

Application
Instructionally Related Activities Funds Request
2007 – 2008 Academic Year
DEADLINE: Fall and Academic Year 3/31/07, Spring 10/31/07

Applications should be sent to the appropriate program chair. Chairs will route them to the Dean's Office, then to the IRA Committee.

Please check if any of the following apply to your IRA:

- | | | |
|---|--|---|
| <input type="checkbox"/> Equipment Purchase | <input type="checkbox"/> Field Trip | <input checked="" type="checkbox"/> Event |
| <input type="checkbox"/> IT Requirements | <input checked="" type="checkbox"/> Space/OPC Requirements | |
| <input type="checkbox"/> International Travel | <input type="checkbox"/> Risk Management Consultation | |
| <input type="checkbox"/> Infrastructure/Remodel | <input type="checkbox"/> Late Submission (Passed Deadlines: Fall 3/31, Spring 10/31) | |
| <input type="checkbox"/> Other _____ | | |

*Provide additional explanation and/or proof of consultation for each box checked (see below)

Activity Title: Island Voices #3 and #4 Student Author Celebration

Date of Submission: October 15, 2007

Previously Funded: ☐ YES ☒ NO Yes, Request # _____

Assessment submitted for previously Funded Activity: ☒ YES ☐ NO

Activity/Event Date(s): January 25, 2008

Project Sponsor/Staff (Name/Phone): Bob Mayberry

Support Personnel (Name/Phone): Christine Popok and Clifton Justice

Department # for Funding Transfer (i.e., 730-English, 740-History, etc.): 730

Amount Requested: \$800.00 + OPC Facilities use, setup & takedown

Estimated Number of Students Participating: 100 at the event/400 in classes

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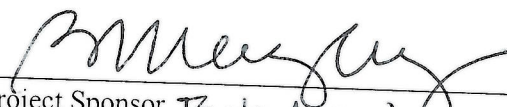
Please provide the following in your application:


1. **Brief Activity Description.** Island Voices provides students participating in the Directed Self Placement English Composition program at California State University Channel Islands meaningful examples of faculty expectations for their writing. President Rush will present student authors published in editions #3 and #4 with recognition awards, and students' friends and family are invited to celebrate with them. English Department and other faculty/staff will also be present to honor these students' contributions to the program. All Composition faculty use Island Voices as the primary text for their courses. Updating the publication each year instills continuity and familiarity as those published are still present on campus, providing interaction and mentoring for new students. Additionally, based on student and faculty assessment of the publication's usefulness in composition courses, each edition continues to have an improved organization and layout.
2. **Relation to IRA to Course Offerings.**
 - a. Student Esteem: Publication encompasses intrinsic rewards and a personal identity as "writer" which is difficult to quantify, but vitally important. Additionally, students using the text in class have examples of good writing from individuals with whom they can identify.
 - b. Student Incentive: Upon notification that their paper is being considered for publication, students are given another important opportunity for revision and editing. Publication increases the student's ownership of and participation in the writing process. Lastly, all students using the text in class will have an additional goal for their writing: publication.
 - c. Peer Modeling: To further foster student development in supportive writing communities, it will be beneficial for incoming students to have both published examples of peer writing which are considered exemplary for first-year students at CSUCI and access to those published students for discussion pertaining to their own writing attempts. Students may further understand both individual writing strategies and the importance of sharing one's work with others by participating in this publication, whether the student is author, reader, or both. Publication provides the student with an even greater sense of academic audience.
 - d. Illustrative Examples: The publication is a high quality, professional format, consisting of a table of contents sorted by genre. Faculty members

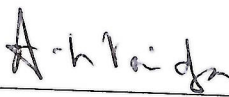
submit their definitions and uses for each essay genre as a guide for students. This text provides students with the expectations of those on the holistic scoring team who will be evaluating their writing. Student submissions illustrate both the MLA and APA style sheets, as well as collaborative research essays.

- e. Courses: All sections of Stretch Composition I (English 102) & Stretch Composition II (English 103), along with Composition & Rhetoric (English 105) use Island Voices as the primary textbook.
3. **Activity Assessment**. All composition faculty assess the booklet's usefulness as a teaching tool and discuss with their students any enhancements for the next year. Throughout the year, we meet to discuss ideas to improve the following year's publication. Results of these meetings are communicated to the Department Chair.
4. **Activity Budget**. Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Attachment A)
5. **Sources of Activity Support**. English Department budget for food/beverage items.

