft Vendor ID: 4437  
Note: New vendors must complete a Form 204

**Check Instructions:**

- Mail to payee
- Pick up at Cashier - Ext
- Mail attachments with check - include copies

Description to appear on reports (30 characters)  
Invoice 1371 \_\_\_\_\_

**TYPE OF PAYMENT:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Advertising              | <input type="checkbox"/> Lodging (Camarillo area) ** | <input type="checkbox"/> Subscription/Periodical        |
| <input type="checkbox"/> Art Model                | <input type="checkbox"/> Membership/Dues             | <input type="checkbox"/> Tax Remittance*                |
| <input type="checkbox"/> Bank Fee*                | <input type="checkbox"/> Parking                     | <input type="checkbox"/> Utility/Telephone              |
| <input type="checkbox"/> Freight/Postage          | <input type="checkbox"/> Payroll                     | <input checked="" type="checkbox"/> IRA Activity        |
| <input type="checkbox"/> Honorarium/Speaker       | <input type="checkbox"/> Permit/License              | <input type="checkbox"/> Other <b>must</b> be explained |
| <input type="checkbox"/> Interpreting/Note taking | <input type="checkbox"/> Registration/Conference     |   |

\*Accounting Use Only    \*\*Hampton Inn/Country Inn/Courtyard Marriott

**DESCRIPTION AND/OR EXPLANATION OF PAYMENT:**

Entrance fee for WFVZ \$5 per student, 23 students attending. IRA Sponsored Activity. Minutes from IRA meeting approving field trip attached. BIOL 433 syllabus with field trip attached. Class Roster attached.

**ACCOUNTING & APPROVAL:**

Account	Fund	Dept ID*	Program	Class	Project/Grant**	Amount
660003	TK910	720	90196			\$115.00
<b>Total</b>						\$115.00

\*Depts. 2xx,3xx,4xx,6xx,9xx require additional approval as designated by VP Finance & Admin.

**Requestor:** Mary Devins x3253 \_\_\_\_\_  
Printed Name & Extension

\_\_\_\_\_  
Signature

6/29/10  
\_\_\_\_\_  
Date

**Approver:** Dan Wakelee \_\_\_\_\_  
Printed Name & Extension

\_\_\_\_\_  
Signature

6/29/10  
\_\_\_\_\_  
Date

**Approver:** \_\_\_\_\_  
(If required) Printed Name & Extension

\_\_\_\_\_  
Signature Date



**Western Foundation of Vertebrate Zoology**

439 Calle San Pablo  
Camarillo, CA 93012  
Phone: 805-388-9944, Fax: 805-388-8663  
Website: www.wfvz.org

**INVOICE**

Date	Invoice #
4/22/2010	1371

Sold To
CA State University Channel Islands One University Drive Camarillo, CA 93012

Ship To
CA State University Channel Islands One University Drive Camarillo, CA 93012

P.O. Number	Due Date
	4/22/2010

Quantity	Description	Price Each	Amount
23	Tour Fees for 4/22/10	5.00	115.00
Please Remit To Above Address. Thank You!		<b>Total</b>	\$115.00

ORACLE

Home

Sign out

- Menu
- Search: \_\_\_\_\_
- ▷ CI Customizations / Interfaces
  - ▷ CSU SA Baseline
  - ▷ Self Service
  - ▷ Campus Community
  - ▷ Student Admissions
  - ▷ Records and Enrollment
  - ▷ Curriculum Management
    - ▷ Course Catalog
    - ▷ Schedule of Classes
    - ▷ Roll Curriculum Data Forward
    - ▷ Enrollment Requirements
    - ▷ Combined Sections
    - ▷ Facility and Event Information
  - ▷ Class Roster
    - Print Class Roster
    - ▷ Grading
    - ▷ Instructor/Advisor Information
    - ▷ Academic Advising
    - ▷ Set Up SACR
    - ▷ Reporting Tools
    - ▷ People Tools
    - My Personalizations
    - My System Profile

[New Window](#) | [Help](#) | [Customize Page](#) |

**Class Roster**

Course ID: 000583 ECOLOGY & THE ENVIRONMENT (Lecture)  
 Catalog: BIOL 433  
 Class Nbr: 1202 Section 01  
 Instructors: Kofron,Angela Chapman

