



**INSTRUCTIONALLY
RELATED
ACTIVITIES**

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

IRA Committee Meeting
Tuesday, October 1st, 2013
8:00am
Meeting Minutes

Members present:

Simone Aloisio, Vanessa Bahena, Kristina Cervi, Chanda Cunningham-Spence, Mar-Kell Law, Paul Murphy, Brent Nessel.

Staff present: Janson Chapman, Dan Wakelee, Lisa Ayre-Smith.

Informal discussion of website and budget since quorum wasn't met.

a) Went over how to access proposals.

b) Discussion of 10-15% of budget.

c) Discussion of under what conditions would the committee vote electronically or accept electronic votes. Discussion of challenges and whether amendments would be allowed to electronic votes. There was a comment that if there are any objections, vote should be done in person. General agreement there should not be voting in absentia for members, versus an online all email vote. Also, discussion of whether the Committee will allow conference calling in to meetings if a representative is unable to attend.

d) Discussion of what to look for in proposals. Referred committee to guidelines on IRA website.

e) Andrea Grove entered the meeting at this point 8:40am. A. Grove spoke on behalf of importance of UNIV 392 courses. Relayed information from last semester and mentioned that some trips could alternate every other year. A. Grove asked if the IRA Committee wants the Center from International Affairs to prioritize trips? Also mentioned that the IRA Travel Budget automatically calculates requests at 2/3 cost and that some trips could be funded at less percentage, and emphasized the importance of maintaining continual relationships with overseas institutions.

Reminder of last year's committee's desire to prevent students from going if they have been on an number of trips before.

Adjourn --8:59am