



INSTRUCTIONALLY RELATED ACTIVITIES

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

IRA Committee Meeting Tuesday, February 18th, 2014 8:00am **Meeting Minutes**

Attendance: Simone Aloisio, Kristina Cervi, Chanda Cunningham-Spence, Mar-Kell Law, Andrew Medrano, Paul Murphy, Nicole Perez.

Staff Present: Lisa Ayre-Smith, Daniel Wakelee
Guests Present: Dianne Wei

I) Meeting called to order

Meeting called to order at 8:03am.

II) Approval of the Minutes of November 26th, 2013

Motion to approve by S. Aloisio. Motion was seconded by P. Murphy. Chair made change to reflect correct date (11/26 not 11/19)

II) Chair welcome

Chair Cervi announced that the IRA Policy was passed by the President's Policy and Planning Council. There have also been meetings and some work done on UNIV 392. Now at the beginning of the semester, the Committee should work on Operating Policies and Procedures.

III) Committee Philosophy

Discussion of timeline and process for semester. Chair suggested Committee start discussion on Category III so Committee can devote more time and thought to these larger proposals. P. Murphy asked if that means the Committee will be voting on III's first? Chair answered no, stating that this will be a preliminary discussion. Chair gave reminder to stay under budget and commented on delayed approval of budget last semester. Dan and Lisa will meet with Finance to improve process.

1) Recurring students. Chair noted that there is nothing in the IRA guidelines about recurring students on UNIV 392 trips. A database has been created of student participants from 2010-2014. M. Law asked how many repeat participants there are, and Chair noted there were about 8 students so far that had gone on more than one trip. Chair asked for committee feedback, noting that IRA hopes to work more closely with CIA. Discussion of mechanism of how Committee will become aware of repeat participants, and logistical issues of student tracking and student payments. Question arose as to whether both UNIV 391 and UNIV 392 should be counted. It was noted that friends or accompanying students



INSTRUCTIONALLY RELATED ACTIVITIES

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

are able to go on trips. Discussion of whether it would be possible for IRA to reimburse the course fee after trips are complete. Chair stated that she would like to add some wording to guidelines regarding repeat students.

2) Funding food on IRA trips

Chair opened floor for discussion. N. Perez noted that food should not be provided for events, but that purchase of food on trips is understood; in that case it should be groceries, not catering or going out to eat. Chair pointed out that some package tours include food. A. Medrano noted that we should fund food if it's a day trip (such as 3-5 days) if there is no other sources for food. Trips that are close or only a day, shouldn't be funded for food.

As an aside, Chair noted that application is now online.

3) Faculty expenses & per diem

Chair explained current process for reimbursing faculty. Classes have course fee. Instructors submit receipts. A. Medrano said that given his personal experience, from a finance perspective, per diems are easier and quicker. Questions arose whether per diems include lodging, or only food. S. Aloisio and C. Cunningham-Spence suggested putting per diems in non-funded portion of the budget.

Discussion of IRA deadline. Deadline had been announced as February 28th but published as March 1st. It was decided that deadline will stay March 1st.

IV) Adjourn

8:40am