Channel Islands  
 Spring 2010  
 Regular Academic Session

<b>Class Roster Details</b>	
Total Students: 24	*Enrollment Status: Enrolled
<a href="#">Detail</a>	<a href="#">Permission Numbers</a>

Notify	ID	Name	Grade Basis	Units Taken	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt
<input type="checkbox"/>	000535965	Andreoli,Shannon Lynn	Graded	4.00	Postbaccalaureate - BS: Biology	Graduate	12/14/2009	05/22/2010
<input type="checkbox"/>	000298676	Armstrong,Anneke E	Graded	4.00	Undergraduate - BS: Biology, Cell & Molecular	Senior	12/01/2009	05/22/2010
<input type="checkbox"/>	000745876	Brown,James Stanford	Graded	4.00	Undergraduate - BS: ESRM, Resource Management	Junior	12/03/2009	05/22/2010
<input type="checkbox"/>	000768834	Buraye,Edward	Graded	4.00	Undergraduate - BA: Biology	Junior	12/01/2009	05/22/2010
<input type="checkbox"/>	000468222	Callahan,Laura Elizabeth	Graded	4.00	Undergraduate - BS: Biology	Junior	12/01/2009	05/22/2010
<input type="checkbox"/>	000543245	Ebel,Keshia May	Graded	4.00	Undergraduate - BS: Biology, Cell & Molecular	Senior	01/20/2010	05/22/2010
<input type="checkbox"/>	000509107	Eckley,Erich Christian	Graded	4.00	Undergraduate - BS: Environ Sci Resource Mgmt	Junior	12/02/2009	05/22/2010
<input type="checkbox"/>	000157184	Ervin,Alyssa L.	Graded	4.00	Undergraduate - BA: Biology	Senior	12/21/2009	05/22/2010
<input type="checkbox"/>	000311546	Fernandez Jr,Jerry Castillo	Graded	4.00	Undergraduate - BA: Biology	Junior	12/13/2009	05/22/2010
<input type="checkbox"/>	000671035	Goff MRS,Katrina Tisdale	Graded	4.00	Undergraduate - BS: Biology	Senior	11/30/2009	05/22/2010
<input type="checkbox"/>	000506832	Guglielmo,Ann-Marie	Graded	4.00	Undergraduate - BA: Biology	Senior	12/10/2009	05/22/2010
<input type="checkbox"/>	000671139	Hardwick,Christopher Thomas	Graded	4.00	Undergraduate - BS: Environ Sci Resource Mgmt	Senior	12/02/2009	05/22/2010
<input type="checkbox"/>	000229204	Hicks,Rachel Ann	Graded	4.00	Undergraduate - BS: Biology	Senior	02/01/2010	05/22/2010
<input type="checkbox"/>	000726181	Hidalgo Jr,Gerardo Loreda	Graded	4.00	Undergraduate - BS: ESRM, Environmental Sci	Junior	12/02/2009	05/22/2010
<input type="checkbox"/>	000504453	In,Chris Hyuchong	Graded	4.00	Undergraduate - BA: Biology	Junior	01/06/2010	05/22/2010
<input type="checkbox"/>	000583727	Kobritz,Naomi Shayna	Graded	4.00	Undergraduate - BS: Biology	Senior	11/30/2009	05/22/2010
<input type="checkbox"/>	000655396	Kraemer,Reed Alan	Graded	4.00	Undergraduate - BS: ESRM, Resource Management	Senior	12/03/2009	05/22/2010
<input type="checkbox"/>	000347829	Llamas,Emmanuel	Graded	4.00	Undergraduate - BA: Biology	Junior	12/02/2009	05/22/2010
<input type="checkbox"/>	000659582	Nishinaka,Kimberly	Graded	4.00	Undergraduate - BA: Biology	Senior	11/30/2009	05/22/2010
<input type="checkbox"/>	000186343	Smith,Michael T	Graded	4.00	Undergraduate - BS: ESRM, Resource Management	Senior	01/12/2010	05/22/2010
<input type="checkbox"/>	000423983	Stiles,Jessica Marie	Graded	4.00	Undergraduate - BS: Biology, Medical Imaging	Senior	11/30/2009	05/22/2010
<input type="checkbox"/>	000243660	Valadez,Georgia	Graded	4.00	Undergraduate - BS: Biology	Junior	04/10/2010	05/22/2010
<input type="checkbox"/>	000359542	Warren,Jessica Shea	Graded	4.00	Undergraduate - BS: Biology	Senior	11/30/2009	05/22/2010
<input type="checkbox"/>	000715794	Wolfe,John Ross	Graded	4.00	Undergraduate - BA: Biology, Pre-Professional	Junior	12/03/2009	05/22/2010