Signatures and Dates

 12 OCT 07
Project Sponsor Bob Mayberry, EN6L Date

 10/12/07
Program Chair/Director Date

 10/12/07
Dean Date

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Explanation/Consultation

Equipment Purchase-if large equipment must show proof of correspondence with OPC Administration, all other purchases must follow Procurement Guidelines

Events-Attach copy of Events and Facilities Use Request Form (Public Folders-OPC Forms) Keep into consideration timeframe for set-up and take down.

Field Trip-If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms)

IT Requirements-requires proof of correspondence with IT Administration

International Travel-requires International Travel application be submitted to Center for International Affairs

Risk Management Consultation-requires proof of correspondence with Bill Kufper (Risk Management)

Space/OPC Requirements, Infrastructure/Remodel-requires proof of correspondence with OPC Administration

Late Submission (Deadlines: Fall 3/31, Spring 10/31)-requires explanation for emergency funding

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ATTACHMENT A

ACTIVITY BUDGET FOR 2007-2008

1. Operating Expense Budget

A. Supplies	<u>\$150</u>
B. Vendor Printing	<u>\$250</u>
C. In-State Travel	<u> </u>
D. Out-of-State Travel	<u> </u>
E. Equipment Rental	<u> </u>
F. Equipment Purchase	<u> </u>
G. Contracts/Independent Contractors	<u> </u>
H. Honorarium	<u>\$400 – awards for student authors</u>
I. OPC Chargeback	<u>See attached Events & Facilities Use Request form</u>
J. Copier Chargeback	<u> </u>
K. Other	<u> </u>

TOTAL

2. Revenue

A. Fees	<u>N/A</u>
B. Matching Budget	<u>N/A</u>

TOTAL

\$800.00 + OPC Chargeback

Events & Facilities Use Request Form

Select Internal or External Request

Date Finalized by EFL

Select New, Modify or Cancel Event

Event #

EVENT INFORMATION

PLEASE SUBMIT THIS FORM 30 DAYS PRIOR TO THE DATE OF EVENT

Organization or CSUCI Dept: Composition / English

Billing Address or
CSUCI charge code:

Account Code / Fund / Dept / Program

Event Coordinator: Christine Poppe / Clifton Justice

Tel: 2783 or 8978 Email: chr.stine.poppe@csuci.edu

Fax: Cell: 300-1303

Date(s) of Event: 1/25/08
Title of Event: Island Voices Celebration

Start Time: 4:00

Finish Time: 6:00

Set Up Time: 3:00

Expected Attendance: 100 - 150

Target Audience (please select): Students, Faculty, Community

Brief Description of Event: Awards & Reception

FACILITY REQUESTED:

- | | |
|---|---|
| <input type="checkbox"/> Grand Salon | <input type="checkbox"/> Malibu Hall 1 |
| <input type="checkbox"/> Petit Salon | <input type="checkbox"/> Malibu Hall 2 |
| <input type="checkbox"/> Salon A | <input type="checkbox"/> Malibu Hall 3 |
| <input type="checkbox"/> The Hub | <input type="checkbox"/> Aliso Hall Auditorium |
| <input type="checkbox"/> The Hub Park | <input type="checkbox"/> Bell Tower Fountain C'yard |
| <input type="checkbox"/> South Quad | <input type="checkbox"/> Library Courtyard |
| <input type="checkbox"/> North Quad | <input type="checkbox"/> Potrero Field |
| <input type="checkbox"/> Bell Tower Mall | <input type="checkbox"/> Recreation Center |
| <input type="checkbox"/> Aliso Hall Plaza | |
| <input checked="" type="checkbox"/> Classrooms (specify) <u>B-T 1302 if available</u> | |
| <input type="checkbox"/> Other (specify) | |

