

# Instructional Related Activities (IRA) Committee

Tuesday: 4 April 2017

## Meeting Minutes

---

Meeting Objective: To take care of pending business and review budget outlook

---

Attendees: Paul Murphy, Sean Kelly, Lizbeth Perez, Maricela Morales, Elizabeth Heim, Deborah Ehrich, Leticia Cazares

Staff present: David Daniels, Kate Harrington, Beth Hartung, Anna Tovar

### **I. Announcements**

- a. Meeting called to order at 8:17am
- b. K. Harrington announced her retirement from CI, met with appreciation from the committee for her support and service to the university; noted that B. Hartung will take over this role of administrative support for the remainder of the term;

### **II. Approval of Agenda/Minutes**

- a. P. Murphy moved, E. Heim second, All in Favor of approving meeting agenda and minutes;

### **III. General meeting structure for semester (Dave Daniels)**

#### **A. Start review of Category III Proposals and Vote**

1. Category III Proposals with concerns

#### **Proposal #887 – Campus Reading Celebration 2017**

P. Murphy opened remarks observing that the \$1250 request for posters is more than we typically allow; also, parking is \$6 per vehicle, yet the parking request here is \$200 for 100 vehicles, shouldn't it be \$600; D. Daniels / A. Tovar will follow up with a question to the sponsor about this; B. Hartung recalled that part of the logistics behind this event is getting campus buy-in on what the book will be, getting the books in house, obtaining the author commitments in advance, etc.; P. Murphy added that then this is why they can't get the proposal in advance; B. Hartung correct, further discussion by committee on if it would be possible to do the event in spring; S. Kelly added that the IRA office should keep a list of certain equipment that we've purchased; discussion on how

to track funding for proposals that span across fiscal years; B. Hartung suggested that ideally this would be a proposal for the coming Fall, so that they avoid the rush in Spring to fund the project in the same semester; S. Kelly suggested that we could recommend to the President that funds sunset over a longer period, after say a 3 year period, where the committee could re-evaluate at that time, given that this event has been historically funded over the years with a similar amount and objectives;

**Proposal #888 – UNVI 391: Environmental Policy in Alaska**  
(Spring 2018)

Question if this is the first trip to Alaska – B. Hartung replied that it's not the first Alaska trip, but the first of this type of course; general comments in curiosity if there will be any issues with inclement weather;

**Proposal #890 – Model United Nations**

P. Murphy recalled comments from the dean, suggested the committee consider bringing him to a meeting in-person at some point; further of how many trips, 2 or 3, that have historically been included within this recurring proposal;

**Proposal #895 – The Latino Museum of History, Art, and Culture**

P. Murphy asked in particular if the \$700 request for “docent training” entail paying students or faculty; D. Daniels / A. Tovar will follow up with a question to the sponsor about this;

**Proposal #897 – The Natural and Cultural History of Costa Rica**

B. Hartung recalled that this trip recently occurred, just went over January 2017, also recalled budget concerns with this trip; suggested that in particular for UNIV 392s that there needs to be more care in the budget detail with everything being requested; cited example in reviewing this budget file, we should assume that there are cultural activities and entrance fees similar to last time, but neither of these have been detailed in this budget; further observed that the lead proposer is D. Rodriguez, but will he be traveling due to his FERP status; also mentions that a second faculty member is going, but the other faculty member is not named here (recalled last year it was L. O'Hirok); recommend that the committee ask for additional details about the budget, as well as to seek clarification on the second faculty member; D. Daniels / A. Tovar will follow up with a question to the sponsor about this;

**Proposal #901 – CSU Student Research & SCCUR Funding**

S. Kelly provided background on his proposal, summarizing that about a third of these funds will go to SCCUR funding, which is where we typically send 100-150 students to conferences via buses, and also to pay for their conference registration fees; other two thirds is to provide a funding source for the Student Research Advisory Committee (SRAC) to fund student travel to multiple conferences throughout the year, up to \$700 each; to attend they have to be nominated by a faculty member; recalled moving the administration of this out of D. Daniels' office and over to B. Ortiz's office; D. Daniels expressed appreciation;

**Proposal #917 – Multiple Performing Arts Events and Activities**

P. Murphy yes Malibu 100 has awful acoustics, question for Beth what her thoughts were on this; B. Hartung would tend to concur with Jim, I think we need to define the usage of these monies carefully, which are for activities, whereas MSFT are for materials, and once exceptions are made it opens the door;

**Proposal #928 – Sustainability at CI**

Tabled due to time constraints, will review and discuss electronically;

**Proposal #938 – Service Learning in New Orleans 2018**

Tabled due to time constraints, will review and discuss electronically;

**Proposal #939 – Acts & Actos: An Evening of Short Plays in English, Spanish and Spanglish**

Tabled due to time constraints, will review and discuss electronically;

B. Hartung added comment referencing our study+travel courses; noticed that working with the Centers, no feedback loop whether they treat the budget properly; cases where trips go over budget are rare, but there are examples of this, and to help mitigate them would like the committee to request a full budget detail after the trip; L. Perez agreed, recalled that her professor kept receipts and was mindful of expenses; B. Hartung added that it could be in the subsequent report so that we can evaluate if they were good stewards of the budget, recognizing that there could be justifiable cases where the airfare suddenly goes up or if currency exchange rates rise unexpectedly; M.

Maricela asked to clarify the post-reporting process; B. Hartung offered additional background at the program level, in that the department itself may not know that the budget has gone over until they get the bill; committee agreed to implement this procedure, and P. Murphy suggested that we publish this on the website where applicable, D. Daniels agreed to do so before the next round of applications;

**B. Start review of Category II**

- a. Discussion of the recommendation to vote on Category III proposals by this Friday at 5pm, then advise to review Category II proposals to have comments prepared for the next meeting; committee agreed.
- b. Meeting adjourned at 9:05am

**IV. Updates on Previous Business**

**A. Dean's Decision Making Not To Approve Materials on Proposals**

- a. See discussion above for IRA#917

**B. Catering Investigation of Auxiliary Food Service Prices**

- a. Tabled at this time

**C. Food Swipes (Debora Ehrich)**

- a. Tabled at this time

**D. Vans Transportation/Roadrunner (Debora Ehrich)**

- a. Tabled at this time