CALIFORNIA STATE UNIVERSITY
CHANNEL ISLANDS

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

Application
Instructionally Related Activities Funds Request
2010-2011 Academic Year
DEADLINE: Fall and Academic Year 3/31/10
Spring TBD

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): Prof. Joan K. Peters, 437 8448
Activity/Event Date(s): Island Fox Literary Journal
Date Funding Needed By: February, 2011
**Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2010 and for Spring Requests early January 2011.

Please check if any of the following apply to your IRA:

- □ Equipment Purchase
- □ Event
- □ IT Requirements
- □ International Travel
- □ Space/OPC Requirements
- □ Infrastructure/Remodel
- □ Field Trip
- □ Participant data collection for public dissemination, i.e. interviews/surveys that result is a journal/poster session/newsletter
- □ Risk Management Consultation
- x□ Late Submission

□ Other _____

Previously Funded: x□YES □NO
Yes, Request # __funded yearly_____

Does your proposal require IRB (Institutional Review Board) approval: □Yes x□No

Assessment submitted for previously Funded Activity: x□YES □NO

Academic Program or Center Name and Budget Code: Literature and Writing Program
GD901-730

Date of Submission: Jan 20, 2011

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

Estimated Number of Students Participating: 7 students on editorial board, plus @ 100 students submitting writing.

Application
Instructionally Related Activities Funds Request
2010-2011 Academic Year

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 - Requires explanation for emergency funding.
late submission because I was on sabbatical last year and the person who took over the . course in my absence didn't follow up with the IRA request or report as I assumed.

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.

Application
Instructionally Related Activities Funds Request
2010-2011 Academic Year

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.

   The Island Fox is a professional quality literary review, the purpose of which is to present creative writing from students currently attending the CSUCI. It showcases pieces of fiction, poetry, creative non-fiction, and drama. The program is linked specifically to the Creative Writing emphasis, but will entertain submissions from any student, regardless of major. The literary review will be circulated throughout the campus upon, publication, as well as throughout the surrounding community. At its core, the goal of the review is to invest in the talent and potential of CSUCI students, as well as increase interest in and support of the English/Creative Writing department. A circulated, professionally published review would bolster interest and foster creativity not only among students, but in the community as well. This year we will also be linking with the Performing Arts program to create performances for some of the materials.

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.

   The literary review is directly linked to ENGL 465, the Creative Writing Project. The objective of the class is to produce the literary review in its entirety, from concept to distribution. Enrolled students will make up the Chief Editorial Board, and be responsible for enlisting additional editors to help with the work load (most of which will come from the English Department). Additional courses related to the project: ENGL 360, ENGL 461, ENGL 462, ENGL 463, ENGL 464.

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.**

   I am submitting the report I did for the last Island Fox I supervised.

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.

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

Joan K. Peters, Jan 21, 2011 — Joan K. Peters — Jan 21, 2011

Project Sponsor — Date

Jacquelyn Kilpatricak, Jan 11, 2011 — Jacquelyn Kilpatrick — 1-23-11

Program Chair/Director — Date

1-24-11

Dean of the Faculty — Date

Application
Instructionally Related Activities Funds Request
2010-2011 Academic Year

ACTIVITY BUDGET FOR **2010-2011**

1. Operating Expense Budget

   A. Supplies _____

B. Vendor Printing $3000

C. In-State Travel

D. Out-of-State Travel

E. Equipment Rental

F. Equipment Purchase

G. Contracts/Independent Contractors Designer, $1000

H. Honorarium

I. OPC Chargeback

J. Copier Chargeback

K. Other (Please Specify)

TOTAL Expenses $4000

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)

Total Revenue

E. **Total Requested from IRA** $4000

Instructional Related Activities
Report Form

SPONSOR	DEPARTMENT
Joan K. Peters, Professor of English 465, Creative Writing Project (which produces the ISLAND FOX)	English

ACTIVITY TITLE	DATE (S) OF ACTIVITY
Island Fox Literary Journal	Spring, 2008

PLEASE EXPLAIN (1) DESCRIPTION OF ACTIVITY; (2) HOW DID THE ACTIVITY RELATE TO A COURSE(S); AND (3) WHAT YOU LEARNED FROM THE PROCESS.

1) THE CLASS PRODUCES THE *ISLAND FOX LITERARY QUARTERLY*. THEY CREATE AN EDITORIAL BOARD WITH OUTSIDE REVIEWERS, ADVERTISE AND SOLICIT MANUSCRIPTS FROM THE UNIVERSITY COMMUNITY, EVALUATE AND SELECT THEM WITH THE BOARD, HIRE A GRAPHIC DESIGNER, HIRE THE PRINTER, CREATE AN ISLAND FOX READING FOR THE WRITERS CHOSEN FOR THE JOURNAL, PRODUCE AND DISTRIBUTE THE JOURNAL.
2) THE COURSE GOAL IS FOR STUDENTS TO LEARN THE BUSINESS OF LITERARY MAGAZINE PRODUCTION, TO WORK AS A PROFESSIONAL GROUP, AND TO PRODUCE A PRODUCT FOR THE UNIVERSITY COMMUNITY. THE *ISLAND FOX* GIVES THEM ALL THIS EXPERIENCE (SEE THEIR OWN REPORT IN THE APPENDIX)
3) THIS WAS MY FIRST TIME TEACHING THE CLASS, AND I LEARNED THAT WHEN GIVEN REAL RESPONSIBILITY, STUDENTS FUNCTION AS PROFESSIONALS, WORK TOGETHER IN A HIGHLY ORGANIZED FASHION, AND LEARN FROM THE GROUND UP TO MAKE GOOD DECISIONS, TRACK FINANCES, KEEP RECORDS, AND TAKE PRIDE IN THE WORK. AS THEY (AND I) NOTE: THE JOURNAL MUST BE PRINTED ONE WEEK EARLIER TO MAKE SPRING TERM DISTRIBUTION POSSIBLE, SUBMISSIONS MUST BE LIMITED TO 2 PER PERSON, AND MORE MONEY IS NEEDED IF THE PRODUCT IS TO CONTINUE, INCLUDE ARTWORK, AND BE INTERDISCIPLINARY AS THE STUDENTS WOULD LIKE.

NOTE: THESE STUDENTS

- CREATED A PRODUCTION CALENDAR,
- CREATED A COMPLEX SCORING SYSTEM TO EVALUATE UPWARDS OF 80 SUBMISSIONS,
- NEGOTIATED A FEE TO FEDEX KINKOS, MADE A BID, WORKED WITH GRAPHIC DESIGNER,
- BROUGHT THE WORK TO KINKOS,
- CREATED A MANAGING EDITOR TO KEEP TRACK OF EACH PERSON'S JOB

- CREATED AN EMAIL ADDRESS TO RECEIVE SUBMISSIONS AND CORRESPONDANCE,
- ELECTRONICALLY DISTRIBUTED SUBMISSIONS TO 12 MEMBER EDITORIAL BOARD,
- SENT ALL SUBMITTEES ACCEPTANCE OR REJECTION LETTERS
- , ORGANIZED A CAMPUS READING, AND DISTRIBUTED THE JOURNAL (ALAS, DURING FINALS WEEK)

**Please attach assessment forms from students, list of attendees, peoplesoft program report

E-mail to the Dean's Office
30 days after activity