



<http://www.csuci.edu/ira/index.htm>

**Application**  
**Instructionally Related Activities Funds Request**  
**2008-2009 Academic Year**  
**DEADLINE: Fall and Academic Year 3/14/08**  
**Spring 10/15/08**

Applications must first be sent to the appropriate program chair. Chairs will then recommend and route them to the Dean's Office for review and authorization. The Dean's Office will then forward them to the IRA Committee for consideration.

**Activity Title: Island Fox Literary Journal**

Project Sponsor/Staff (Name/Phone): Joan Peters / 437-8448

Activity/Event Date(s): Spring 2009

Date Funding Needed By: January 2009

\*\*Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2008 and for Spring Requests early January 2009.

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

- |   |   |
|---|---|
| <input type="checkbox"/> Equipment Purchase     | <input type="checkbox"/> Field Trip   |
| <input type="checkbox"/> Event                  | <input type="checkbox"/> Participant data collection for public dissemination, i.e. interviews/surveys that result is a journal/poster session/newsletter |
| <input type="checkbox"/> IT Requirements        |   |
| <input type="checkbox"/> International Travel   |   |
| <input type="checkbox"/> Space/OPC Requirements | <input type="checkbox"/> Risk Management Consultation   |
| <input type="checkbox"/> Infrastructure/Remodel | <input type="checkbox"/> Late Submission (Passed Deadlines: <b>Fall 3/14,</b>   |
| <input type="checkbox"/> Other _____            | <b>Spring 10/15)</b>  |

Previously Funded: ☒ YES ☐ NO Yes, Request # \_\_\_\_\_

Does your proposal require IRB (Institutional Review Board) approval: ☐ Yes ☒ No

Assessment submitted for previously Funded Activity: ☐ YES ☐ NO

Academic Program or Center Name and Budget Code: 730 – English

**Relation to Course Offerings:** students in ALL courses are invited to submit writing, which is interdisciplinary and multidisciplinary, as well as art. As THE literary magazine for CSUCI, it can be used in many English, Writing, and Art courses, and is read by the entire community.

Date of Submission: 3/5/08

Amount Requested: \$6,050



23

# California State University Channel Islands

## Check Request Form

To be used for transactions not requiring a purchase order, service agreement or travel & expense reimbursement

### MAKE CHECK PAYABLE TO:

Name: Carley Morgan

Address 1: 231 Warren Ave

Address 2:

City, State Zip: Santa Paula, CA 93060

Amount: \$ 300.00

\*Check will only be held for 48 hours after notification before being mailed out.

PeopleSoft Vendor ID:

Note: New vendors must complete a Form 204

### Check Instructions:

- ☒ Mail to payee  
☐ \* Pick up at Cashier - Ext \_\_\_\_\_  
☐ Mail attachments with check - include copies

Description to appear on reports (30 characters)  
Island Fox Jurnal Proofreading

### TYPE OF PAYMENT:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Advertising                   | <input type="checkbox"/> Lodging (Camarillo area) ** | <input type="checkbox"/> Subscription/Periodical         |
| <input type="checkbox"/> Art Model                     | <input type="checkbox"/> Membership/Dues             | <input type="checkbox"/> Tax Remittance*                 |
| <input type="checkbox"/> Bank Fee*                     | <input type="checkbox"/> Parking                     | <input type="checkbox"/> Utility/Telephone               |
| <input type="checkbox"/> Freight/Postage               | <input type="checkbox"/> Payroll                     |  |
| <input checked="" type="checkbox"/> Honorarium/Speaker | <input type="checkbox"/> Permit/License              | <input checked="" type="checkbox"/> IRA Activity         |
| <input type="checkbox"/> Interpreting/Note taking      | <input type="checkbox"/> Registration/Conference     | <input type="checkbox"/> Other- <u>must</u> be explained |

\*Accounting Use Only

\*\*Hampton Inn/Country Inn/Courtyard Marriott

### DESCRIPTION AND/OR EXPLANATION OF PAYMENT:

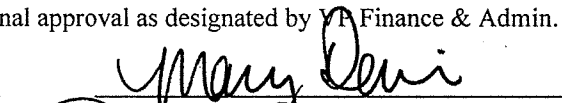
Proofreading for Island Fox Journal, an IRA sponsored activity. 204 Form attached was previously faxed to Procurement.

### ACCOUNTING & APPROVAL:

Account	Fund	Dept ID*	Program	Class	Project/Grant**	Amount
613802	TK910	730	90197			\$300.00
Total						\$300.00

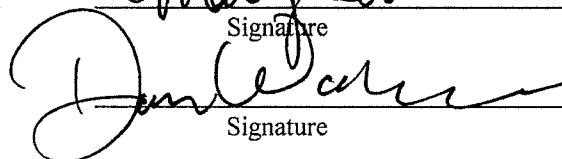
\*Depts. 2xx,3xx,4xx,6xx,9xx require additional approval as designated by Finance & Admin.

Requestor: Mary Devins x3253  
Printed Name & Extension

  
Signature

4/17/09  
Date

Approver: Dan Wakelee  
Printed Name & Extension

  
Signature

4/21/09  
Date

Approver: \_\_\_\_\_

Carley Morgan  
231 Warren Avenue  
Santa Paula, CA 93060  
805-766-6517

04/08/09

Dear Island Fox Committee:

This is to verify that I have agreed to perform proofreading services on your behalf for the current issue of the CSUCI literary journal. The amount of my quote for this job is \$300.

Thanks Sincerely,

Carley Morgan

**Devins, Mary**

---

**From:** WGAwriter@aol.com  
**Sent:** Thursday, April 16, 2009 4:46 PM  
**To:** Devins, Mary  
**Subject:** MYUZ

MYUZ is now complete.

If your office has not done so already, you may go ahead and issue the payments for our two vendors:

\$500 for Tristan Cassel  
\$300 for Carley Morgan

Carley would like to know if CSUCI can pay-pal transfer her the money instead of writing a paper check. Only if that would be faster, though.

Thanks!

