

## **Operating Policies and Procedures**

### **1. Meetings of the Instructionally Related Activities (IRA) Committee:**

- a. All business of the IRA Committee shall occur in open session.
- b. A quorum consists of a minimum of five (5) committee members including a minimum of four (4) student members. If a committee member has two unexcused absences, he/she shall be removed from the committee. The Chair **shall** seek replacement members.
- c. During budget hearings individuals representing an IRA program under consideration may be invited to present information to the Committee and to answer questions regarding the program or the budget request. In the event that a member of the committee has a proposal being discussed, he/she may serve to answer questions and must abstain from voting.

### **2. Definition of IRA programs:**

A program requesting approval for funding from IRA funds must meet the following criteria:

- a. "Instructionally related activities means those activities and laboratory experiences that are at least partially sponsored by an academic discipline or department and that are, in the judgment of the president of a particular campus, with the approval of the trustees, integrally related to its formal instructional offerings" (Education Code sect. 89230)
- b. The IRA Committee must determine that the program is an essential educational experience or activity that aids and supplements the fundamental educational mission of the university. Any proposal should be consistent with the policies established by the Trustees, and Channel Islands IRA policies and procedures.

### **3. Procedures for Proposal submission guidelines:**

#### **a. Proposals**

- I. Submission guidelines and an application will be available each fall and spring session. Fall deadline, Oct 1<sup>st</sup> and Spring- March 1<sup>st</sup>.
- II. Following the deadlines for receipt of requests, the Committee shall meet to review those requests, which are considered potential IRA programs/activities.
- III. The Committee shall meet in open session to formulate recommendations regarding allocation of funds to approved programs/activities.

## **b. Emergency Request**

I. Emergency requests are defined as those requests for support which are made on behalf of a program/activity requiring additional funds during the current semester, as contrasted to those requests submitted during the normal budget process in the preceding semester.

II. Normally, emergency requests will not be considered unless circumstances have arisen which could not have been foreseen at the time of the normal budget procedure. It is assumed that those programs/activities receiving support during the normal budget process will plan a level of activity commensurate with annual funds provided.

III. The requesting program shall initiate emergency requests by providing the staff of the Committee a program/activity justification and a specific budget request.

IV. Emergency Requests shall be reviewed by the Committee to determine whether or not the request is appropriate.

V. Granting Chair authority to act on behalf of committee if emergency is appropriate for proposal to be considered.

VI. If a hearing is held, the Committee shall determine if the program/activity is approved and shall recommend an appropriate level of support.

## **4. Accountability**

a. If a program plans to budget unexpended funds for a future need (beyond the June 30th fiscal year end), a description of the plan must be presented along with evidence to justify fund use for the specific need.

b. Programs shall expeditiously process all financial transactions so that a full accounting of all revenue and expenses is available for review. Programs/activity coordinators are responsible for managing within the allocated budget and IRA moneys shall not be used for any cost overruns.

c. Within 30 days of which the program/activity occurred, a report must be filed with the staff of the IRA Committee assessing how the program/activity met its original goals. The report should be no more than two pages in length and provide a concise assessment of the program. Evaluations by participants may be attached.

d. Subsequent funding shall not be considered for any program/activity for which an assessment report is outstanding.

# ***Guidelines for Proposals***

Updated August 2015

## ***1. Priority Guidelines for Funding IRAs:***

- a. The program/activity is clearly connected to the mission of the University.
- b. The program/activity is clearly designed to engage students in activities that they would not otherwise experience and is intended to foster crossing of disciplinary boundaries.
- c. The program/activity is at least partially sponsored by an academic discipline or department and which is, in the judgment of the President, integrally related to its formal instructional offerings. (Education Code sect. 89230).
- d. Learning outcomes are defined for students participating in the program/activity.
- e. There is evidence of, or a plan for, sound financial management of the program/activity and that all students have an opportunity to participate.
- f. The general student body and the public have access to view or listen to the program/activity when appropriate. If a broad audience participates, the activity coordinator should seek evaluation of the program/activity from participants.
- g. There is demonstrated support from the division, college, and/or department. Demonstrated support may be in the form of funds, facility use, supplies, or faculty/staff time, etc.
- h. Attempts are being made, or have been made to secure funds from other source(s).
- i. As a general rule, the use of IRA funds for the purchase of food is discouraged. However, the IRA Committee will review the purchase of food on a case by case basis.
- j. As a general rule the use of IRA funds for the purchase of Physical Equipment is discouraged.

## **2. IRA funds cannot be used for:**

- a. Salaries and wages for functions that are normally funded through the University's instructional programs.
- b. Funding attendance at professional conferences, unless the conference includes competitions, student presentations, or other activities in which students participate directly.
- c. Tutorial programs since these are the responsibility of the general fund instructional budget.
- d. Travel costs for faculty advisors when the travel is not directly related to student attendance at IRA-funded events. Travel costs for faculty advisors that are directly related to student attendance at IRA funded events may be supported by IRA funds or by departmental budgets.
- e. Capital outlay projects, e.g., any renovation or remodeling.
- f. Tuition or Fees.

g. The IRA committee disallows funding for repeat students participating in any University 392 international experience course; [the IRA will request a list of students from the CIA database]

i. this includes similar, same, or any international trip labeled as UNIV 392;

ii. if a proposer is unable to fill allotted spots they must present to the committee for further recommendation.

For CSU student fee policy, please refer to [Executive Order 1102](#)