



## INSTRUCTIONALLY RELATED ACTIVITIES

C H A N N E L  
I S L A N D S

IRA Committee Meeting  
Tuesday, March 4<sup>th</sup>, 2014 @ 8:00am

### Minutes

Attendance: Simone Aloisio, Vanessa Bahena, Chanda Cunningham-Spence, Kristina Cervi, Paul Murphy, Nicole Perez, Sara Sanders, John Slagboom.

Members absent: Andrew Medrano

Staff: Lisa Ayre-Smith, Dan Wakelee

Guests: Motoko Kitazumi

### I. Welcome

Meeting called to order at 8:03am.

Discussion of Attendance Policies

### II. Approval of the Minutes of February 18<sup>th</sup> and 25<sup>th</sup>, 2014

It was noted that Dan should be removed from 2/25. Also, Vanessa's attendance should be removed from 2/18. Motion to approve as amended by P. Murphy, Seconded by S. Aloisio.

### III. Action Items

#### 1) Approve IRA Guidelines/ Operating Procedures

Questions about guidelines versus policy. J. Slagboom asked about voting process and whether pros and cons are voiced. Chair answered that floor is opened for discussion and then vote is taken. Discussion on IRA reports and when those reports are needed- within 30 days, or within conclusion of semester versus term.

Discussion of creating a fixed deadline for reports.

Discussion of pros and cons of disallowing payments to students. Discussion that it may be more efficient or cost-sensitive to stay within the university, which may include hiring students. K. Cervi pointed out that hiring outsiders often entails bringing in experts, whose expertise contributes to the knowledge base of the university; also, students won't like finding out that their money is being used to pay other students. Discussion of incentives for participating in activities including being published or receiving academic credit. Discussion of student rewards versus compensation of students. C. Cunningham-Spence suggested changing "compensation" to "gifts."

Chair sought motion to approve Guidelines/Procedures. Motion by V. Bahena, seconded by S. Aloisio. Motion passed by consensus. Operating Policies and



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Procedures and IRA Guidelines document passed. (Point of information: document is now posted on the IRA website at: [IRA Guidelines and Operating Policies and Procedures.](#))

#### IV. Late proposals.

Late proposals will not be accepted.

#### V. Discussion of South Africa.

Chair mentioned revised budget for this proposal and gave background on need for proposal to be approved early, including recruitment of students. Chair Cervi will be asking for decision on proposal next week.

C. Cunningham-Spence asked about whether a previous report was submitted. Chair replied that it is included with application. Chair noted that she might suggest 15 students instead of 20 due to cost and region of world, commenting that airfare is the most expensive budget line items. S. Sanders asked about budget. Chair pointed out that there is a revised budget and an old budget on this proposal. V. Bahena asked about honoraria for South Africa- Lisa will ask what they are for and will also ask what is UWC.

#### VI. General background on proposal review

S. Sanders asked where proposal is available. Chair described where all proposals are located on IRA application page. Chair gave background on voting principles. Let chair know if you are a proposer or participants in an IRA activity. You should abstain from voting if that is the case. Keep "IRA hat on" when going over proposals, keeping in mind proper use of student fees according to IRA guidelines.

#### VII. Brief IRA Budget review.

IRA fee will also keep going up in 2015-2016 as well as 2014-2015. Dan and Lisa will talk with Finance about matters such as delay in having budget released, adding rollover from prior year, and having more students than anticipated. \$403,625 total requested in proposals.

#### VIII. Discuss proposal overages

Discussion of what percent of overage, if any, is allowable. Discussion of past precedent. If they can go over? It was determined that departments/proposers cannot go over their allotted amount.

#### IX. Discussion of Proposal Review

a) Review IRA Spreadsheet

b) Discussion of Categories

Category I – less than \$5000

Category II's - larger than \$5000,



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Category III – largest proposals; most often international experience, over \$10,000 UNIV 391/392.

Committee will review Category III's earlier in the semester. Chair will categorize them ahead of time. S. Aloisio asked about international trips. Some of the international trips are not yet approved.

#### X. Wrap up

Chair asked that everyone review all of the proposals. Together Committee will come up with a Committee Philosophy as proposals are reviewed.

#### XI. Adjourn

8:50am