Island Fox Team

---




Great deals on Dell's most popular laptops - Starting at \$479

**PAYEE DATA RECORD****(Required in lieu of IRS W-9 when doing business with the State of California)**

STD 204 (Rev. 2-2000)

**Note: Governmental Entities, federal, state, and local (including school districts) are not required to submit this form.**

SECTION 1 must be completed by the requesting state agency before forwarding to the payee

<b>1</b>  <b>PLEASE RETURN TO:</b>	DEPARTMENT/OFFICE CSU Channel Islands <hr/> STREET ADDRESS One University Drive <hr/> CITY, STATE, ZIP CODE Camarillo, CA 93012 <hr/> TELEPHONE NUMBER (805) 437-8400	<b>PURPOSE:</b> Information contained in this form will be used by state agencies to prepare Information Returns (Form 1099) and for withholding on payments to nonresident vendors. Prompt return of this fully completed form will prevent delays when processing payments.  <i>(See Privacy Statement on Page 2)</i>						
<b>2</b>	PAYEE'S BUSINESS NAME <u>Carley Morgan</u> <u>231 Warren Ave.</u> MAILING ADDRESS (Number and Street or P.O. Box Number) <u>Santa Paula, CA 93060</u> (CITY, STATE, and ZIP CODE)							
<b>3</b>  PAYEE ENTITY INFORMATION	CHECK ONE BOX ONLY  <input type="checkbox"/> LEGAL CORPORATION <input type="checkbox"/> MEDICAL CORPORATION <input type="checkbox"/> EXEMPT CORPORATION (Non-profit) <input type="checkbox"/> ALL OTHER CORPORATIONS FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN) [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ]  <input checked="" type="checkbox"/> <b>INDIVIDUAL SOLE PROPRIETOR</b> SOCIAL SECURITY NUMBER      OWNER'S FULL NAME <u>6111-1841-33618</u> <u>Carley M. Morgan</u>	<b>NOTE:</b> State and local governmental entities, including school districts are not required to submit this form.  <b>NOTE:</b> Payment will not be processed without an accompanying taxpayer I.D. number.						
<b>4</b>  PAYEE RESIDENCY STATUS	CHECK APPROPRIATE BOX(ES)  <input checked="" type="checkbox"/> California Resident - Qualified to do business in CA or a permanent place of business in CA. <input type="checkbox"/> Nonresident ( <i>See Page 2</i> ). Payments for services by nonresidents may be subject to state withholding.  <input type="checkbox"/> WAIVER OF STATE WITHHOLDING FROM FRANCHISE TAX BOARD ATTACHED <input type="checkbox"/> SERVICES PERFORMED OUTSIDE OF CALIFORNIA	<b>NOTE:</b>  a. An estate is a resident if decedent was a California resident at time of death.  b. A trust is a resident if at least one trustee is a California resident. <i>(See Page 2)</i>						
<b>5</b>  CERTIFYING SIGNATURE	I hereby certify under penalty of perjury that the information provided on this document is true and correct. If my residency status should change, I will promptly inform you. <hr/> <table border="1"> <tr> <td data-bbox="235 1837 893 1921">           AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)  <u>Carley Morgan</u> </td> <td data-bbox="893 1837 1185 1921">           TITLE         </td> </tr> <tr> <td data-bbox="235 1921 893 1995">           SIGNATURE   </td> <td data-bbox="893 1921 1529 1995"> <table border="1"> <tr> <td data-bbox="893 1921 1185 1995">           DATE  <u>4/7/09</u> </td> <td data-bbox="1185 1921 1529 1995">           TELEPHONE NUMBER  <u>(805) 766-6517</u> </td> </tr> </table> </td> </tr> </table>		AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) <u>Carley Morgan</u>	TITLE	SIGNATURE 	<table border="1"> <tr> <td data-bbox="893 1921 1185 1995">           DATE  <u>4/7/09</u> </td> <td data-bbox="1185 1921 1529 1995">           TELEPHONE NUMBER  <u>(805) 766-6517</u> </td> </tr> </table>	DATE <u>4/7/09</u>	TELEPHONE NUMBER <u>(805) 766-6517</u>
AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) <u>Carley Morgan</u>	TITLE							
SIGNATURE 	<table border="1"> <tr> <td data-bbox="893 1921 1185 1995">           DATE  <u>4/7/09</u> </td> <td data-bbox="1185 1921 1529 1995">           TELEPHONE NUMBER  <u>(805) 766-6517</u> </td> </tr> </table>	DATE <u>4/7/09</u>	TELEPHONE NUMBER <u>(805) 766-6517</u>					
DATE <u>4/7/09</u>	TELEPHONE NUMBER <u>(805) 766-6517</u>							



# California State University Channel Islands

## Check Request Form

To be used for transactions not requiring a purchase order, service agreement or travel & expense reimbursement

### MAKE CHECK PAYABLE TO:

Name: Tristan Cassel

Address 1: 5533 Conner Dr

Address 2:

City, State Zip: Oxnard, CA 93003

Amount: \$ 500.00

PeopleSoft Vendor ID: 4937

Note: New vendors must complete a Form 204

### Check Instructions:

- ☒ Mail to payee  
☐ \* Pick up at Cashier - Ext  
☐ Mail attachments with check - include copies

Description to appear on reports (30 characters)  
Island Fox Jurnal Design

\*Check will only be held for 48 hours after notification before being mailed out.

### TYPE OF PAYMENT:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Advertising                   | <input type="checkbox"/> Lodging (Camarillo area) ** | <input type="checkbox"/> Subscription/Periodical         |
| <input type="checkbox"/> Art Model                     | <input type="checkbox"/> Membership/Dues             | <input type="checkbox"/> Tax Remittance*                 |
| <input type="checkbox"/> Bank Fee*                     | <input type="checkbox"/> Parking                     | <input type="checkbox"/> Utility/Telephone               |
| <input type="checkbox"/> Freight/Postage               | <input type="checkbox"/> Payroll                     |  |
| <input checked="" type="checkbox"/> Honorarium/Speaker | <input type="checkbox"/> Permit/License              | <input checked="" type="checkbox"/> IRA Activity         |
| <input type="checkbox"/> Interpreting/Note taking      | <input type="checkbox"/> Registration/Conference     | <input type="checkbox"/> Other- <u>must</u> be explained |

\*Accounting Use Only

\*\*Hampton Inn/Country Inn/Courtyard Marriott

### DESCRIPTION AND/OR EXPLANATION OF PAYMENT:

Design of Island Fox Journal, an IRA sponsored activity. Vendor already in the system.