OPC SERVICES REQUESTED:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Audio System | <input type="checkbox"/> Tables - Standard 6' (30) # |
| <input checked="" type="checkbox"/> Wireless Mic (2) # | <input type="checkbox"/> Tables - Almond/Folding 6' (40) # |
| <input type="checkbox"/> Lapel Mic (2) # | <input checked="" type="checkbox"/> Tables - Round 72" (18) # |
| <input type="checkbox"/> Panel Mics (set of 6) | <input type="checkbox"/> Tables - Almond/Round 60" (20) # |
| <input checked="" type="checkbox"/> CD Player | <input type="checkbox"/> Tables - Classroom 6' (60) # |
| <input type="checkbox"/> Stage (10'x8'x2') | <input checked="" type="checkbox"/> Chairs - Almond/Folding (300) # <u>100</u> |
| <input checked="" type="checkbox"/> Podium | <input type="checkbox"/> Chairs - Green Folding (80) # |
| <input type="checkbox"/> Power Ext Cords # | <input type="checkbox"/> Chairs - Burgundy (250) # |
| <input type="checkbox"/> Power strips # | <input type="checkbox"/> Chairs - Blue (100) # |
| <input checked="" type="checkbox"/> Trash Cans - Extra # <u>2</u> | <input type="checkbox"/> Water pots (4 max) # |
| <input checked="" type="checkbox"/> Recycle Cans # <u>1</u> | <input type="checkbox"/> Sprinkler shut off # |
| <input checked="" type="checkbox"/> Other (please specify) | |

Table cloths - Burgundy requested through Sodexho

SPECIAL REQUIREMENTS:

- ☒ Alcohol will not be served ☐ Alcohol will be served
* If alcohol is to be served/supplied, approval by the Chief of Police and the University President is required.

☒ Banners/Signage
Placement Location: University Drive & Potrero Road

☐ Other services (specify):

☒ Catering/Food Service: See Sodexho menu
** Sodexho has first rights for on-campus catering. To utilize outside services, obtain waiver signature from Sodexho (805) 437-8917, sodexho@csuci.edu

TRANSPORTATION & PARKING:

- ☒ Directional signs needed
Text for signs: Island Voices Celebration
- ☐ Parking attendants needed:
- ☐ Other (please specify)
- Designated parking for this event is:

APPROVALS: for administrative use only

Divisional Vice President (approval of event and charge code) Date

Events & Facilities Liaison (verification of space availability) Date

Chief of Police (event notification & approval for alcohol) Date

Dir. of Transportation & Parking (traffic control & parking) Date

Information Technology (approval if IT services requested) Date

IT SERVICES REQUESTED:

- ☒ PC on cart ☒ Video Projector
- ☐ TV/VCR ☐ Overhead Projector
- ☐ Other (please specify)

SET-UP LAYOUT REQUESTED:

- ☐ Theater / Auditorium ☐ Open Square
- ☐ Classroom ☐ U-Shape
- ☒ Banquet / Dining ☐ Other (please attach a sketch of your layout)

All events must comply with the Americans for Disabilities Act and be accessible to persons with disabilities. The sponsor of the event is responsible for requests for access accommodations and for the cost of disability accommodations. Information available at www.ada.gov

PUBLIC SAFETY:

- ☐ Additional assistance is requested for this event. (please specify):

☒ Location to be open by (time): 3:00

☒ Location to be secured at (time): 7:00

Assoc. Dir. Buildings & Grounds (review setup/equip/layout/items) Date

Assoc. VP for OPC (review completed events and facilities request) Date

**Sodexho Manager (approval for waiver of catering services) Date

*President (approval for alcohol supply and/or service) Date

CATERING REQUEST

(Catering Request Forms to be submitted within 24 hours notice or a late fee of 20% will be applied)

Dep
Con
Ext
Req
Fun

Will English Dept

budget support

~ \$600 for

food / beverage?

I'll ask, but I doubt it.

Accounting String #

Location: Bell Tower 1302

Set up Time: 3:00

Clean up Time: 6:15

Number of people: 50 - 100

Buffet

et / Served / Reception)

Plastic

(Plastic or china)

cloth: 10 Napkins:

COLORS AVAILABLE: Red or White

MENU (Please refer to our Catering Guide) (for 50)	SPECIAL REQUESTS (Please contact Catering for approval)
1) Fresh Beef and Chicken ^{vegetables} 135.00	
2) Finger Sandwiches 125.00	
3) Chocolate dipped Strawberries 70.00	
4) Double Fudge Brownies 95.00	
5) Water (100) 125.00	
OR	
	\$ 540.00
Chocolate Attack \$9.00 x 75 =	
	\$675.00