

Instructionally Related Activities (IRA) Committee
Meeting Minutes: November 25, 2014
8:00 – 9:00 a.m.
Student Union, Second Floor, Meeting Room A

Members Present: Dianne Wei, Nicole Perez, Simone Aloisio, Dan Wakelee, Sara Sanders, Vanessa Mendoza, Paul Murphy, Elizabeth Salgado, Michael Ullerick, Chris Zaki

Staff Present: David Daniels

8:02AM: Meeting Called to Order

1.) Approval of Agenda

- a. S. Sanders asked to add to the agenda additional items: a UNIV 392 evaluation rubric; feedback from CIA (via Antonio Jimenez) on IRA approval of international trips a year in advance. **Motion:** M. Ullerick moved to approve agenda additions; **Second:** E. Salgado; **In Favor: ALL** – agenda is approved.

2.) Approval of Minutes from October 28, 2014 and November 18, 2014

- a. **Motion:** S. Aloisio moved to approve minutes from last two meetings; **Second:** N. Perez; **In Favor: ALL** – minutes are approved.

3.) Public Forum

- a. D. Wakelee reminded that finance is going to ask for a budget, determined by calculating official enrollment number (once received) times the fee, which is due before next semester – asked if IRA committee was willing to approve a motion accepting whatever figure they determine; **Motion:** S. Aloisio made the corresponding motion; **Second:** P. Murphy; **In Favor: ALL** – motion is approved.
- b. S. Sanders referred to the proposed UNIV 392 evaluation rubric; S. Sanders and S. Aloisio agreed that they liked the initial rubric; M. Ullerick posed that IRA could get an unranked list of questions, along with additional information, but recommended looking at adopting our own criteria as well; D. Wakelee agreed that this rubric is useful info, but not the only info that needs to be looked at.
- c. S. Sanders referred to the request for IRA approval of international trips a year in advance; feedback received from A. Jimenez suggests it would make it easier on logistics; S. Sanders wondered about budget implications; D. Wakelee said we did that with South Africa, challenge is that you'd have to implement it starting next fall, too late right now for Spring; however, efforts could be made now to put out more info on IRA recommendations; S. Aloisio referred to his Japan experience, where he regularly applies in Spring for the following Spring – problem may be that people are not applying the semester before, also pointed out that course has to be approved by CIA; D. Wakelee said IRA has to mirror that in guidelines; S. Aloisio pointed out that Presidential approval is final step; D. Wakelee said that Presidential approval is likely if IRA approves a year in advance.

4.) Actions on Category II Proposals

- a. IRA Cat-II #684: D. Wakelee noted the parking request, commenting that off-campus consultants are used for technical support such as lighting, and that they probably want to rent the lot; **Motion:** S. Aloisio moved to remove parking; **Second:** P. Murphy; **In Favor: ALL** – request to fund parking for #684 is denied
- b. IRA Cat-II #655: no concerns
- c. IRA Cat-II #675: no concerns
- d. IRA Cat-II #653: P. Murphy clarified that artist being brought won a Grammy; D. Wakelee observed that parking fee of \$60 looks like it is to pay parking services to put up signs (sandwich-board style); **Motion:** N. Perez moved to remove \$60; **Second:** M. Ullerick; **In Favor: ALL** – request to pay parking services for #653 is denied
- e. IRA Cat-II #677: no concerns

- f. IRA Cat-II #672: **Motion:** S. Aloisio moved to limit printing cost to \$150; **Second:** P. Murphy, but with stipulation to be aware of other proposals that may get full funding for printing, referring to anti-bullying (#681) that received full printing funds; **In Favor: ALL** – printing fund reduced to \$150
- g. IRA **Cat-I** #681: **Motion:** For consistency, S. Aloisio moved to limit printing back down to \$150; **Second:** P. Murphy; **In Favor: ALL** – printing is limited back down to \$150
- h. IRA Cat-II #686: P. Murphy noted that if there's other places sponsors can get the money for materials, IRA should not be funding; N. Perez thought it to be too specific to a single major; S. Aloisio pointed out that it is a GE class, then agreed with P. Murphy that there are a lot of other sources to get \$3000 in materials from. S. Sanders asked for a motion to not fund #686; **Motion:** P. Murphy; **Second:** S. Aloisio; **In Favor: ALL** – entire IRA proposal #686 is denied
- i. P. Murphy asked where we stand in terms of our budget and what has been cut so far; S. Sanders says now status is currently \$132K over in all Categories, i.e. if all Cat-III's were also funded; S. Aloisio recalled that we'd be able to fund the first 6 Cat-III's, but may it be possible to add a 7th; S. Sanders calculated that we would be \$9000 over if we funded 1-7 Cat-III's; S. Aloisio in favor of funding these and being over budget for this year – P. Murphy is in favor, but wonders about #690 and some of its trepidations; P. Murphy asks S. Aloisio how much comes back, who said usually in the \$10,000's – sponsors usually have to ask for more than they need to ensure trip success, but final receipts usually lend to monies coming back to IRA
- j. IRA Cat-II #690: S. Sanders said that this trip is for Fall 2015, so if denied now this proposal could be resubmitted; P. Murphy pointed out generally expensive area of Silicon Valley; S. Sanders asked if we should send sponsor a question; P. Murphy agreed, wants to ask them about meal expenses
- k. **Motion:** S. Aloisio moves to approve all Cat-II's, except for #688 and #692 due to open questions yet to be answered by these two proposal sponsors (D. Daniels sent additional reminders on 11/26/14); **Second:** P. Murphy; **In Favor: ALL** – all Category II proposals approved except for #688 and #692

8:49AM: Meeting Adjourned