

Instructionally Related Activities Funds Request Spring 2020

▼ Submitter

Submitter Name

Marie Francois

Submitter Email

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▼ 1. Basic Details

Activity Title

Learning Community Speakers and Field Trips

Activity/Event Date

varies

Date Funding Needed By

Feb 15, 2020

Previously Funded?



No



Yes

Additional Proposers

Academic Program/Center/Organization Name

University Experience Program

Estimated total Course Fee revenue

n/a

Amount Requested from IRA

5,200

Estimated Number of Students Participating

100

▼ 2. Brief Activity Description

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

Brief Activity Description

The Learning Communities and Living Learning Communities will bring speakers or take students on field trips to museums or other sites relevant to the mission pillar that they represent. Students across campus will be invited to join the students from the Learning Community courses. Learning Communities promote multiple Strategic Initiatives.

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

The UNIV Director and Program Analyst will work with the faculty of the LC courses (in Spring only one of them is a UNIV course) to plan and implement the speaker and field trip activities. This will vary, but likely each community will either bring a speaker or have a field trip, Feb, March, or April. Estimate of 48 hours total.

▼ 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

International LC = ENGL 105-17
Outdoor LLC = COMM 101-01 (Community Engagement)
Serros LLC = HIST 270-02 (Multicultural)
WOW International LLC = ENGL 105-07
Pinkard LLC = ENGL 105-07 and HIST 250 (Multicultural)
Healthcare LC = COMM 101-05 and BIOL 211-02 (Integrative)
SURF LLC = ENGL 206-01 and BUS/ECON/SOC 203-01 (Integrative)

Each of the LC/LLCs are aligned with a mission pillar, which use the GE Learning Outcomes for the mission attributes. The speaker or field trip for each community will align with a writing assignment for each class.

▼ 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

Students will do a survey assessing the degree to which the activities impacts their learning related to the relevant mission

pillar and their sense of belonging at CI. The faculty will assess the writing for achievement of the relevant mission-based outcomes for the community.

▼ 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

[ira-UNIV Spring 2020.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

There are no other sources of funding.

▼ 8. Promoting Participation

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

Students in the LEarning Community classes, and the student body generally. We will promote the speaker/field trip in

classes and through electronic flyers.

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

When the event is a field trip, students will be asked to reflect on the learning and how it relates to the mission and their individual majors. For the students in the Learning Communities, peer mentors will work reflection activities into their Dolphin Interest Groups.

▼ **9. Approval and Acknowledgement**

Program Chair/Director

Francois, Marie

Dean

Perry, Jennifer

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

 Marie Francois Nov 7 2019

▼ 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

 Jennifer Perry Nov 7 2019