### ACCOUNTING & APPROVAL:

Account	Fund	Dept ID*	Program	Class	Project/Grant**	Amount
613802	TK910	730	90197			\$500.00
Total						\$500.00

\*Depts. 2xx,3xx,4xx,6xx,9xx require additional approval as designated by VP Finance & Admin.

Requestor: Mary Devins x3253  
Printed Name & Extension

Signature

Date

Approver: Dan Wakelee  
Printed Name & Extension

Signature

Date

Approver:  
(If required) Printed Name & Extension

Signature

Date

**Devins, Mary**

---

**From:** Tristan Cassel [rabidziggy@gmail.com]

**Sent:** Saturday, April 11, 2009 5:16 PM

**To:** Devins, Mary

**Subject:** Island Fox Design Quote

Hi Mary, I was told you would be the one to talk to about getting paid. I was the designer or this year's Island Fox, and am quoting them \$500 for the work done. If you need any additional info from me, just let me know.

-Tristan

--

Tristan Cassel  
(818) 621-2257

4/17/2009

**Devins, Mary**

---

**From:** WGAwriter@aol.com  
**Sent:** Thursday, April 16, 2009 4:46 PM  
**To:** Devins, Mary  
**Subject:** MYUZ

MYUZ is now complete.

If your office has not done so already, you may go ahead and issue the payments for our two vendors:

\$500 for Tristan Cassel  
\$300 for Carley Morgan

Carley would like to know if CSUCI can pay-pal transfer her the money instead of writing a paper check. Only if that would be faster, though.

Thanks!

Island Fox Team

---

Great deals on Dell's most popular laptops - Starting at \$479





INVOICE

Official Bill of Sale  
Terms Net 30 Days  
Please Reference Invoice # Below

Please remit payment to:

**FEDEX KINKO'S**  
**CUSTOMER ADMINISTRATIVE SERVICES**  
P.O. BOX 672085  
DALLAS, TX 75267-2085

INVOICE #: 429700006162

Receipt #: 4297002 Reg: 0654 Page: 1  
Account #: 000034895 Card #: 0000  
Customer #: Csu-Channel Islands  
Auth User: Csu-Channel Islands  
Reference: Island Fox  
Tax Exempt #: Krista Wilbur

Questions? Please call:

1-800-488-3705

Qty/List	Date: 05/12/08	Disc.	Price	Co-Worker:	Amount
250.00					
5.99	0.000		5.9900		1497.500
16000.00	FS BW D/S Additional National				
0.09	0.000		0.0900		1440.000
250.00	FS Color S/S 11x17/12x18 Cover				
3.08	-100.000		3.4800		670.000
167.00	Cutting per Cut				
1.49	-230.010		2.7200		48.620
0.00	TAX - SALES				
0.00	0.000		0.0000		265.070

SIGNATURE ON FILE

APPROVED FOR PAYMENT - ACCOUNTING DEPT.  
BY *[Signature]*  
DATE 5/26/08  
ACCT 660002 TK91730 60181  
CONTRACT/PO  
☒ PARTIAL PAYMENT 2917.81  
☐ PAYMENT IN FULL

Signature / Name Area

Electronically Reproduced  
Copy of Original

Visit our website at  
<http://www.fedexkinkos.com>

Thank you for choosing FedexKinko's  
Camarillo CA (805) 482-3364  
393 Arneill Rd  
Camarillo, CA 93010-6405

Please remit payment to:

**FEDEX KINKO'S**  
**CUSTOMER ADMINISTRATIVE SERVICES**  
P.O. BOX 672085  
DALLAS, TX 75267-2085

INVOICE #: 429700006167

Receipt #: 4297005 Reg: 0191 Page: 1  
Account #: 000034895 Card #: 0014  
Customer #: Csu-Channel Islands  
Auth User: 210 FINANCE AND ADMINISTRATION  
Reference: workbook print job  
Tax Exempt #:

Questions? Please call:

1-800-488-3705

Qty/List	Date: 05/12/08	Disc.	Price	Co-Worker:	Amount
575.00					
0.59	FS Color S/S 8.5x11 & 8.5x14				
	-115.000		0.7900		224.250
25.00	FS Additional Features - Machi				
0.02	0.000		0.0200		0.500
350.00	FS Color S/S 8.5x11 & 8.5x14				
0.59	-70.000		0.7900		136.500
25.00	FS Additional Features - Machi				
0.02	0.000		0.0200		0.500
600.00	FS Color S/S 8.5x11 & 8.5x14				
0.59	-120.000		0.7900		234.000
25.00	FS Additional Features - Machi				
0.02	0.000		0.0200		0.500
0.00	TAX - SALES				
0.00	0.000		0.0000		43.230

SIGNATURE ON FILE

Signature / Name Area

Electronically Reproduced  
Copy of Original

Visit our website at  
<http://www.fedexkinkos.com>

Thank you for choosing FedexKinko's  
Camarillo CA (805) 482-3364  
393 Arneill Rd  
Camarillo, CA 93010-6405

Received  
05/26/08  
Accounting Dept.  
SUBTOTAL 596.25  
TOTAL DISCOUNT 0.00  
TAX 43.23  
TOTAL 639.48



# FedEx Kinko's

FedEx Kinko's  
393 Arneill Rd  
Camarillo, CA 93010-6405  
(805) 482-3364

6/16/2008 12:15:44 PM PST  
Trans.: 5869 Branch: 4297  
Register: 004 Till: 04866  
Team Member: Betsey L.  
Customer: Krista Wilbur  
Organization: CSU-CHANNEL ISLANDS

## CREDIT MEMO



\* 4 2 9 7 0 0 4 5 8 6 9 \*

Official bill of Sale  
Terms Net 30 Days  
Please Reference Invoice # 429700006353  
Original Invoice # 429700006162

Account #: 00003488950000  
Authorized User: Krista Wilbur  
Organization: CSU-CHANNEL ISLANDS  
Reference: Island Fox  
Signee: Krista Wilbur  
Signee Phone: (805) 437-2791

FS BW DS Add Nat Act (935.55) T  
2679 (10,395.00) @ 0.0900  
Overcharged or Wrong Price

Sub-Total (935.55)  
Deposit 0.00  
Tax (67.83)  
Total (1,003.38)  
CAS Account (1003.38)

Total Tender (1,003.38)  
Change Due 0.00  
I am an authorized agent of the company  
and my signature  
authorizes the company to pay for all it  
ems reflected  
on this invoice.

