

Instructionally Related Activities Committee
MEETING MINUTES
November 10, 2015; 8:00 – 9:00 a.m.
Bell Tower West Conference Room 1188

Attendees: James Forrester, Elizabeth Heim, Emerald De La Cruz, Leticia Cazares, Paul Murphy, Kiera Sailor, Elizabeth Salgado, Simone Aloisio, David Daniels;

Approval of Agenda

Motion by E. Heim, second by K. Sailor, agenda is approved with no objections;

Approval of Minutes from last meeting

Motion by E. Salgado, second by L. Cazares, meeting minutes are approved with no objections;

Public Forum

Old Business:

- 1) Review and/or Updates from Proposal Spreadsheet
 - a. D. Daniels noted that amounts requested have been adjusted per the amounts approved by the committee at last meeting; also reviewed spreadsheet displaying total of ten requested trips to Santa Rosa Island, where only three out of the ten are requesting course fees; suggested that the committee may want to consider ways of working in a mechanism to promote course fee assignments for SRI trips;
 - b. S. Aloisio would prefer to include D. Wakelee on the discussion, also not sure how relevant of a discussion it is to for this committee, as we have a separate committee that deals with course fees; committee agreed to consider these topics for a future discussion;
- 2) Review the Category II proposals
 - a. IRA#735: J. Forrester called for any feedback on answers received from A. Grove's Model United Nations proposal; P. Murphy noted that the question may be if we aren't paying for student meals, then why are we paying for faculty

meals; J. Forrester agreed, general agreement from committee; J. Forrester and P. Murphy gleaned that based on the response to Question#3, indications are that they may not need additional funds; E. Salgado suggested that maybe we ask their program to cover their faculty meals; S. Aloisio countered that we shouldn't be telling programs what to do with their money, we should focus on either saying yes or no to approving these funds; committee agreed to cut the \$49.98 requested for faculty meals;

- b. IRA#753: no concerns on this proposal from the committee
- c. IRA #742: no concerns from the committee for the ESRM lecture series
- d. IRA #729 (Grace Hopper Celebration of Women in Computing conference) – P. Murphy asked what destination they're travelling to, not seeing it indicated in the proposal; committee agreed to ask where they are going; K. Carrico suggested that we also ask about \$3000 lodging cost breakdown; D. Daniels added that it could be 5 students for 3 days that equals the $\$200 \times 15 = \3000 ; P. Murphy let's make sure of this by asking what the duration of trip is; also ask about meal cost breakdown (is the 15 meals in the line item a combined total of three meals a day for 5 students?); J. Forrester asked committee do we want to just cut meals, or limit them in some fashion; E. Salgado asked about past IRA policy to not offer meals; P. Murphy noted that it's a case-by-case basis depending on where they're going;
- e. IRA #761 (Noche de Fiesta): P. Murphy asked committee if anyone has been to this; E. Salgado replied that she had, K. Sailor also said yes; P. Murphy reflected that it's a really great event, last year brought Grammy winning artists, there's a focus on different countries year over year with food that relates to the region; E. Salgado observed that it's been increasing in student participation every year since her freshman year; K. Sailor agreed and highlighted that the event is incorporated into part of some class assignments; P. Murphy added that this is the type of event that we should be funding and bringing to campus; J. Forrester asked given how we're referring to it now, is this the type of proposal where we

offer additional monies; S. Aloisio agreed, there's a lot of people that go to this, what about offering an additional \$2000; P. Murphy agreed, highlighting that in past years the food goes quickly if you don't get there early, so potentially adding it to help support their food costs; J. Forrester asked committee for final thoughts on how much we should recommend; P. Murphy suggested to offer \$2000, then noted the additional expenditures in the budget that are not being asked from IRA but rather the Spanish Club – asked E. Salgado about her experience with Spanish Club; E. Salgado recalled that in the past the Spanish Club has helped to cover this cost, but agreed that it hasn't been enough to cover the total attendees for the event; S. Aloisio suggested that we can ask them if we gave them an extra \$2000 how would that enhance the event, then say that it's a one-time support fee and let them know that the food option is permissible, in addition to other suggested uses they may offer.

New Business:

- 1) Vote on Category II Proposals
 - a. Tabled until we get answers back from IRA#729 and IRA#761
- 2) Review of Category I proposals
 - a. IRA #733 – no concerns;
 - b. IRA #751 – no concerns;
 - c. IRA #747 – let's ask how much is being asked for from IRA, is it \$1,999.95 or \$2,124.75;
 - d. IRA #730: J. Forrester asked if \$1200 is a lot for a speaker; S. Aloisio recalled that there's a lot of variability with honoraria, but in this case since they've named who the speaker will be in advance, I trust that this honorarium is warranted; if they didn't name the speaker, then I'd be concerned; no further concerns from committee;
 - e. IRA #765 – no concerns;
 - f. IRA #768: P. Murphy commented that it looks to be a good idea, and didn't recall that CI has ever had an event like this before;

- g. IRA #762 – please clarify amount requested from the IRA (i.e. is it \$1870 or \$1260?)
 - h. IRA #737 – please clarify amount requested from the IRA (i.e. is it \$1938 or \$2052?)
- 3) Meeting adjourned at 8:51am