Notify Selected Students |  Notify Enrolled Students

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

*students who attended*

*WFVZ trip on 4/22/10*







California State University Channel Islands  
Check Request Form

230

To be used for transactions not requiring a purchase order, service agreement or travel & expense reimbursement

MAKE CHECK PAYABLE TO:

Name: Western Foundation of Vertebrate Zoology  
Address 1: 439 Calle San Pablo  
Address 2:  
City, State Zip: Camarillo, CA 93012  
Amount: \$ \$42.00

PeopleSoft Vendor ID: 4437  
Note: New vendors must complete a Form 204

Check Instructions:

- Mail to payee
Pick up at Cashier - Ext
Mail attachments with check - include copies

Description to appear on reports (30 characters)

TYPE OF PAYMENT:

- Advertising, Art Model, Bank Fee\*, Freight/Postage, Honorarium/Speaker, Interpreting/Note taking
Lodging (Camarillo area)\*\*, Membership/Dues, Parking, Payroll, Permit/License, Registration/Conference
Subscription/Periodical, Tax Remittance\*, Utility/Telephone
IRA Activity
Other - must be explained

\*Accounting Use Only \*\*Hampton Inn/Country Inn/Courtyard Marriott

DESCRIPTION AND/OR EXPLANATION OF PAYMENT:

Entrance fee for WFVZ \$3 per student, 14 students attending. IRA Sponsored Activity. Minutes from IRA meeting approving field trip attached. BIOL 433 syllabus with field trip attached. Class Roster attached.

ACCOUNTING & APPROVAL:

Table with 7 columns: Account, Fund, Dept ID\*, Program, Class, Project/Grant\*\*, Amount. Row 1: 660003, TK910, 720, 90196, \$42.00. Total: \$42.00

\*Depts. 2xx,3xx,4xx,6xx,9xx require additional approval as designated by VP Finance & Admin.

Requestor: Mary Devins x3253
Approver: Dan Wakelee
Approver: (If required)

Signatures and dates for Mary Devins, Dan Wakelee, and another approver. Dates include 2-13-09 and 2/18/09.





1691 Spinnaker Drive, Suite 105B, Ventura, CA 93001

Phone 805-642-1393 Fax 805-642-6573  
groupcharters@islandpackers.com

Invoice Date  
9/4/2008

**INVOICE**

230

Booking # R194976

Please indicate booking number on all correspondence or payment.

Account # 91289

APPROVED FOR PAYMENT

Cal State University Channel Islands  
Angela Chapman  
5538 Kamet Ct  
Ventura CA 93001-

BY [Signature]  
DATE 10-7-08  
ACCT. 660003 TR910 120 90196  
CONTRACT/PO 6989  
 PARTIAL PAYMENT  
 PAYMENT IN FULL

Phone (805) 676-1080 x  
Fax  
E-mail [angela.chapman@csuci.edu](mailto:angela.chapman@csuci.edu)

Excursion Date	Transportation Type	EXCURSION DESTINATION
October 11, 2008	Day Trip	Santa Cruz Island - Prisoners Harbor

Passenger Count	Adult	Senior	Child	Infant	Total Passenger Count	Additional Transport Charges For	Single Kayaks -13 ft	Double Kayaks +13 ft	Surf Boards
	30	0	0	0	30		0	0	0

Trip Fares	Adult	Senior	Child	Single Kayaks	Double Kayaks	Surf Boards	Total Trip Cost
	\$44.00	\$44.00	\$32.00	\$14.00	\$20.00	\$6.00	\$1,320.00

Deposit Amount: \$200.00  
Deposit Due Date: 9/19/2008

This is NOT a confirmed reservation until the deposit has been received. If you are unable to meet the date indicated please contact Island Packers at [www.groupcharters@islandpackers.com](http://www.groupcharters@islandpackers.com) or by phone at 805-642-1393 ext. 300.

