

Instructionally Related Activities Funds Request Spring 2020

▼ Submitter

Submitter Name

Andrea Grove

Submitter Email

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▼ 1. Basic Details

Activity Title

Pi Sigma Alpha Honor Society Initiation Program

Activity/Event Date

Feb 5, 2020

Date Funding Needed By

Feb 5, 2020

Previously Funded?

- ☒ No
☐ Yes

Additional Proposers

Academic Program/Center/Organization Name

Political Science

Estimated total Course Fee revenue

0

Amount Requested from IRA

1906

Estimated Number of Students Participating

40

▼ 2. Brief Activity Description

Describe the activity and its relationships to the educational objectives of the students' program or major

Brief Activity Description

Each year Political Science holds an event in which we initiate new members of the national Political Science honor society, Pi Sigma Alpha. We make this a big event where new initiates and their families, past initiates, Political Science faculty, and additional students are invited to have dinner and hear an esteemed guest speaker. Political Science had paid for this but discretionary funds are short now.

Please provide a list of administrative support work needed to fulfill the goals of the proposal. Indicate the estimated time of year and amount of time needed for each work item to the best of your ability:

Administrative Time

Booking rooms and catering, 1 hour

▼ 3. Learning Outcomes and Relation of 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.

1. Please list all classes that directly relate to the proposed activity.
2. For each class listed, describe in detail how exactly the IRA activity will be integrated with the class's activities, how often/ on what expected date(s), and to what extent

Learning Outcomes and Relation of IRA to Course Offerings

Outcomes include the initiation of our highest academically performing students in the major and exposure to an expert political scientist speaking about crucial, timely issues in American politics (this year we will focus on either the upcoming elections or the constitutional challenges related to the Trump presidency). Students from our upper division American politics courses for spring will be invited by individual faculty members, as a way to broaden the benefits of the event. At CSUCI, we don't have a strong culture of academic excellence but these kind of events--where we recognize top academically achieving students--contribute to changing this culture, which has been improving over time.

▼ 4. Activity Assessment

Describe the assessment process and measures that the program will use to determine if it has attained its educational goals.

Please note that a report will be due at the end of the semester.

Description of Assessment Process

The number of students initiated is one measure. Also, in terms of the speaker, we will consider the number of students in attendance and their engagement with the speaker, in terms of attentiveness, interest, questions asked, etc.

▼ 5. Activity Budget

Please enclose a complete detailed budget of the entire activity. Indicate specific items that you are requesting IRA to fund.

You should use either the Regular Activity budget (for events on campus) or -- if your event involves any travel-- you MUST use the IRA Travel Budget Form.

You can download both of the IRA Excel Budget sheets at <http://www.csuci.edu/ira/application.htm>.

Activity Budget

Grove-IRA proposal for Pi Sigma Alpha-2019.xlsx

▼ 6. International Trips

If your event is an international trip submitted through the Center for International Affairs, you must include copies of:

1. Complete Center for International Affairs/ UNIV 392 proposal
2. The program budget as submitted to the Center for International Affairs (to ensure congruency between the two budgets)
3. as well as a copy of the course syllabus

Center for International Affairs Budget

Copy of Center for International Affairs Proposal

Course Syllabus

Certification

☐ I certify that students attending this trip are not previous or repeat attendees of a prior International UNIV 392 Trip

▼ 7. Sources of Activity Support

Please list the other sources of funding (including course fees), and exact expected amounts of additional support for the activity. Please indicate if there are no other sources of funding

Other Sources of Funding

None

▼ 8. Promoting Participation

What is your intended audience and how do you intend to market this to your students?

The new initiates, current members, and other students interested in American politics. We will reach out to the initiates and members via email. We will have individual faculty invite students on the upper division American politics courses.

If this is an event that is off campus, how do you plan to bring back the benefit of this event to campus?

▼ 9. Approval and Acknowledgement

Program Chair/Director

Kelly, Sean

Dean

Wyels, Cynthia (Arts & Sciences)

Program Chairs and Deans may inform proposer of any staffing capacity needs or limitations (optional comments below):

Conditions and Considerations

- ☒ **Artist/Performer/Speaker Fees & Honoraria:** On the Activity Budget, please indicate whether the vendor's price was set by you/CI Representative, or is a fee that was set by the vendor.
- ☐ **Large Event:** For a large event, consultation with the campus Event Coordinator's office at (805)437-8548 is required.
- ☐ **Field Trip:** Sponsor must comply with all policies found at:
<http://www.csuci.edu/rm/programs/academic-field-trip-guidelines-and-forms.htm>. If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).
- ☐ **Involves Human Subject Data Collection for Public Dissemination -Requires IRB Approval :** If Project Sponsor proposes to conduct research with human participants, the proposal may be subject to Institutional Review Board for the Protection of Human Subjects (IRB) review. All research that involves any type of interaction with human subjects - from simple surveys to complex biomedical procedures - must be reviewed and approved by the IRB prior to starting the research. Data for "Public Dissemination" indicates interviews/surveys that result in a journal/poster session/newsletter, etc.
- ☐ **IT Requirements:** If your activity has IT requirements, coordination with and approval from IT Administration is required.
- ☐ **International Travel:** Requires International Travel application be submitted to Center for International Affairs. Include copy of CIA budget and course syllabus in your IRA application. Must utilize the University's Foreign Travel Insurance Program (FTIP) and follow all International Travel Guidelines listed at: <http://www.csuci.edu/rm/insurance/foreign-travel.htm>
- ☐ **Risk Management Consultation:** Events that involve or engage students directly with a performer or artist (i.e. in a workshop or other than as a passive audience member) will require consultation with Risk Management. Requires proof of correspondence with Risk Management.
- ☒ **Space/Facilities Services Requirements:** Consultation and coordination with Facilities Services is required.

Acknowledgement

- ☒ I acknowledge that I have reviewed and accepted the Conditions and Considerations herein. Please check off boxes as appropriate. Please note that late applications will not be reviewed by the committee.

▼ Chair Review

Recommendation

- ☒ I recommend approval of the IRA Funds Request described on this page
- ☐ I DO NOT recommend approval of the IRA Funds Request described on this page

Comments

I strongly recommend funding this proposal in full.

▼ Dean Review

Recommendation

- ☒ I recommend approval of the IRA Funds Request described on this page
- ☐ I DO NOT recommend approval of the IRA Funds Request described on this page

Comments