

Instructionally Related Activities Committee
MEETING AGENDA
March 29, 2015; 8:00 – 9:00 a.m.
Bell Tower West Conference Room 1188

Attendees: Paul Murphy, Leticia Cazares, Natasha Pillai, Rayheem Eskridge, Keegan Carrico, Elizabeth Heim, Elizabeth Salgado, James Forrester

Staff present: Dan Wakelee, David Daniels

Approval of Agenda

- Agenda was approved with no objections;

Approval of Minutes from last meeting

- Please make the following correction: N. Pillai works for the Center for Integrative Studies; aside from this amendment, meeting minutes were approved;

Open Forum

D. Wakelee provided update on discussion about music copyrighting, still trying to nail down all of the details, but Academic Affairs is processing BMI and ASCAP is pending; licensing is good for academic years;

D. Wakelee offered another thought related to IRA budget surplus, offered consideration to make allocations at the school level and administered by the Deans; noted that we've had situations where we've had emergency requests, changes in requests, and in the future they could make more resources available for such proposals, e.g. Category-I proposals; eligible schools would be the Broome Library, School of Education, and Arts & Sciences;

P. Murphy asked if it would be up to the Deans to distribute or would there be competition in the form of proposals; D. Wakelee answered that the committee could specify the requirements or stipulations and any documentation requirements; the award letter could contain these requirements similar to any other awards the committee makes; recommended that the committee has a plan in place going into the Fall;

P. Murphy added that sometimes as faculty we can write requests for Lottery funds, so if we decide to go in this direction we could pattern the requests after this exercise;

J. Forrester agreed to place this topic on a future agenda to ensure a plan going into the fall semester.

Old Business:

1) Review and/or Updates from Proposal Spreadsheet

- a. D. Daniels reviewed updates to spreadsheet, noting that the spreadsheet now includes the request to fund Costa Rica, which is back on the table for IRA approval – background was that the committee already approved this last term under IRA#702, but the trip was unable to go due to unforeseen circumstances surrounding third-party vendor approval in a foreign country; the Center for International Affairs has helped to solve this issue and reinstate their approval of this trip, which now moves to the IRA;
- b. P. Murphy provided an update that the planned trip to Cuba won't be able to go; he had met with the CIA director, learned a few things that were new pieces of information, such as only a tenure-track faculty member can write a UNIV 392 proposal, not open to lecturers; also proposal sponsors must have previous experience having traveled to the country in question;
- c. P. Murphy would vote for the Costa Rica trip; airfare looks pretty cheap – let's ask if there are updates to the budget, please submit revised budget file, and please clarify the meals if that is for the entire time;

2) Review of questions answered from proposal sponsors (i.e. Campus Reading Celebration, Model United Nations, Taiwan);

- a. J. Forrester reviewed questions, asked committee for input;
- b. N. Pillai suggested that we may still want the flowers to be reduced; E. Salgado we can inform them that we wouldn't normally approve, but to go ahead and move forward with approval; R. Eskridge recalled that silk flowers are an attractive option instead of real ones, but can be expensive; P. Murphy offered

to the committee, what if we gave them \$1000 for their flower request but with the stipulation that they are fake flowers – committee followed with agreement;

- c. No concerns other concerns about question review;
- 3) Review of new questions from IRA#729 (Grace Hopper Computing Conference) and from IRA#697 (Media Campaigns & Hospice Care)
- a. N. Pillai noted that she knows Glo Mercado and is aware of her substantial work, recalls that her contributions to campus as being strong, further noted that she would make a great representative of CI during this conference; committee agreed to grant request;
 - b. Committee agreed to allow deferral of IRA#697;
 - c. P. Murphy offered a review as the proposal sponsor of Motown event, explaining that Motown is over budget, communicated logical problems to committee, requested additional \$3000 from IRA funds to keep everything going; J. Forrester prompted discussion; further committee discussion; J. Forrester called for vote to increase \$5000; committee voted All In Favor of increase.

New Business for next time:

- 1) Finish the review for remaining Category III proposals
- 2) Move to review of Category II proposals

Meeting adjourned at 8:53am.