Deposit Comments:

Final Passenger Count Due: 9/27/2008  
Balance Due Date: 10/4/2008

The cost of this trip is predicated on your estimated passenger count. An accurate final passenger count will ensure you pay for only the seats you are using. Advance payment is required for ALL seats reserved

Balance Comments:  
Balance must be received no later than the date indicated of 10/4/08

230



# California State University Channel Islands Check Request Form

To be used for transactions not requiring a purchase order, service agreement or travel & expense reimbursement

### MAKE CHECK PAYABLE TO:

Name: Western Foundation of Vertebrate Zoology

Address 1: 439 Calle San Pablo

Address 2: \_\_\_\_\_

City, State Zip: Camarillo, CA 93012

Amount: \$ 120.00

PeopleSoft Vendor ID: 4437

Note: New vendors must complete a Form 204

### Check Instructions:

- Mail to payee
- Pick up at Cashier - Ext \_\_\_\_\_
- Mail attachments with check - include copies

Description to appear on reports (30 characters)  
For CSU BIOL 433 Field Trip

### TYPE OF PAYMENT:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Advertising              | <input type="checkbox"/> Lodging (Camarillo area) ** | <input type="checkbox"/> Subscription/Periodical         |
| <input type="checkbox"/> Art Model                | <input type="checkbox"/> Membership/Dues             | <input type="checkbox"/> Tax Remittance*                 |
| <input type="checkbox"/> Bank Fee*                | <input type="checkbox"/> Parking                     | <input type="checkbox"/> Utility/Telephone               |
| <input type="checkbox"/> Freight/Postage          | <input type="checkbox"/> Payroll                     | <input checked="" type="checkbox"/> IRA Activity         |
| <input type="checkbox"/> Honorarium/Speaker       | <input type="checkbox"/> Permit/License              | <input type="checkbox"/> Other- <b>must</b> be explained |
| <input type="checkbox"/> Interpreting/Note taking | <input type="checkbox"/> Registration/Conference     |  |

\*Accounting Use Only

\*\*Hampton Inn/Country Inn/Courtyard Marriott

### DESCRIPTION AND/OR EXPLANATION OF PAYMENT:

Entrance fee for WFVZ \$3 per student, 39 students attending plus instructor. IRA Sponsored activity. Minutes from IRA meeting approving field trip attached. BIOL 433 Syllabus with field trip attached. Class Roster attached.

### ACCOUNTING & APPROVAL:

Account	Fund	Dept ID*	Program	Class	Project/Grant**	Amount
660003	TK910	720	90196			\$120.00
<b>Total</b>						<b>\$120.00</b>

\*Depts. 2xx,3xx,4xx,6xx, require additional approval by VP Finance & Admin.; dept 9xx requires approval by Budget Dir.

\*\*SA901Grant requires additional review by Grants/Contracts Administrator

Requestor: Mary Devins  
Printed Name & Extension

Mary Devins  
Signature

11-26-08  
Date

Approver: Dan Wakelee  
Printed Name & Extension

Dan Wakelee  
Signature

11-26-08  
Date

Approver: \_\_\_\_\_  
(If required) Printed Name & Extension

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

230

**Instructional Related Activities  
Report Form**

SPONSOR	DEPARTMENT
Dr. A. Chapman	Biology

ACTIVITY TITLE	DATE (S) OF ACTIVITY
Field Trip to Santa Cruz Island	October 13 <sup>th</sup> 2007

**PLEASE EXPLAIN (1) DESCRIPTION OF ACTIVITY; (2) HOW DID THE ACTIVITY RELATE TO A COURSE(S); AND (3) WHAT YOU LEARNED FROM THE PROCESS.**

