



**INSTRUCTIONALLY
RELATED
ACTIVITIES**

C H A N N E L
I S L A N D S

**IRA Committee Meeting
Tuesday, March 11th 2014 @ 8:00am
Meeting Minutes**

Attendance: Simone Aloisio, Vanessa Bahena, Kristina Cervi, Andrew Medrano, Paul Murphy, Nicole Perez, Sara Sanders.

Members absent: Chanda Cunningham-Spence, John Slagboom.

Staff and administrators present: Lisa Ayre-Smith, Dan Wakelee, Diane Wei

I) Welcome

Meeting called to order at 8:03am.

II) Approval of the Minutes of March 4th, 2014

Motion to approve by S. Aloisio. Motion was seconded by N. Perez.

III) Update on Finance meeting

D. Wakelee spoke about meeting he had with Lisa and Kate Harrington with Missy Jarnagin in Finance. There was resolution on how to handle IRA approvals more expeditiously. However, the IRA budget may end up being more conservative than previously determined, as Budget is going to stick with the set budget (along with rollover from previous year.) Any additional revenue will carry forward to next year. There will be very little carry-forward from this year and rollover will disappear. Base budget might be slightly less; around 10,000 to \$15,000 less for the year.

IV) Action Items

1) Mathematics Seminars

Discussion of payment, scope of work, and different schedules for lecturers, including difference between full- and part-time lecturers. D. Wakelee said payments to lecturers in the past has been the practice in the past for this proposal and that the Committee should be really clear about expectations moving forward. Chair asked for Committee input. Discussion of expectations of service of tenure track faculty. Two faculty members present agreed that it's a grey area and students should decide. Chair noted a reluctance to make payments on activities under one hour. S. Sanders asked if CI faculty are not being paid, would that mean hiring faculty from other universities first? A. Medrano asked whether events are held on campus and the chair answered yes.



**INSTRUCTIONALLY
RELATED
ACTIVITIES**

**C H A N N E L
I S L A N D S**

A member commented that the proposal has already been allocated. V. Bahena noted that payments are not outrageous for the current proposal. Chair noted that in the future we can look out for paying faculty and put any conditions in the award letter. Email Chair with any feedback.

2) Discuss 612 -CERN

Chair gave background on current issue of recurring students relevant to this proposals. Discussion of putting conditions in award letters. P. Murphy noted that in the future, IRA guidelines should reflect all international trips, not just University 392. D. Wakelee mentioned that guidelines should be specific regarding courses with substantial investment and travel required, not academic field trips. S. Sanders asked whether recurring students means students going on the same trip or different international trips. Chair clarified that it doesn't have to be the same trip. Discussion of whether this policy should apply to UNIV 391. Chair asked if it is possible for the IRA Committee to retract funding. D. Wakelee pointed out potential problems of retroactively applying policy and suggested that it is better to apply policies and guidelines moving forward. Email chair if there are comments or feedback.

3) Discuss 593- South Africa

Floor was opened for discussion. P. Murphy noted that the requested amount of approximately \$72,505 is a large portion of overall IRA budget. Discussion of funding at a lower amount and bringing fewer students. Chair noted UWC, tour and travel fees. Discussion of whether fees are normal for tour guides and travel agency. S. Aloisio and D. Wakelee noted cost differences between more and less developed countries. Chair noted that funding would be at \$3625 per student at 20 students. Chair asked for Committee feedback if proposal was lowered to 15 students at \$54,375.

V. Bahena asked about student-faculty ratio on trips. Chair noted that there is not uniformity on this issue and quoted an example of Yellowstone ([Proposal 599](#)), which, for this spring has two faculty and 12 students and noted that most trips are normally 15-20 students. S. Aloisio suggested giving proposers a budget and noted that 15/2 faculty ratio comes from International Affairs Committee. Discussion of disallowing funding. V. Bahena commented that having two faculty may provide different perspectives and asked would it be detrimental to only have one faculty. K. Cervi gave background on faculty members, commenting that both of the instructors teach the class. V. Bahena asked about meals and it was noted that food would be funded by course fee.

V. Bahena moved to approve budget at 15 students at \$54, 375- \$3625 per student. Seconded by S. Aloisio.



California State
University

**INSTRUCTIONALLY
RELATED
ACTIVITIES**

C H A N N E L
I S L A N D S

Motion passed by consensus.

V) Adjourn
8:49am