

Instructionally Related Activities Funds Request Spring 2020

▼ Submitter

Submitter Name

Malia Roberson

Submitter Email

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▼ 1. Basic Details

Activity Title

Catering Service for Various Extra-Curricular Music Events

Activity/Event Date

Throughout Spring 2020

Date Funding Needed By

Feb 1, 2020

Previously Funded?

☒ No

☐ Yes

Additional Proposers

Academic Program/Center/Organization Name

Performing Arts, Music

Estimated total Course Fee revenue

N/A

Amount Requested from IRA

700.00

Estimated Number of Students Participating

25-40

▼ 2. Brief Activity Description

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

Brief Activity Description

Activity Description

Every semester, I organize several music activities for my students that are outside of my music theory curriculum, such as masterclasses, music career coaching, and speaking events (which I make open to the university community). In the Spring '2020 semester, I plan to continue to organize these events and more which foster a sense of community and culture in our program. As a small music program, we have limited resources and students don't have access to a large pool of courses, however, the extracurricular events are where we can shine and give students more access to us for a truly individualized professor-student university experience.

Catering these extra-curricular music events will add another level of sophistication for these events and would be greatly appreciated.

Music Repertoire Class (collaboration with Steve Marsh). Students taking private lessons will have an opportunity to formally perform. Currently, their only performance opportunity is "Open Mic Night" which is an extremely casual environment and doesn't replicate the staged experience. Steve and I would like to offer a Music Repertoire Class twice this semester. Expected students to participate: 25-35 (all private lesson students of mine, Steve Marsh, Craig Bickel, Paul Murphy, KuanFen Liu)

\$175 X 2 = \$350

Music Career Coaching. I offer this once a semester for about 12 students. It is an intense career strategy session for those wanting to pursue music as a career once they leave CI.

\$150

Library Lecture, "What You Should Be Doing in Music School to Jumpstart Your Music Career." I plan to give this talk at the end of the semester. I gave a related talk Spring '19 and it was received extremely well. Students are asking for career coaching, advice, and need help understanding how the music business works. Expected audience based on the last event: 25-35

\$200

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

It will take me a total of 2 hours.

▼ 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

These events will supplement existing curriculum with courses that are not currently offered, but that we hope to offer some day. Currently, students have no other venue to perform in preparation for required juries (end-of-semester performance in front of music faculty) besides "Open Mic Night."

Students also benefit greatly from career coaching (advising) which I've done several times in the past, and students have requested that we have refreshments because these are intense sessions. The students leave with strategies to implement while they're in school, and start to make a plan for when they leave.

▼ 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

We will do a survey.

▼ 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

[13-14-ira-regular-budget-2 Roberson Catering.pdf](#)

▼ 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

N/A

▼ 8. Promoting Participation

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

All music students in Performing Arts. I will let all music instructors know about these events.

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

King, Lizabeth

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



▼ 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