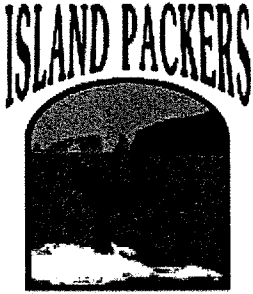
The purpose of the trip is to introduce students to the ecology of the Channel Islands. Students participated in an all day field trip to Prisoners Harbor, Santa Cruz which is part of the Channel Islands National Park. Transportation to the island was provided by Island Packers, the official National Parks carrier and the students spent approximately 5 hours on the island. This field trip is an integral component of Biol 433 Ecology and the Environment. The field trip addressed several educational objectives of the Ecology and the Environment course. Namely to

- (a) understand the history of the Channel Islands
- (b) familiarize students with native and exotic species
- (c) evaluate the methods currently being used to restore the island
- (d) quantify the effectiveness of the different management strategies adopted and consider their controversial nature.
- (e) observe and consider the distinct plant and animal communities and how they relate to island biogeography
- (f) appreciate the islands as a repository for the biodiversity of this region

Students were required to complete a lab report which covered the objectives as outlined in a-f.

Feedback from students regarding this activity is always positive. Being able travel to Santa Cruz Island has a huge impact on students understanding of ecology and ecological processes in the local area.

230



Since 1968

1691 Spinnaker Drive, Suite 105B, Ventura, CA 93001

Phone 805-642-1393 Fax 805-642-6573  
groupcharters@islandpackers.com

Invoice Date  
5/5/2010

### INVOICE

Booking # R175897 Please indicate booking number on all correspondence or payment. Account # 91289

C.S.U.C.I.

Phone (805) 676-1080 x

Angela Chapman

Fax (805) 437-8895

5538 Kamet Ct

E-mail angela.chapman@csuci.edu

Ventura CA 93001

Destination **Santa Cruz Island - Prisoners Harbor** Date of Trip **4/17/2010**

Description of Service Provided	Cost Each	Quantity	Total Cost
Day Excursion - Adult	\$44.00	14	\$616.00
Camper Transportation - Adult - One Way	\$29.50	2	\$59.00
NO SHOW Day of Trip	\$44.00	3	\$132.00
1/11/10 Balance Overpayment from R174953	\$316.00	-1	(\$316.00)
4/17/10 Payment in Cash	\$160.00	-1	(\$160.00)

Total of all Charges \$331.00

Deposit Paid

Additional Payments Received

Balance Due to Island Packers \$331.00

Comments:

APPROVED FOR PAYMENT  
 BY [Signature]  
 DATE 5/11/10  
 ACCT. 660003 TK910 720 90196  
 CONTRACT/PO 8237  
 PARTIAL PAYMENT  
 PAYMENT IN FULL \$311.00







# Day Trip Service Agreement

230

Account # 91289

Booking # R175897

## TRIP INFORMATION

Please review Date, Time & Destination. Notify Group Sales if incorrect.

Harbor of Departure:	Ventura Harbor- 1691 Spinnaker Drive - Ventura - CA 93001		
Departure Date:	Saturday, March 13, 2010	Vessel:	Islander
Departure Time:	8:00 AM	Check In Time:	7:15 AM
		Depart Island:	3:00 PM
		Return to Dock:	5:00 PM
Island Destination:	Santa Cruz Island - Prisoners Harbor		
Special Requests			

## RESERVED FOR

Please review and change incorrect information prior to signing and returning

Last Name	Chapman	First Name	Angela	Group	CI Channel Islands
Street Address	5538 Kamet Ct	City	Ventura	St.	CA
		Zip Code	93001-		
Phone (805) 676-1080 x	Cell (805) 437-8895	Fax (805) 437-8895	Email angela.chapman@csuci.edu		

## FINANCIAL INFORMATION

All Payment Terms must be met. Notify Group Sales if unable to meet terms.

