

Instructionally Related Activities Committee
MEETING MINUTES
April 12, 2015; 8:00 – 9:00 a.m.
Bell Tower West Conference Room 1188

Attendees: Paul Murphy, Simone Aloisio, Natasha Pillai, Keegan Carrico, Elizabeth Heim, Rayheem Eskridge, Elizabeth Salgado, James Forrester, Dianne Wei
Staff present: David Daniels

Approval of Agenda

- Agenda was approved with no objections;

Approval of Minutes from last meeting

- Please edit list of attendees to remove N. Pillai from last week; no further edits, meeting minutes from 4/5/16 were approved;

Open Forum

- P. Murphy is meeting with co-proposers of Cuba trip and Assistant Provost; met with Associate Provost and Dean of Arts & Sciences; the hope is that this trip will still be able to move forward;

Old Business:

- 1) Review and/or Updates from Proposal Spreadsheet
 - a. D. Daniels noted revised budget received from Costa Rica trip, has since reflected this in the budget sheet due to ~\$6000 increase in amount requested from IRA;
- 2) Review of questions answered from proposal sponsors
 - a. J. Forrester referenced \$300 printing request from Costa Rica, asking committee for thoughts; K. Carrico recalled that research posters can get expensive, \$80+ each; P. Murphy added that banners can also get expensive; no further concerns from committee;
 - b. J. Forrester recalled Campus Reading Celebration answer, in their decline of fake flowers; P. Murphy suggested a few ways of handling this, either no money or granting the original \$500 for flowers as the final granting for real flowers; N. Pillai commented that we shouldn't give them any money for real flowers; R.

Eskridge if fake flowers were purchased, would we then deny all future requests for real flowers; further discussion of how fake flowers may be stored on campus; P. Murphy suggested that Merissa Stith in C&E should be contacted; for example, we could request to have a flexible arrangement of flowers for different seasons; S. Aloisio agreed that M. Stith could house and coordinate the use of fake flowers; P. Murphy moved to table this until next meeting, seconded by N. Pillai – committee voted All in Favor to table this until next meeting;

c. Review of answer from Performance Styles Workshops; no further concerns;

3) Review of Category II proposals

a. IRA#798 Political Speaker Series: discussion of honoraria amounts for guests coming from Washington D.C.;

b. IRA#800: Chicana/Latina Retreat: noted that this is the first proposed trip to Santa Rosa Island (Santa Rosa Island); S. Aloisio suggested that we may want to think about a per person per night meal rate, we could set some reasonable cap; P. Murphy agreed that we could then adjust each proposal to match this rate; S. Aloisio then we can publish this cap on our website; further noted that we'll be reviewing proposals that go out to the Channel Islands for years to come, would be nice to have a set standard for this to be able to compare between proposals;

c. IRA#775 Intro to Geospatial Research on SRI: didn't see the budget file linked to this proposal, please ask K. Patsch to resend a copy of her budget file in spreadsheet form;

d. IRA#818 Campus Music Copyright Licensing: committee noted that this proposal was previously reviewed; P. Murphy further noted that off-campus performances are also covered under our campus music licensing;

4) Items for next week: we'll finish the Category II proposals, and also start on the Category I proposals;

Meeting adjourned at 8:44am