Authorized Signature

Thank you for visiting

FedEx Kinko's  
Make It. Print It. Pack It. Ship It.  
www.fedexkinkos.com

Please remit payment to:

FedEx Kinko's  
Customer Administrative Services  
P.O. Box 672085  
Dallas, TX 75267-2085

Questions? Please call:  
1-800-488-3705  
CAS Copy

# FedEx Kinko's

FedEx Kinko's  
393 Arneill Rd  
Camarillo, CA 93010-6405  
(805) 482-3364

5/12/2009 10:37:56 AM PST  
Trans.: 3743 Branch: 4297  
Register: 002 Till: 0654336  
Team Member: Miguel L.  
Customer: Krista Wilbur  
Organization: CSU-CHANNEL ISLANDS

## INVOICE



\* 4 2 9 7 0 0 2 3 7 4 3 \*

Official bill of Sale  
Terms Net 30 Days  
Please Reference Invoice # 429700006162

Account #: 00003488950000  
Authorized User: 210 FINANCE AND ADMINIS  
Organization: CSU-CHANNEL ISLANDS  
Reference: Island Fox  
Signee: Krista Wilbur  
Signee Phone: (805) 437-2791

Inside Pages for book 3,656.12  
250 @ 15.9445

Bind Book CrdStk Std 1,497.50 T  
0495 250.00 @ 5.9900

FS BW DS Add Nat Act 1,440.00 T  
2679 16,000.00 @ 0.0900

FS C SS 11x17 CG 670.00 T  
2510 250.00 @ 3.0800  
Item Discount Amt. 0.4000  
Price 2.6800

Cutting per Cut 48.62 T  
0376 197.00 @ 1.4900  
Item Discount Amt. 1.2300  
Compe  
Price 0.2600

Total Discount 330.01  
Sub-Total 3,656.12  
Deposit 0.00  
Tax 265.07  
Total 3,921.19  
CAS Account 3921.19

Total Tender 3,921.19  
Change Due 0.00  
I am an authorized agent of the company  
and my signature  
authorizes the company to pay for all it  
ems reflected  
on this invoice.

Thank you for visiting

FedEx Kinko's  
Make It. Print It. Pack It. Ship It.  
www.fedexkinkos.com

Page 1 of 1

**Devins, Mary**

---

**From:** Jocelyn Kornfeld [jocelyn.kornfeld@gmail.com]

**Sent:** Tuesday, May 20, 2008 4:59 PM

**To:** Devins, Mary

**Subject:** Island Fox design invoice

Hello Mary,

Please let me know if this is enough information, or if you would rather me create an invoice separately and attach it.

Fee for designing *Island Fox Literary Journal, Volume 4* cover and layout: \$750.

Jocelyn Kornfeld  
(661) 803-1093

5/21/2008

Apr. 29, 08

Dear IRA Committee:

I am submitting the extra data requested for proposal # 231, THE ISLAND FOX LITERARY JOURNAL – which I have underlined to underscore the additions to the first IRA proposal, the one with signatures. At this late date, I cannot wait to take it round for signatures again, so please accept these as additions.

The reason these materials were not included in the earlier submission is because it was my understanding that since this is an *ongoing annual activity*, the original submission – with all the descriptions, assessments, goals, etc., would be the basic form, and that our annual submission would just include the new budget and any new information.

This is the first year I have become faculty advisor for the ISLAND FOX so I have no access to the assessment of last year. I have no access to information that predates this issue, except the last year's issue itself, which I am including here. Andrea Marzell was the former faculty in charge and no longer has those records. As a full-time lecturer, her considerable responsibilities have shifted.

Hopefully, last year's ISLAND FOX, will speak for itself. It has come out every year for several years now, it represents our student creativity, and it is fully produced by students, all of whom have been graded on their efforts.

Your funding is our only means of continuing THE ISLAND FOX literary journal. If the students want the university to have a literary journal, please do fund it. This years' journal will be assessed, and that assessment will be a part of the next application; however, in this transitional time, this is the fullest application we can offer.

Thank you so much,

Joan Peters

Assoc. Prof. English

Coordinator, Creative Writing Emphasis

**Application**  
**Instructionally Related Activities Funds Request**  
**2008-2009 Academic Year**

**Requirements and Signatures**

Please provide the following in your application:

1. **Brief Activity Description.** Describe the activity and its relationship to the educational objectives of the students' program or major.

The Island Fox is the CSUCI literary journal; It is created by, published by, edited by, and disseminated by students in the Eng. 465 course, The Creative Writing Project. They solicit, choose, and edit submissions from throughout the university community, although the emphasis is on STUDENT WORK. This is an annual project, a legacy to the university, and a proud outlet for our students' creative work. The date of publication is end of spring term.

GOALS: The goal of the project is give students practical experience running a business, assigning responsibility, managing participants, publicizing the project, soliciting manuscripts, constructing an editorial board to review and choose submissions, editing those. They also hire an art director and work with Kinkos to produce the journal.

2. **Relation to IRA to Course Offerings.** All IRAs must be integrally related to the formal instructional offerings of the University and must be associated with scheduled credit courses. Please list all classes that relate to the program proposed.

THE ISLAND FOX is the project for Eng. 465, the senior Creative Writing Emphasis course which seeks to give creative writing emphasis students practical experience in magazine publishing. It is related to all courses, in essence, because students from other courses can submit work, and be published. In future, students will seek interdisciplinary projects and art projects.

3. **Activity Assessment.** Describe the assessment process and measures that the program will use to determine if it has attained its educational goals. **Please note a report will be due at the end of the semester.**

The students themselves write their own notes for the next group, explaining in detail how to publish the journal, budgets, timelines, etc. In addition, they do a self evaluation with criteria developed by the faculty member at the beginning of

the semester. Their grades depend on the excellence of the work, and ultimately, on the product they produce – on time.

4. **Activity Budget.** Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Page 4)
5. **Sources of Activity Support.** Please list the other sources of funding, and additional support for the activity.
7. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations detailed on page 2.