Seats Reserved	25	Trip Fares: AN ** \$41.00 Adults -- \$28.00 Child (3-12 years) -- \$41.00 Senior (55 & older)
Kayaks Transport Space Reserved:		Kayak Transport Fare: Single Kayak \$14.00 Double Kayaks 20.00
A Deposit of \$316.00	was paid on	01/07/10
		Balance Due By: 3/4/10
Final Passenger Count Due: 2/27/2010	Failure to reduce your passenger count will result in paying for unfilled seats A minimum of 10 pasengers is required for this discounted fare.	
Additional charges for : \$316.00 Deposit funds uses up all remaining credit with IPCCO		
<b>No individual check-in/payments are permitted on the day of your trip</b>		

*Island Packers Day Trip Guidelines. Please follow these simple steps for the benefit of all passengers and crew.--*

-- Passengers must arrive 30 minutes before departure time. - Kayaks must arrive 1 hour prior to departure and must have a transport tag before being loaded. Late arriving kayaks may not be loaded. Kayak must be empty of all gear/seat backs and have a 6-8 foot bowline with a clip on the free end. - The group leader should proceed to the office with the completed passenger manifest The manifest should include the names and emergency phone # of each member of your group Boarding passes issued will be determined by the number of names on the completed passenger manifest . All passengers must have their own boarding pass to board the boat.

**-- NO SINGLE ITEM (INCLUDING ICE CHESTS) MAY WEIGH MORE THAN 45 LBS. --**

**You are responsible for payment of all spaces you have reserved on the day of your trip.  
No refunds will be given for no-shows on the day of the trip.**

You **DO NOT** have a confirmed agreement until the required deposit is received. If you cancel within 30 days of this trip, your deposit will be forfeited. In case of unfavorable weather or sea conditions, Island Packers will cancel at 5:30 AM on the day of your trip and your full deposit will be refunded or applied to another trip. **IF YOU** cancel the trip because of weather, your deposit will be forfeited. If weather conditions prevent landing and the boat returns early, your fares will be pro-rated.

**PLEASE READ THIS DOCUMENT CAREFULLY.**

**Sign and return this copy upon receipt.**

I AGREE TO THE TERMS AND CONDITIONS HEREIN

DATE \_\_\_\_\_

Mail all correspondence to: Island Packers - 1691 Spinnaker Drive, Suite 105B - Ventura - CA - 93001  
Phone 805-642-1393 Ext. 307 Fax 805-642-6573 E-Mail groupcharters@islandpackers.com

Operator R17

Date 1/7/2010

S/A Mailed 1/14/10



REQUEST FOR GOODS & SERVICES (RGS)

230

PO #: Procurement use only

Date: 1/15/2010

New Vendor: [ ] Yes [x] No
Vendor Name: Island Packers
Address: 1691 Spinnaker Drive Ste 105B
City/State/Zip: Ventura, CA 93001
Phone: 805-642-1393 ext 307
Fax: 805-642-6573
E-mail: groupcharters@islandpackers.com
Sales Rep: Mary Reed

Requestor Name: Mary Devins
Phone: x3253
Dept #/Name: for 720/BIOL
\* Delivery Date: 3/13/2010
Quote #: R175897
Matching rules: [x] 2-way [ ] 3-way
\* E-mail copies to: mary.devins@csuci.edu

receiving@csuci.edu

Receiving instructions: Bldg: Rm #:

Table with 12 columns: Catalog/Part #, Description, UOM, QTY, Unit Price, Ext. Price, Account #, Fund, Dept #, Program, Class, Project. Includes Taxed Subtotal row.

NON-TAXABLE ITEMS table with 12 columns, including Santa Cruz Island Trip.

Contract Services: Check one: [ ] MEA [ ] CMAS [ ] Contract proposal attached
State Contract #:
Contract Administrator:
Phone:
E-mail:

Subtotal \$1,025.00
Tax \$0.00
Shipping
Total \$1,025.00
Comments: \$316 Deposit made using existing credit with Island Packers. Balance due 3/4/10. Service Agreement Attached. IRA Supported.
Signatures/Approvals Print name/Signature
IT/OPC Mgr (if required)
If order is IT related: An approval signature must be obtained.
Chair/Dept. Budget:
Dean/Director:
Division VP/Designee:
President (if required):

\* required



**California State University Channel Islands  
Check Request Form**

230

To be used for transactions not requiring a purchase order, service agreement or travel & expense reimbursement

**MAKE CHECK PAYABLE TO:**

PeopleSoft Vendor ID: 4437  
 Note: New vendors must complete a Form 204

Name: Western Foundation of Vertebrate Zoology

Address 1: 439 Calle San Pablo

Address 2: \_\_\_\_\_

City, State Zip: Camarillo, CA 93012

Amount: \$ 126.00

\*Check will only be held for 48 hours after notification before being mailed out.

