



**INSTRUCTIONALLY  
RELATED  
ACTIVITIES**

C H A N N E L  
I S L A N D S

**IRA Committee Meeting Minutes  
Tuesday, February 19<sup>th</sup>, 2013  
8:00am**

Members Present: Kristina Cervi, Callie Juarez, Andy King, Corey Kniss, Jana Plat, Tobin Streamland.

Members Absent: Simone Aloisio, Sean Anderson, Ashley Walters.

Staff Present: Lisa Ayre-Smith, Dan Wakelee.

I. Welcome (Chair)

Meeting called to order: 8:03am

II. Approval of the Minutes of December 6<sup>th</sup> and February 12<sup>th</sup>, 2012

Approved. Kristina, seconded by Tobin

III. Business

**A. Proposal 475 -Rachel Cartwright**

Chair asked the Committee if they would approve funding the hull survey, which was required in order to purchase insurance (a line item on the proposal).

Motion to approve K. Cervi. Seconded by C. Kniss.

Vote by blocking consensus.

No one blocked.

Motion passed.

**B. International Affairs- what matters do you want Chair to ask Antonio of the CIA?**

1) Cycles- the amount of times that CIA offers the same course. (C. Juarez)

2) It was suggested that the CIA could rank proposals; however, C. Juarez mentioned that there is difficulty in ranking. An alternative suggestion was put forth for the narrative evaluation of strengths & weaknesses of courses/trips. (D. Wakelee)

3) How to measure whether courses/trips are meeting GE objectives or learning objectives of the course (C. Juarez).

K. Cervi suggested that proposers could do an interactive PowerPoint proposal with pictures. Chair mentioned that would have to be in our guidelines. Chair asked about the issue of Recurring Students on trips. Discussion. K. Cervi asked about higher fee for those who have gone before? D. Wakelee suggested that the IRA award letter could spell out that funding is for students who have not previously participated.



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A. King commented on need for greater outreach & dissemination of information- promotion of trips should be to a wider group than those who have previously participated. Emails sometimes only go out to major or class. Discussion. Perhaps courses could be promoted on Facebook? Discussion of class-specific trips.

Discussion of adding International Travel Opportunities link to webpage. Could also create a link to CIA "international experiences" page? Question of whether or not CIA requires trip evaluations/report for their own purposes.

#### **C. IRA Report Form**

Committee went through prior completed IRA reports. A. King asked- do we want a link for International Trip reports only? Suggested IRA ask for list of students names, their majors & graduation date on our report form. C. Kniss made a motion to include list of students and majors as #4 on report form. Discussion as to how important it is to list majors.

K. Cervi motioned to amend the motion to add graduation date. Discussion. It was determined that the graduation date shows diversity and age range, as well as outreach of programs. Motion seconded by T. Streamland. Discussion of need for rigorous learning objectives.

K. Cervi motioned to add to report form- what was strengths and weaknesses, and suggestions for improving this activity for next time? (#5)

Motion seconded by T. Streamland.  
Motion passed by blocking consensus.

L. Ayre-Smith will also make other corrections such as remove "Dean's Office" reference, add a request for images; remove mention of "PeopleSoft Program Report" and ask for a summary of expenses.

#### **D. Student evaluations**

Committee looked at current evaluation form. It was determined that IRA could create a survey for overnight trips.

Discussion of whether IRA should require evaluations? T. Streamland suggested that students could be encouraged to present in class. Discussion. K. Cervi made a point that summer programs may not be able to present in class.

Discussion of possible evaluation questions to include such as: describe their experience; should this trip take place again?; explain how class relates to course title. A. King suggested asking "How did the trip relate to the listed learning outcomes?" K. Cervi asked if we could have different evaluation forms / format. Discussion to create a specific form for overnight travel and trips; event form; one for shorter trips. It was determined that an online survey format (such as Qualtrics) could be used.



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Discussion of whether it is mandatory to participate in the evaluation. K. Cervi suggested anything longer than a 24- hour trip as a mandatory evaluation. T. Streamland asked if students could be given credit for doing an evaluation.

Discussion of whether the evaluation survey should be anonymous? Discussion of low participation rate of anonymous surveys.

L. Ayre-Smith will create a survey for student evaluations with C. Juarez's assistance.

E. IRA guidelines

Chair will send out for next meeting.

F. Adjourn

8:53am.