Signatures and Dates

Project Sponsor	Date
Program Chair/Director	Date
Dean	

**Application**  
**Instructionally Related Activities Funds Request**  
**2008-2009 Academic Year**

**ACTIVITY BUDGET FOR 2008-2009**

1. Operating Expense Budget

A. Supplies	
B. Vendor Printing	\$5,000
C. In-State Travel	
D. Out-of-State Travel	
E. Equipment Rental	

F. Equipment Purchase	_____
G. Contracts/Independent Contractors	\$1,000 (designer) _____
H. Honorarium	_____
I. OPC Chargeback	_____
J. Copier Chargeback	\$ 50.00 (flyers) _____
_____	
K. Other (Please Specify)	_____
 TOTAL Expenses	 \$6,050 _____
 2. Revenue	
A. Course Fees	_____
B. Ticket Sales	_____
C. Out of Pocket Student Fees (exclusive of course fees)	_____
D. Additional Sources of funding (Please specify And indicate source)	\$6,050 _____
<b>E. Requested Allocation from IRA</b>	
 Total Revenue	 \$, 6050.00 _____

(Should match item 2. E. on page 4)

Estimated Number of Students Participating: 50 writers, plus whole school as reading public

**Application**  
**Instructionally Related Activities Funds Request**  
**2008-2009 Academic Year**

**Conditions and Considerations**

**Equipment Purchase**-If requesting large equipment, Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines

**Events**-Attach copy of Events and Facilities Use Request Form (Public Folders-Events & Facilities folder) Consider time frame for set-up and take down.

**Participant Data Collection for Public Dissemination**-If Project Sponsor proposes to conduct research with human participants then it may be subject to IRB (Institutional Review Board for the Protection of Human Subjects) review. It is the Project Sponsor's responsibility to inquire with the IRB **prior** to IRA application submission to determine if the project is exempt from IRB review so that funding is not delayed. Please indicate on the cover page if your project is exempt from IRB review.

**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 and approval from IT Administration

**International Travel**-Requires International Travel application be submitted to Center for International Affairs.

**Risk Management Consultation**-Requires proof of correspondence with Risk Management.

**Space/OPC Requirements, Infrastructure/Remodel**-Requires proof of correspondence with OPC Administration .

**Late Submission (Deadlines: Fall 3/14, Spring 10/15)**-Requires explanation for emergency funding.

**Fiscal Management:** Project Sponsor's program will be responsible for all costs incurred over and above what is funded through the IRA award and will be responsible for seeing that any revenue that is intended to offset the amount of the IRA award is transferred accordingly.



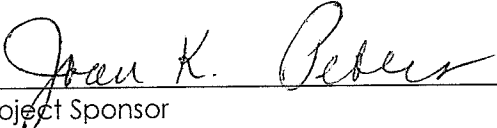
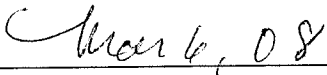

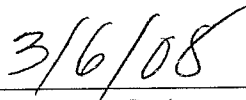
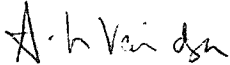
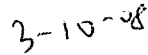
Application  
Instructionally Related Activities Funds Request  
2008-2009 Academic Year

**Requirements and Signatures**

Please provide the following in your application:

1. **Brief Activity Description.** Describe the activity and its relationship to the educational objectives of the students' program or major.
2. **Relation to IRA to Course Offerings.** All IRAs must be integrally related to the formal instructional offerings of the University and must be associated with scheduled credit courses. Please list all classes that relate to the program proposed.
3. **Activity Assessment.** Describe the assessment process and measures that the program will use to determine if it has attained its educational goals. **Please note a report will be due at the end of the semester.**
4. **Activity Budget.** Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Page 4)
5. **Sources of Activity Support.** Please list the other sources of funding, and additional support for the activity.
7. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations detailed on page 2.

Signatures and Dates

 _____ Project Sponsor	 _____ Date
 _____ Program Chair/Director	 _____ Date
 _____ Dean	 _____ Date

---

Application  
Instructionally Related Activities Funds Request  
2008-2009 Academic Year

ACTIVITY BUDGET FOR 2008-2009

1. Operating Expense Budget

A. Supplies	_____
B. Vendor Printing	_____ \$5,000 _____
C. In-State Travel	_____
D. Out-of-State Travel	_____
E. Equipment Rental	_____
F. Equipment Purchase	_____
G. Contracts/Independent Contractors	_____ \$1,000 (designer) _____
H. Honorarium	_____
I. OPC Chargeback	_____
J. Copier Chargeback	_____ \$ 50.00 (flyers) _____

\_\_\_\_\_ K. Other (Please Specify) \_\_\_\_\_

TOTAL Expenses \_\_\_\_\_ \$6,050 \_\_\_\_\_

2. Revenue

A. Course Fees	_____
B. Ticket Sales	_____
C. Out of Pocket Student Fees (exclusive of course fees)	_____
D. Additional Sources of funding (Please specify And indicate source)	_____ \$6,050 _____
<b>E. Requested Allocation from IRA</b>	

Total Revenue

\$, 6050.00

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Order Date: 2009-04-13 16:19:00

Order Status: PAID

Shipping Address	Billing Address	Payment Method
CSUCI Callie Juarez One University Drive Camarillo, CA 93012 United States → Shipping via Super Fast	CSUCI Callie Juarez One University Drive Camarillo, CA 93012 United States 805-437-3253	American Express XXXXXXXXXXXX1001 Expires 8/2011

Items	Quantity	Price
 <b>MYUZ</b> by Island Fox Paperback, 117 pages, ©2009, Version: 1 <i>Ships in 1 business day</i>	2	\$13.68
		<b>Subtotal \$13.68</b>
		<b>Shipping and Handling \$75.68</b>
		<b>Total \$89.36</b>

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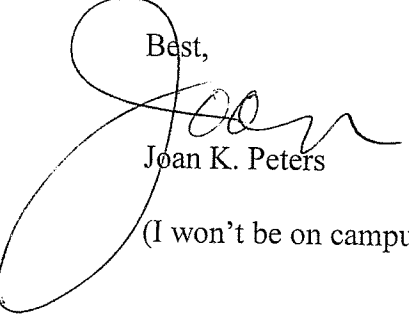
June 16, 08

Hi Mary,

You've received this electronically, I know, but this copy is for the IRA committee and includes the *Island Fox* Journal you requested. Please see the cover letter and let me know:

1. whether funds allocated were for fall semester and how we can use them for spring instead and
2. how I can apply for additional funds. I'd be glad to do so in an IRA request in the fall for spring.

