

Instructionally Related Activities Committee
MEETING MINUTES
May 3, 2015; 8:00 – 9:00 a.m.
Bell Tower West Conference Room 1188

Attendees: Leticia Cazares, Elizabeth Heim, James Forrester, Natasha Pillai, Elizabeth Salgado, Simone Aloisio, Paul Murphy, Keegan Carrico.

Staff Present: David Daniels

Meeting called to order at 8:02am.

Approval of Agenda

- Agenda was approved with no objections;

Approval of Minutes from last meeting

- Meeting minutes from 4/26/16 were approved with no objections;

Old Business:

1) Review and/or Updates from Proposal Spreadsheet

- a. D. Daniels briefed committee on the discovery that IRA#802 was in fact never denied by CIA, and was also never reviewed by the IRA committee; committee has the opportunity to review the proposal on its own merits, then follow-ups could be facilitated between proposal sponsor and CIA Director to ensure international compliance issues are considered;
- b. N. Pillai asked to clarify the budget breakdown, S. Aloisio asked to clarify the amount requested from IRA funds; committee noted the \$11,780 request; P. Murphy observed the airfare number to be high, shouldn't cost \$2000 per person;
- c. S. Aloisio suggested that in a possible recommendation letter that we say that e.g. "for future trips we ask that you institute a course fee and open up the

research to more students via a UNIV 392 course”; D. Daniels recalled a similar letter structure to the one sent to the New Zealand group under IRA#752;

- d. J. Forrester called for a vote to recommend or deny IRA#802; VOTE: All in Favor of recommending IRA#802 (trip to Mainz, Germany for International Symposium on Resilience Research);
- 2) Review of questions answered from proposal sponsors
 - a. No further concerns voiced by the committee on answers received from Dr. Furmanski and Dr. Thoms;
 - 3) Finish Category I proposals
 - a. Committee reviewed remaining Category I proposals, which included the following proposals (in order): IRA#773, IRA#794, IRA#817, IRA#788, IRA#789, IRA#811, IRA#781, IRA#779 and IRA#786; no further concerns voiced by the committee on these proposals, with the exception of IRA#789 The 1960s and 70s Speaker Series (please see below);
 - b. IRA#789: committee observed the request for t-shirts as a token of appreciation to speakers; P. Murphy and S. Aloisio agreed that when funding is tighter as in past semesters, t-shirts would normally be the first thing to get cut from a proposal; however, it is a nice gesture and does help to foster professional relationships; N. Pillai recalled an event last weekend where speakers were getting t-shirts and that it did reflect these positive points; committee agreed not to modify the request for t-shirts in this proposal;
 - c. At the conclusion of the review of Cat-I proposals, J. Forrester called for a vote; VOTE – All in Favor: all Category-I proposals are recommended for IRA fund support; this marks the conclusion of committee review of IRA proposals for Fall 2016 projects.

New Business:

- 1) Discussion topic #1: what is our plan in terms of management / distribution of remaining IRA funds:

- a. N. Pillai recalled D. Wakelee suggestion of giving monies back at the Dean level, but she was not 100% in favor of this; suggested that we open up a special session of proposals; S. Aloisio replied that a special session would be difficult to pull off; further discussion by committee on suggestions that highlight student involvement while not being overly cumbersome in terms of workload; noted that some programs are bigger than others, so we would want an equitable approach;
 - b. S. Aloisio suggested to instill a discretionary barrier that D. Wakelee could oversee; further commented that the carry-forward amount is less than expected, doesn't think that this will be a recurring issue term after term, noting that historically the IRA typically receives more requests for funds than there are funds to allocate; committee agreed that their first choice / Plan A would be to continue to carry forward the surplus in funds to Fall 2016, with the idea that one or two UNIV 392 courses would essentially alleviate this balance;
 - c. P. Murphy suggested that if circumstances were to arise where Plan A presented issues, and that the Plan B should be to allocate some of our surplus, let's be sure to involve the chair of the IRA committee; if fact, let's construct a letter as a committee to send to D. Wakelee making it known our intentions for Plan A, but to be flexible about a possible Plan B depending on his recommendations; with chair involvement at this discussion (if necessary) we'll be including student perspective as we remain receptive to other courses of action; committee agreed;
- 2) Discussion topic #2: ensuring that future IRA committees begin their discussions by recommending that campus music licensing maintains its funding:
- a. Committee agreed to mark in our institutional memory, at the administrative support level, that the AY1516 IRA Committee recommends that future IRA committees begin their discussions with maintaining the funding of campus music licensing;

3) Discussion topic #3: setting a per-person / per-day meal cap for trips to Santa Rosa Island:

- a. J. Forrester summarized the idea of placing a cap on a per person / per day meal cost, in light of the fluctuation we've seen between proposals; we've seen a range of anywhere from \$0 to \$5 up to \$20 or \$25; clarification was asked by committee on whether this will affect current proposals or proposals received next year – reply was that the cap will be effective starting in the Fall 2016 term;
- b. Further discussion on the amount of the cap; N. Pillai suggested that a \$20 cap should capture most circumstances; S. Aloisio summarized that this should be ample given that shopping is being done at grocery stores versus going out to eat in restaurants; P. Murphy seconded the \$20 cap suggestion;
- c. J. Forrester called for a vote; VOTE: All in Favor, the per-person-per-meal cap will be \$20 for trips going out to SRI; J. Forrester recommended along with the committee that we'll want to place this information on the IRA website; D. Daniels agreed and will place this on the website and will also make any related adjustments to the IRA Travel Budget Form;

Meeting adjourned at 8:51am.