

Instructionally Related Activities Committee
MEETING MINUTES
April 19, 2015; 8:00 – 9:00 a.m.
Bell Tower West Conference Room 1188

Attendees: Paul Murphy, Simone Aloisio, Leticia Cazares, Natasha Pillai, Rayheem Eskridge, Elizabeth Salgado, Diane Wei, Keegan Carrico, Elizabeth Heim;

Staff present: David Daniels

Approval of Agenda

- Meeting called to order at 8:03am; agenda was approved with no objections;

Approval of Minutes from last meeting

- Meeting minutes from April 12, 2016 were approved with no objections;

Open Forum

- D. Daniels noted that an inquiry has been placed with Conferences & Events on the potential use and coordination of fake flowers for future campus events; also recalled that we had discussed last time about offering more money to IRA#816 New Orleans Service Learning Trip 2017, in order to add a music component during their return-to-campus event, but we did not end up specifying an amount of what our committee recommendation should be;

Old Business:

- 1) Review and/or Updates from Proposal Spreadsheet
 - a. D. Daniels noted that spreadsheet is current, and that we received the requested budget file from Kiki Patsch, which matches the amount requested for IRA funds;
- 2) Review of questions answered from proposal sponsors
 - a. Category III – Campus Reading Celebration; S. Aloisio referenced the potential recurring expense on the flowers, adding that if it were up to him he wouldn't fund the flowers at all; R. Eskridge added that he would be ok with the \$500 for the real flowers; N. Pillai disagreed, noting that with a little extra effort we could have avoided this, it's a good thing that we reached out to C&E, but uncomfortable spending money on flowers from a fund that is called

“instructionally-related activities”; R. Eskridge observed that we don’t have a precedent for decorations at all, believed this to be a large enough event to warrant expenditure, due to adding a professional tone; S. Aloisio recalled that we’ve both funded and not funded decorations, depending on the circumstances and committee composition; N. Pillai made a motion to not fund the request for flowers, seconded by S. Aloisio; VOTE: 4 YES – 3 NO, requested \$500 in flowers will not be funded; R. Eskridge asked about for future committees what will we do for future; P. Murphy answered that we could add this to the website; N. Pillai agreed that we should publicize this standard;

- b. S. Aloisio moved to offer New Orleans Service Learning Trip (IRA#816) \$1000 to include music and or food, seconded by K. Carrico; VOTE: All in Favor, recommendation for additional \$1000 of support for music-related element of return-to-campus event approved; P. Murphy offered his assistance to Dr. Anderson and suggested letter language of “we would really like to see music as part of your return-to-campus event”;
- c. P. Murphy recalled that faculty are writing proposals before ; S. Aloisio faculty want the proposal to be due as late as possible, but want the decision to come as soon as possible;
- d. Review of Category II proposals
- e. N. Pillai we could set a cap for per person per day food; R. Eskridge is this

3) Finish Category II proposals

- a. Discussion of food cap of per person / per day meal allotment for overnight trips going to Santa Rosa Island (and the Santa Rosa Island Research Station); general discussion of a range between \$10-\$20, no exact amount set at this time;
- b. S. Aloisio and D. Daniels discussed if honoraria normally includes travel costs or are travel costs billed separately; D. Daniels recalled seeing most reimbursements being separated, but has also seen cases where a given honorarium is increased to be inclusive of travel costs; S. Aloisio recalled that combining travel costs into honoraria is normally how it’s done for the Chemistry

Seminars, where we try to estimate travel costs and include everything into one check, more efficient and less paperwork; usually in the fall we'll have a series of speakers and then one "big name" speaker in the Spring;

- c. P. Murphy asked how the committee would feel if we began discussion on voting by category; D. Daniels recalled historically we've voted by category batch in the past; E. Salgado called for a motion, P. Murphy so moved, seconded by S. Alosio; VOTE to recommend all Category-III and Category-II proposals as reviewed: All in Favor, all Cat-III and Cat-II proposals will be recommended by the committee to move forward to Presidential approval phase.

New Business:

1) Review of Category I proposals

- a. P. Murphy introduced his proposal for Beatles Guest Series (IRA#796), summarized that he brings guests speakers such as Geoff Emerick, who was the engineer for the Beatles' 1967-1970 (Sgt. Pepper's, Magical Mystery Tour albums, etc.), the guitarist from Paul McCartney's Wings, and other guests;
- b. Review of IRA#790, Historical Use & Conservation on Santa Rosa Island – committee did not see any lodging costs indicated for use of the Santa Rosa Island Research Station; please ask Professor Matera about this and request updated budget file;
- c. S. Aloisio noted that on IRA#808 BIO 306 Invertebrate Zoology Trip to SRI, that per person / per day meal allotment works out to be proposadsf\$15 per day per person;
- d. IRA#771: Professor Clarke's budget file is the same one as her other IRA#778, please request the correct budget file (for her SRI camping trip);

Meeting adjourned at 8:55am.

Next meeting notes:

- 1) What are we going to do with IRA extra funds?
- 2) Future talks: IRA always starts with Copyright proposal?
- 3) Roadrunner is charging us a lot of money...
- 4) SRI food cost = \$20 per a day, \$15 per a day