Best,



Joan K. Peters

(I won't be on campus again till Aug. 20, but you can email me)

June 16, 2008

Dear Ashish, Mary, and IRA committee:

Attached please find our *Island Fox* IRA report, and the students' own documentation of their work. I include this because this project is so different from others in that it's so labor intensive, student participatory, and benefits the university as a whole. Each year the journal is produced, students learn - and pass on the knowledge - of how to do it more efficiently. Although students didn't make their distribution deadline, of the last week of classes, they came closer than their predecessors and now know they have to give the graphic designer and printer more time.

I am very concerned that this very large and ambitious project is woefully underfunded for next year. We will be working on it ONLY IN SPRING SEMESTER from now on (due to traditionally low student enrollment in fall for Eng. 465). The funding of \$4,050 was awarded for the fall, but will be spent in spring. I am hoping that with an additional IRA request in the fall, for spring, we can meet our budget goal.

This year, the printing for 250 journals was \$3,921.19; the graphic designer cost \$750. Total: \$4,671.19

The IRA has granted us \$4,050 for next year. However, this year's graphic designer, a friend of one of the students, happened to charge \$250 less than last year - and less than the going fee. It's not at all clear we can get someone to do the design that inexpensively. Also, this year's *ISLAND FOX* was shorter than last year because students felt they did not have more acceptable submissions. Generally, the journal will be longer, and therefore cost more for printing. Finally, the students needed extra money (which this year was waived, miraculously) for "chair set up" for their reading, for color copying for call for submission notices, and for distribution notices. In addition, they wanted to be able to be an interdisciplinary journal, including art as well, but this would cost more; hence, our budget request of \$6,050.

Note: students this year laid the groundwork to create an electronic version of the journal, the students felt strongly that we maintain a print version. This year's journal will be available in the library for fall semester, and be available as well through the English program.

Yours truly,

Joan K. Peters  
Professor, English 465 (producers of *Island Fox*)

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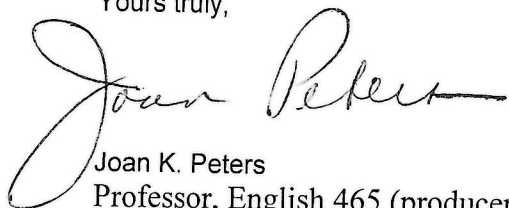
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Yours truly,



Joan K. Peters  
Professor, English 465 (producers of *Island Fox*)

Instructional Related Activities  
**Report Form**

SPONSOR	DEPARTMENT
Joan K. Peters, Professor of English 465, Creative Writing Project (which produces the ISLAND FOX)	English

ACTIVITY TITLE	DATE (S) OF ACTIVITY
Island Fox Literary Journal	Spring, 2008

**PLEASE EXPLAIN (1) DESCRIPTION OF ACTIVITY; (2) HOW DID THE ACTIVITY RELATE TO A COURSE(S); AND (3) WHAT YOU LEARNED FROM THE PROCESS.**

- 1) THE CLASS PRODUCES THE *ISLAND FOX LITERARY QUARTERLY*. THEY CREATE AN EDITORIAL BOARD WITH OUTSIDE REVIEWERS, ADVERTISE AND SOLICIT MANUSCRIPTS FROM THE UNIVERSITY COMMUNITY, EVALUATE AND SELECT THEM WITH THE BOARD, HIRE A GRAPHIC DESIGNER, HIRE THE PRINTER, CREATE AN ISLAND FOX READING FOR THE WRITERS CHOSEN FOR THE JOURNAL, PRODUCE AND DISTRIBUTE THE JOURNAL.
- 2) THE COURSE GOAL IS FOR STUDENTS TO LEARN THE BUSINESS OF LITERARY MAGAZINE PRODUCTION, TO WORK AS A PROFESSIONAL GROUP, AND TO PRODUCE A PRODUCT FOR THE UNIVERSITY COMMUNITY. THE *ISLAND FOX* GIVES THEM ALL THIS EXPERIENCE (SEE THEIR OWN REPORT IN THE APPENDIX)
- 3) THIS WAS MY FIRST TIME TEACHING THE CLASS, AND I LEARNED THAT WHEN GIVEN REAL RESPONSIBILITY, STUDENTS FUNCTION AS PROFESSIONALS, WORK TOGETHER IN A HIGHLY ORGANIZED FASHION, AND LEARN FROM THE GROUND UP TO MAKE GOOD DECISIONS, TRACK FINANCES, KEEP RECORDS, AND TAKE PRIDE IN THE WORK. AS THEY (AND I) NOTE: THE JOURNAL MUST BE PRINTED ONE WEEK EARLIER TO MAKE SPRING TERM DISTRIBUTION POSSIBLE, SUBMISSIONS MUST BE LIMITED TO 2 PER PERSON, AND MORE MONEY IS NEEDED IF THE PRODUCT IS TO CONTINUE, INCLUDE ARTWORK, AND BE INTERDISCIPLINARY AS THE STUDENTS WOULD LIKE.

