

Instructionally Related Activities Committee
MEETING MINUTES
October 13, 2015; 8:00 – 9:00 a.m.
Bell Tower West Conference Room 1188

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

Introductions

J. Forrester ensured that introductions were made to everyone.

Approval of Agenda

S. Aloisio moved to add Island Fox Literary Journal request to agenda; E. Heim seconds, all in favor; J. Forrester added this as discussion item #4.

Approval of Minutes from last meeting

L. Cazares moved to approve, P. Murphy seconds, all in favor of approving minutes.

Public Forum

D. Daniels announced availability of IRA Facebook page; D. Wakelee recommended link be shared, summarized that this is another way of increasing the campus awareness about IRA funding opportunities.

Old Business:

N/A

New Business:

- 1) New Proposals Received and Budget – Review Updates
 - a. D. Daniels reviewed current proposal budget worksheet, announcing that each proposal has now made it through the dean approval stage, all applications received and accounted for within the worksheet; D. Wakelee recalled that when budget surpluses are present that it's a little disconcerting to see a substantial number, as the campus is always looking for excess funding to support other projects; further recalled he's getting requests for funds that should have come

here and that the committee would have likely funded – reminded that the good news is that when the committee receives applications in Spring for Fall projects that this balance will be available;

- b. J. Forrester asked what the “Pending” status indicates on the spreadsheet; D. Daniels answered that this is a note for SRIRS manager, in terms of keeping him in the loop on all IRA trips out to Santa Rosa Island; D. Wakelee added that we want to make sure that all of the IRA requests with an SRI component don’t end up scheduled for the same weekend, etc., and also some trips may need National Park Service approval, which we would need to plan for.
 - c. S. Aloisio recommended that we move the last proposal in the Cat-II’s (portable translator) into the Cat-III’s due to big gap between amounts in Cat-II’s; J. Forrester and committee agreed, D. Daniels will move this to Cat-III group.
- 2) Emergency request from English program (Brad Monsma, Chair): \$850 for 9-person van to take students to a symposium at USC on Nov. 13th – Review Updates
- a. S. Aloisio asked if it is possible to put in Category-I’s, i.e. if we approve today, can we get the accounting string set up; D. Wakelee answered that if we include with the other Cat-I’s that it may take a while to receive all the accounting strings back from Finance, but we may be able to speed this up as a one-time request;
 - b. P. Murphy added that this might be worthy of future discussion, in terms of what process should be for other projects that pop up during the summer, what about the committee’s philosophy here, etc.;
 - c. J. Forrester asked for committee thoughts; L. Cazares agreed with response since event cropped up in Summer; agrees that if there is a set of guidelines that we could add to them; P. Murphy asked D. Wakelee if we can put a reserve funding for future requests; D. Wakelee answered yes that we do have a reserve policy, our reserves aren’t always funded, but this term would be doable;
 - d. J. Forrester called for vote, all in favor of granting emergency request.

3) Question from IRA#702 (D. Rodriguez): Costa Rica trip unable to go Spring-16, plan to reschedule course for Fall-16; shall this IRA cancel and a new application be submitted, or shall funds be reserved for the shift in term? – Review Updates

- a. K. Sailor asked general questions about how and when proposals are funded; J. Forrester answered that the proposals we're reviewing now are for projects in Spring-2016;
- b. P. Murphy added that if no students have signed up, what's the guarantee that this trip will actually go next year, asked D. Wakelee what his sense is from this trip and that proposal; D. Wakelee recalled that Professor Rodriguez does have a strong relationship with the service-learning partner in Costa Rica, and that this trip has gone in the past; E. Salgado wants to have them come back with revised prices before we vote; S. Aloisio suggested that we could ask them shortly before March 1st to see if it looks like they need more money, and to please let us know and to recheck numbers;
- c. S. Aloisio moves to approve that we shift these funds rather than requiring a new proposal, further suggested that this be a one-time extension and that the IRA monies will be returned if they push past their deadline; P. Murphy agreed to ask them to look at their numbers again coming up on March 1st, even if they aren't 100% accurate; all in favor of reserving the previously-approved funds to match the shift in term for the Costa Rica trip;

4) Perpetual funding request for Island Fox Literary Journal

- a. P. Murphy commented that he feels strongly that this request should not go through, as all of the other IRA proposers must resubmit each term, as is the case in Performing Arts with numerous events that are reoccurring;
- b. S. Aloisio summarized that we're being asked to take money off the top and to change our processes; recalls that in Chemistry program that they won't know exactly what their budget is, so would be difficult even at this level to account for anything that is perpetually funded; P. Murphy added that if we decide to do

this it might set up a bad precedent, word would get around campus that we're doing this;

- c. J. Forrester asked other committee members for their thoughts; K. Sailor also agrees with denying this request, it's an activity to help with classes that we already have; L. Cazares asked if other committee members have had experience with perpetual funding requests, committee answered no;
- d. S. Aloisio moves to deny request, second by P. Murphy, all in favor of denying request;

5) Start reviewing individual proposals

- a. S, Aloisio asked what the plan is on looking at proposals, i.e. which category to start with; P. Murphy suggested that since category-I's are easier, that maybe we start with the more complicated category-III's to make sure we answer the questions with as much lead time as possible; J. Forrester and committee agreed to begin "homework" to review category-III proposals (8 total);
- b. S. Aloisio informed committee of general things to look for when reviewing proposals, recalled that in the past we've cut out things like t-shirts, food, reducing parking;
- c. P. Murphy observed that this term is an unusual case where we have excess funds this semester, but this won't always be the case in following semesters, so we may want to be consistent regardless of the surplus; S. Aloisio cited an example of the big banners you see on campus, which are expensive, and these are normally things that we don't fund;
- d. J. Forrester recommended to committee to review the eight (8) category-III's before next meeting; called for a motion to adjourn meeting, S. Aloisio moved to adjourn, second by E. De La Cruz, meeting adjourned at 8:52am.