

Instructionally Related Activities Committee
November 17, 2015
8:00 – 9:00 a.m.
Bell Tower West Conference Room 1188

Called to Order at 8:20am

Introductions

Attendees: Simone Aloisio, Leticia Cazares, Emerald De La Cruz, James Forrester, Elizabeth Heim, Paul Murphy, Keira Sailor, Elizabeth Salgado, Dan Wakelee, Keegan Carrico

Approval of Agenda

Kiera moved to approve agenda, second by Elizabeth Heim, agenda was approved with no objections

Approval of Minutes from last meeting

Elizabeth Heim moved to approve minutes, second by Leticia Cazares, minutes were approved with no objections

Public Forum

No members of public present

Old Business:

Discussion about whether faculty sponsoring ongoing activities that involve travel to Santa Rosa Island. Dan Wakelee will inquire with those faculty about whether they have plans for funding if they expect to have recurring travel to the island in future.

Response to questions about proposal 729 was shared with the committee.

Motion to approve the seven category II proposals by Paul Murphy second by Elizabeth Heim. The seven proposals total \$39,169. The motion passed unanimously.

Category One proposals were reviewed as follows:

Reply from Steve Norris about proposal 761 was shared with the committee. The response was that total cost for the proposal would be \$1870. Confusion about budget amount may be due to use of the form for travel courses on what is a field trip.

In the future there needs to be greater clarity about which budget forms should be used by proposers. Additional guidance can be added to the application materials.

Reply from Colleen Delaney regarding the budget for proposal 737 indicated that the total cost would be \$2,052.

There was no reply from the sponsor of proposal 747 concerning the project cost.

Review of proposal 746, there was no further discussion.

Review of proposal 767, there was brief discussion of parking but no recommended changes.

Review of proposal 759, there was discussion that a second section of the jazz class was added after the proposal was submitted and that there could be a request for additional support coming to the committee in the future. There were no questions or recommended changes.

Review of proposal 741, no recommended changes. It was noted that in the future a line should be added to the budget form for boat transportation.

Review of proposal 754. Question about whether the program has already received a lottery allocation for materials requested in the proposal.

Review of proposal 732. No questions or recommended changes.

Review of proposal 748. No questions or recommended changes.

Review of proposal 734. No questions or recommended changes.

Review of proposal 755. No questions or recommended changes.

Review of proposal 749. No questions or recommended changes.
Review of proposal 750. Questions about the budget but no recommended changes from the budget on the budget spreadsheet.

New Business:

Meeting adjourned at 8:53 am