



**IRA Committee Meeting Minutes  
Tuesday, April 23<sup>rd</sup>, 2013  
8:00am**

Members present: Simone Aloisio, Sean Anderson, Callie Juarez, Andy King, Corey Kniss, Jana Plat, Ashley Walters.

Members absent:

Staff present: Lisa Ayre-Smith, Dan Wakelee

I. Chair Welcome

II. Approval of the Minutes of April 9<sup>th</sup> and April 16<sup>th</sup> 2013

A. Walters motioned to approve, A. King seconded the motion. Approved.

III. Business

A. Pilar Pacheco presentation- Proposal 570- 8:00-8:15am.

P. Pacheco mentioned forty-one Fall service learning courses. Discussion of record keeping of students served, need for LiveScan and competitiveness of campus Police fees . A. King asked if the proposal covers all campus LiveScan requests. Chair requested that courses, major and graduation date served be tracked in the future.

B. Sustainability proposal 500- budget carryover request 8:15am- 8:25am

D. Wakelee gave a brief summary of need for budget carryover for water station installation one-time costs. MSFT will pick up operations, filter, and maintenance. Chair made a motion to extend Proposal 500, seconded by C. Kniss. One committee member abstained.

C. Discuss Proposals

Proposal 558- Science & Technology in Japan

Discussion about poster session. Committee watched a video of previous trip.

564- Culture in Japan

Discussion of whether this proposal was funded before. It was noted that attendees went to Hawaii instead, after Earthquake. C. Juarez commented that a lot of students drop out when they cannot afford the trips, and confirmed that faculty meals and incidentals being paid for, as well as a cell phone card, is typical. It was also clarified that travel company is Japan Pop Travel. Several members noted a disconnect between itinerary and syllabus.

The IRA Committee had several questions.



**INSTRUCTIONALLY  
RELATED  
ACTIVITIES**

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

- a) Could you please submit an IRA report for that activity?
- b) Could you please elaborate on what are the \$679 in taxes and surcharges per student, as well the \$100 in supplies?
- c) Is the \$374 for student “ground transportation” car rental- or another form of transportation? Also, please explain why the faculty transportation fees are \$474 (\$100 more each than student fares)?
- d) Who is driving the ground transportation? Is it a paid driver?
- e) The IRA Committee expressed a desire for students to possibly share hotel rooms. Is this reflected in the \$900 per student and faculty that you requested?
- f) Can you please once again confirm the anticipated dates of travel?
- g) Finally, the IRA Committee is ensuring that all trips bring the benefit of their activity back to campus somehow. How will you be bringing this trip “back to campus”? will there be poster presentations --or is another type of activity planned?

Adjourn

8:50am