**Check Instructions:**

- Mail to payee
- \* Pick up at Cashier - Ext \_\_\_\_\_
- Mail attachments with check – include copies

Description to appear on reports (30 characters)  
WFVZ admission

**TYPE OF PAYMENT:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Advertising              | <input type="checkbox"/> Lodging (Camarillo area) ** | <input type="checkbox"/> Subscription/Periodical         |
| <input type="checkbox"/> Art Model                | <input type="checkbox"/> Membership/Dues             | <input type="checkbox"/> Tax Remittance*                 |
| <input type="checkbox"/> Bank Fee*                | <input type="checkbox"/> Parking                     | <input type="checkbox"/> Utility/Telephone               |
| <input type="checkbox"/> Freight/Postage          | <input type="checkbox"/> Payroll                     | <input checked="" type="checkbox"/> IRA Activity         |
| <input type="checkbox"/> Honorarium/Speaker       | <input type="checkbox"/> Permit/License              | <input type="checkbox"/> Other- <b>must</b> be explained |
| <input type="checkbox"/> Interpreting/Note taking | <input type="checkbox"/> Registration/Conference     |  |

\*Accounting Use Only

\*\*Hampton Inn/Country Inn/Courtyard Marriott

**DESCRIPTION AND/OR EXPLANATION OF PAYMENT:**

Admission to WFVZ for Angela Chapman's BIOL 433 class, which was funded by IRA.

**ACCOUNTING & APPROVAL:**

Account	Fund	Dept ID*	Program	Class	Project/Grant**	Amount
660003	TK910	720	90196			\$126.00
<b>Total</b>						\$126.00

\*Depts. 2xx,3xx,4xx,6xx,9xx require additional approval as designated by VP Finance & Admin.

**Requestor:** Mary Devins x 3253  
 Printed Name & Extension

Mary Devins  
 Signature

12-15-09  
 Date

**Approver:** Dan Wakelee  
 Printed Name & Extension

Dan Wakelee  
 Signature

\_\_\_\_\_  
 Date

**Approver:** \_\_\_\_\_  
 (If required) Printed Name & Extension

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Western Foundation of Vertebrate Zoology

INVOICE

439 Calle San Pablo  
 Camarillo, CA 93012  
 Phone: 805-388-9944, Fax: 805-388-8663  
 Website: www.wfvz.org

Date	Invoice #
11/9/2009	1328

230

2009 NOV 13 A 10:17

Sold To
CA State University Channel Islands One University Drive Camarillo, CA 93012

Ship To
CA State University Channel Islands One University Drive Camarillo, CA 93012

M ANZANIA HALL

P.O. Number	Due Date
	11/9/2009

Quantity	Description	Price Each	Amount
21	Ecology Class Lab Fee - Nov. 5, Angela Chapman's	3.00	63.00
21	Ecology Class Lab Fee - Nov. 6, Angela Chapman's	3.00	63.00

WESTERN FOUNDATION OF VERTEBRATE ZOOLOGY  
 439 CALLE SAN PABLO  
 CAMARILLO, CA 93012  
 TEL: 805-388-9944 FAX: 805-388-8663  
 WWW.WFVZ.ORG  
 PAYMENT REQUIRED  
 PAYMENT IN FULL

Please Remit To Above Address. Thank You!

