CALIFORNIA STATE UNIVERSITY
CHANNEL ISLANDS

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

Application
Instructionally Related Activities Funds Request
2009-2010 Academic Year
DEADLINE: Fall and Academic Year 3/15/09
Spring 10/15/10

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): Sue Saunders, Director of Academic Advising and Learning Support, 805-437-8514
Activity/Event Date(s): Academic Year 2009/2010 Tutoring for LRC and WC
Date Funding Needed By: Fall 2009 semester
**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:
□ Equipment Purchase
□ Event
□ IT Requirements
□ International Travel
□ Space/OPC Requirements
□ Infrastructure/Remodel
□ Other _____

□ Field Trip
□ Participant data collection for public dissemination, i.e. interviews/surveys that result is a journal/poster session/newsletter
□ Risk Management Consultation
□ Late Submission (Passed Deadlines: **Fall 3/15, Spring 10/15)**

Previously Funded: □YES □NO   Yes, Request # _____

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:

Date of Submission:

Amount Requested: $25,000
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: varies, approximately 1500 students

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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.

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.

   These funds will be used to pay tutor salaries for peer tutors working in the University Learning Resource Center (LRC)and the University Writing Center (WC). Funding for LRC and WC tutoring will help CSUCI students, both those who tutor and those who receive tutoring, to become more successful students. The amount requested, $25,00, would pay for tutors earning $11.00/hour working in the LRC and WC for the 2009/2010 academic year.

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.

   Tutors in the Writing Center provide one-to-one writing assistance and in-class tutoring for many courses taught at CI. Assistance for English 101 and 105 was most common for WC tutors. During the 08/09 academic year, WC tutors provided in-class tutoring for 19 sections of composition classes. Although composition courses are the most common tutoring requests, during the 08/09 academic year, assistance was provided for writing assignments for courses across the disciplines.

   Tutoring provided by the tutors in the Learning Resource Center primarily support the Math courses taught at CI. The greatest number of students requested tutoring for Math 150, Math 151, Math 140, Math 105, Math 94 and Math 95. During the 08/09 academic year, the LRC received many requests for BIOL 203 tutoring. The LRC hopes to hire a tutor to work specifically with students needing assistance with BIOL 203 and other statistical courses taught outside the Math discipline. In addition the Center provided tutoring space for other discipline tutoring such as Spanish, Chemistry and Biology.

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.**

   Both Centers regularly assess tutoring sessions with students. During the 08/09 academic year, tutors in the WC facilitated 30-minute tutorials. Students tutored

had the opportunity to evaluate the tutoring session (such as whether or not the student is now more confident about her or his writing, whether or not the student is better prepared to complete her or his assignment, and whether or not the tutor was as helpful as possible). During the 09/10 academic year the WC will continue to provide evaluations to students for in-class sessions as well as the individual sessions. Similar evaluations regarding Math tutoring were facilitated as well. These evaluations enable both centers to assure that a high quality of service is offered to each student and will provide assessment for IRA educational goals.

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

5. **Sources of Activity Support.** Please list the other sources of funding, and additional support for the activity.
The University Writing Center and the Learning Resource Center receive most of its funding through Academic Affairs. Due to drastic budget cuts to the CSU, tutoring funding was reduced by approximately 50%. In order to maintain what has been funded for the past few years, IRA funds are needed to maintain the current level of student demand for tutoring assistance.

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

_____   10/8/09
Project Sponsor   Date

_____   10/8/09
Program Chair/Director   Date

_____   10/13/09
Dean

ACTIVITY BUDGET FOR **2009-2010**

1. Operating Expense Budget
   - A. Supplies _____
   - B. Vendor Printing _____
   - C. In-State Travel _____
   - 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) Tutors $25,000_____
   -       TOTAL Expenses $25,000_____

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) _____
   - **E. Requested Allocation
     from IRA**

         Total Revenue $25,000_____