NOTE: THESE STUDENTS

- CREATED A PRODUCTION CALENDAR,
- CREATED A COMPLEX SCORING SYSTEM TO EVALUATE UPWARDS OF 80 SUBMISSIONS,
- NEGOTIATED A FEE TO FEDEX KINKOS, MADE A BID, WORKED WITH GRAPHIC DESIGNER,
- BROUGHT THE WORK TO KINKOS,
- CREATED A MANAGING EDITOR TO KEEP TRACK OF EACH PERSON'S JOB



- CREATED AN EMAIL ADDRESS TO RECEIVE SUBMISSIONS AND CORRESPONDANCE,
- ELECTRONICALLY DISTRIBUTED SUBMISSIONS TO 12 MEMBER EDITORIAL BOARD,
- SENT ALL SUBMITTEES ACCEPTANCE OR REJECTION LETTERS
- , ORGANIZED A CAMPUS READING, AND DISTRIBUTED THE JOURNAL (ALAS, DURING FINALS WEEK)

\*\*Please attach assessment forms from students, list of attendees, peoplesoft program report

E-mail to the Dean's Office  
30 days after activity

Krista Wilbur, Rachel Hadlock-Piltz,

Rachael Jordan, Kathy Pasha,

Julius Glover, David Gonzalez,

Ronnie Sullivan

ENGL 465 Peters

5/05/08

Final *Island Fox* Portfolio

Dear Professor Peters and 2009 *Island Fox*:

Our team would like to submit to you the following document, which details our experiences with and contributions to the 2008 *Island Fox*, as well as suggestions for the next edition of the *Island Fox*. Our experiences have been especially unique compared to the previous Creative Writing classes for two reasons: first, there was a Fall section of English 465 for the first time last semester, and second, this was the largest class to date, with seven students enrolled. Previous semesters have consisted of three or fewer students, so our task was set up differently than in previous years.

We would first like to show you our timeline of what went on over the course of the semester. Our timeline looks like this:

- |         |  |
|---------|--|
| 1/24/08 | <del>Group meeting</del> (with Joan); assign jobs; begin working on the following immediately: flyers, editorial board members, editorial board policy, selecting a graphic designer, making sure all emails work properly, writing acceptance/rejection letters, submissions requirements, <b>establish deadlines</b> |
| 1/28/08 | <del>Group meeting</del> (without Joan; unless otherwise specified, all future group meetings are without Joan)  |
| 1/30/08 | Group receives editorial board policy  |

- 2/4/08      **Group meeting**
- 2/8/08      Group receives graphic designer job description
- 2/11/08     **Group meeting**
- 2/25/08     **Group meeting**
- 2/28/08     Managing editor receives IRA document from Joan; requests current year blank IRA document from Joan as well
- Update faculty editorial board members of submissions status and timeline
- 3/3/08      **Group meeting**
- Begin speaking with Fedex/Kinkos regarding a quote
- 3/5/08      Managing editor receives, completes, and submits '08-'09 IRA document to Joan
- 3/6/08      Managing editor and Joan finalize IRA document
- Submissions packets sent out to all members of the editorial board
- 3/17/08     **Group meeting** to finalize *Island Fox* selections; email selections to Joan and Sean
- 3/21/08     Receive rough draft of cover from graphic designer
- 3/24/08     **Group meeting** to talk about Joan and Sean's decisions / suggestions
- 4/1/08      Receives first proof from graphic designer
- 4/3/08      Email group suggestions back to graphic designer as well as letter from the editors, a list of titles / positions
- 4/08/08     Receive second proof from graphic designer
- 4/14/08     **Group meeting** (with Joan) to review *Island Fox* before submitting to Fedex/Kinkos
- Submit final changes to graphic designer
- 4/22/08     Receive final, FINAL version of *Island Fox* from graphic designer
- 4/24/08     Leave final version of *Island Fox* with Fedex/Kinkos
- 4/28/08     Receive bid from Fedex/Kinkos

5/01/08 Copyright release form signed by Joan, faxed to Fedex/Kinkos  
5/05/08 Group meeting to collaborate on final portfolio  
Bid proposal signed by Joan, faxed to Fedex/Kinkos

This is just a brief list of what went into the creation of the 2008. For your review, we submit a more detailed analysis of each part of the production process. Although the following is broken down by each student's individual assignment, please be advised that none of the sections could have been done without relying on the whole.

#### Editorial Board

The *Island Fox* staff elected Rachel Hadlock-Piltz to be the Editorial Board director. It was her job to figure out what the composition of the editorial board would look like and how it would go about judging and selecting the submissions once they were all in. She was also in charge of implementing the board policy as well as finding and booking a room for the *Island Fox* reading. It was decided by committee to allow alumni of the English program on the board, and also a member of the English faculty. The board recommended Prof. Sean Carswell and Julius Glover submitted an invitation to him which was accepted.

By January 27, 2008, Rachel wrote a rough draft of the policy: The editorial board was formed like a jury, with 12 members. Board members who submitted pieces to be considered rescued themselves from judging their own work. This idea was accepted from Dick Regnier, a student on last semester's *Island Fox* committee. Everyone would read all of the qualified submissions (ones that had been submitted on time and were within the word limit) except for their own submission, and would grade them on a scale of 1 to 10, with 10 being the best score.

Raw scores would be added and then averaged to receive an overall score for the submission. Then the submission would be ranked from the highest overall score to the lowest and the board would decide from among the top scores which submissions to publish. To simplify the process, the top scores would be divided from the bottom ones by finding the medium:  $(n+1)/2$  where  $n$  = total number of submissions. As things turned out, this step of the process was not really necessary, as a numerical gap clearly delineated the cut-off point for this board, but since in future the median may not be so easily determined the formula should be retained. The *Island Fox* staff decided that if a disagreement over a submission could not be resolved by a simple majority vote the Editorial Director would cast the tie-breaking vote. This was changed to Prof. Joan Peters casting the tie-breaking vote in a subsequent draft of the policy.

After the rough draft was submitted to the staff for discussion, Rachel wrote a second, final draft, which was resubmitted to the staff on January 30, 2008. Details were added, including the formulas for determining raw scores when submitting members were rescued. A contingency plan was put in place whereby not all board members would read all submissions if they proved too numerous. Each member would read half of the submissions in two piles, which meant four groups of three members each would read roughly 40 percent of all submissions. From the top submissions of the two piles, determined by the previously mentioned process, a new "top scores" list would be compiled. However, this process ultimately had to be revised yet again because Prof. Peters and Prof. Sean Carswell (the Board's faculty member) could not read all the submissions or attend the editorial board meeting over the Spring Break.

Rachel the score sheets from Julius Glover and David Gonzalez; the sheets contained the code names of the authors listed next to the titles of pieces and a column for the editorial board members to fill in their scores. She sent these out electronically to all of the board members (and

later collected them electronically) while Julius Glover sent everyone PDFs of all of the submitted pieces. The members then spent the week of March 10-16 reading and scoring the submissions. They sent their score sheets to Rachel on Sunday, March 16.