**Total** \$126.00

230

	BIOL 433	
1	Alcala	Gabriel
2	Alexander	Stacey
3	Algiers Jr	Joseph
4	Anderson	Crystal
5	Bracken	Corey
6	Brittain	Corey
7	Brugnone	Bobby
8	Cano	Rebecca
9	Casillas	Valerie
10	Combs	Mike
12	Cox	Ryane
11	Cox	Johnathon
13	Davis	Skye
14	Depriest	Jocelyn
15	Dolinar	Kevin
16	Dominello	Talia
17	Edwards	Kerstin
18	Escareno	Mario
19	Flores	Adriana
20	Gamboa	Judy
21	Giudice	Domenic
22	Gutierrez	Cindy
23	Herrera	Mark
24	Johnson	Rob
25	Lampman	Brittany
26	Lopez	Andrew
27	Lustina	Lloyd
28	Mccarty	Paul
29	Moran	Tim
30	Overton	Alice
31	Penland	Jared
32	Quin	Tanya
33	Rivas	Felix
34	Sharp	Thomas
35	Simily	Sarah
36	Simmons	Adelaide
37	Skinner	Robert
38	Tam	Kari
39	Valadez	Georgina
40	Vela	Sara
41	Villalta	Beatriz
42	Wall	Alison
43	Warmuth	Brock
44	Wile	Shana
45	Wilson	Andrew

2-30

**Devins, Mary**

---

**From:** Chapman, Angela  
**Sent:** Thursday, March 12, 2009 5:57 PM  
**To:** Devins, Mary  
**Subject:** RE: IRA Funds

Great! ...thanks Mary for your help

---

**From:** Devins, Mary  
**Sent:** Thursday, March 12, 2009 4:01 PM  
**To:** Chapman, Angela  
**Subject:** RE: IRA Funds

Hi Angela,

You have \$2038 remaining from your prior award. I will bring up rolling that over into next year at the next committee meeting, which will likely be next week. I don't anticipate that it will be a problem, and I will email you about the rollover once it has been voted on.

I show that WFVZ was paid the \$42 on 2/23/09. So, you should be good to go.

Thanks,  
Mary

---

**From:** Chapman, Angela  
**Sent:** Thursday, March 12, 2009 3:19 PM  
**To:** Devins, Mary  
**Subject:** IRA Funds

Hi Mary

Please may I submit a request to the IRA committee that my current funds be rolled over to next year? The funds were slated for transport of students to Santa Cruz Island as part of their Biol 433 Ecology and the Environment class however the trip was cancelled twice by the carrier (Island Packers) due to bad weather in the channel last semester.

Also, a couple of other matters....(i) please could you let me know how much money is left in my account and (ii) if the WFVZ was paid the \$42 for the field trip on March 26th?

Thanks Mary  
Angela

Dr. A. Chapman  
Biology Program  
CSU Channel Islands  
One University Drive  
Camarillo, CA 93012

Tel: (805) 437-2774  
email: angela.chapman@csuci.edu

**Instructional Related Activities  
Report Form**

SPONSOR	DEPARTMENT
Dr A. Chapman	Biology

ACTIVITY TITLE	DATE (S) OF ACTIVITY
Field Trip to Santa Cruz Island and the Western Foundation of Vertebrate Zoology	March 13 <sup>th</sup> (Santa Cruz Island) April 22 <sup>nd</sup> (WFVZ)

**PLEASE EXPLAIN (1) DESCRIPTION OF ACTIVITY; (2) HOW DID THE ACTIVITY RELATE TO A COURSE(S); AND (3) WHAT YOU LEARNED FROM THE PROCESS.**

The Channel Islands field trip is an integral component of Biol 433 Ecology and the Environment. The trip includes crossing the Santa Barbara Channel with stops made enroute to look for, and identify, the marine fauna of this region. Once on the island, the students took a guided hike by an experienced naturalist. They were introduced to the unique aspects of the ecology of the many plant communities, and identifying dominant, endemic, and indicator plant species to be found on the island.

Students investigated the ecological characteristics of natural ecosystems and the basic effects of human society upon those systems. Plant and animal distribution patterns in relation to past and present physical and biotic factors were covered. Issues of resource management, population, food production, global environmental problems were also emphasized. This field trip addressed several educational objectives of the Ecology and the Environment course. Namely to:

- (a) understand the history of the Channel Islands
- (b) familiarize students with native and exotic species
- (c) evaluate the methods currently being used to restore the island
- (d) quantify the effectiveness of the different management strategies adopted and consider their controversial nature.
- (e) observe and consider the distinct plant and animal communities and how they relate to island biogeography
- (f) appreciate the islands as a repository for the biodiversity of this region

The WFVZ trip allowed students to appreciate the value of museum collections and gain an understanding of how scientists use these collections to answer hypothesis –driven questions.