The board met on Monday, March 17 from 9:30 a.m. to 11:30 a.m. Rachel and Krista Wilbur read out the scores of those members who were in-absentia (a total of four). This process of electronic submission obviated the need for everyone to attend the board meeting in person, especially when the alumni members had day jobs. However, having the majority of the board attend in person was congenial and also prevented any confusion that could arise if the selection process had been conducted entirely by e-mail and fax. Rachel recommends that a face-to-face editorial board meeting be retained in future, acknowledging that other convenient options, such as Instant Messaging and web-camera meetings may become more viable options as the technology and access expands on the CSUCI campus.

The group read out each score in counter-clockwise order. The order was: Rachel HP (reading out numbers for Casey, Elise, Patty and herself), Rachael, Krista (reading for herself and Kathy), David, Ronnie (who would call out his own numbers before he entered them on the pad) and Julius. One issue that came up was that Krista had a different standard for what constituted as a creative piece than Rachel did, and had not scored some pieces because of this. She consented to give scores of zero or 1 when we negotiated the definition of creative pieces to include those essays and non-fiction pieces. This was sufficient as the board arrived at consensus: the pieces were included and a number of 1 or zero was accepted as a raw score. A zero is not the same as an "n/a," "X," "- -" or "blank" score, which were put on the score sheets of people rescued from reading their own work or, in Patty's case, having not read a piece; the pieces given scores of 1 or zero were divided by 10, not 9. All rescued board members left the

room while the others decided the scores for their submissions. They were invited back in once the scores for their pieces had been entered.

After everyone's numbers were tallied, Krista entered the averaged scores onto a spreadsheet that ranked them from highest to lowest; then the top pieces were looked at. The board determined that several code-named authors who had more works than others did in the top spots would be omitted in favor of diversity of authorship as well as for the sake of space, since it would be difficult to include the entire top-half of scores. This is where judgment and negotiation came most into play (and is another reason why retaining a live board is a good idea; it simplifies negotiation). After everyone saw what the final submissions were they accepted the list of pieces. Then the board adjourned, for the majority. Krista, Julius and Rachel stayed at the Writing Center to copy-edit the prose pieces before they were sent out to Jocelyn (our designer) and Profs. Peters and Carswell.

The professors met in Ojai the following week and determined which pieces they liked best and which could be omitted for various reasons including originality and concerns over space in the journal (more a financial consideration than an aesthetic one, because page count helps determine cost). At this point, once the professors were in contact with Krista, the seven members of the *Island Fox* staff met to look over the final list of accepted submissions and edit them for grammar and punctuation. Unfortunately the full board was not kept abreast of this development. Rachel recommends that any alumni board members be kept informed about these later steps in the process, too.

Rachel's other duties included finding and booking the room for the *Island Fox* Reading with Amber Weir, Campus Events Coordinator (Malibu 130, [amber.weir@csuci.edu](mailto:amber.weir@csuci.edu), phone: 805-437-8548). She contacted Amber Weir and set about determining the date as soon possible.

This date was revised several times as problems with the library and the release date of the *Island Fox* arose. Money should also be put aside by the staff for having the campus maintenance staff set up chairs and refreshment tables if the room lacks them.

A copy of the final editorial board process appears at the end of this document.

### Graphic Designer Selection

To hire our graphic designer we contacted both Liz King and Luke Matjas for recommendations of art students in graphic design that would be appropriate for this job. We sent them the job description we had compiled (a copy of the job description appears at the end of this document). When they gave us names and email addresses, we emailed those students offering them to submit a portfolio of their work to the committee for review and selection. One student, Jocelyn Kornfeld, submitted a portfolio immediately; the other students took more time and ultimately did not submit anything.

This year, the decision was unanimous to choose Jocelyn as the graphic designer. Although every one on the staff was willing to give the other students more time, they all agreed that Jocelyn's work was good and that they would be comfortable offering her the position. Jocelyn was came to the next *Island Fox* meeting that we had to discuss ideas, formatting, and get the timeline of her work. She asked questions about what we wanted and told us that she had gone through the previous *Island Fox* journals.

During the process, Jocelyn kept constant contact with us and sent us drafts of both the cover design and the layout of the pages (once the pieces were chosen). The graphic designer had free range of what the design should look like (the only things required were page numbers and a table of contents) and was told to use the pieces of the journal as inspiration.



We recommend that although the Graphic Designer need not be a part of the Editorial Board if time and preference do not permit it, this person should be kept informed and allowed to attend the meeting to get a sense of the shape and scope of the journal. The only exception would be if the designer also submitted a piece for consideration. In this case, as in the cases of all board members who were rescued, the designer should step out of the room while the scores for his or her pieces are being decided.

One dilemma our group had was whether or not to include art pieces in this year's journal. The Fall 2007 section of the Creative Writing Project solicited artwork and recommended several pieces to us. After much discussion, however, we decided it would be too expensive to print art pieces within the journal. Also, we did not know how we would judge photographs and other art pieces for the journal or how they should be chosen. We thought it was a wonderful interdisciplinary idea, but not feasible for us this year.

#### Note-taking and writing to professors

At the beginning of the semester, Kathy Pasha was assigned to the role of secretary. The job entailed being present for every meeting and taking notes which could be sent to the whole group so that everyone was on the same page (especially those who may not have made it to the meetings). Just a suggestion: someone with a laptop would probably work out best because the notes do not then need to be typed up before sending out to the group – the notes can be typed during the meeting and emailed out right away.

We generally started the meetings with everyone going around and updating the group on developments that had occurred in the week(s) since the last meeting. The secretary noted each person's contributions in the first section of the meeting's minutes. Similarly, we would wrap up

each meeting by going around the table again and verbalizing what each member's task was for the next week. Again, this would be recorded in the meeting notes so that staff member received a copy of what they needed to do, as well as what else was in the works.

This year, our staff wanted to see better representation of the interdisciplinary perspective that CSUCI offers in our literary journal. In order to make the *Island Fox* a more well-rounded journal, we hoped to entice students that were perhaps not English majors—but still enjoyed writing—to submit. Early in the semester, we drafted a letter to the staff and Joan arranged for it to be sent to all faculty. In our letter, we tried to emphasize that we were also looking for pieces from majors outside of the English department and implored professors in the other disciplines to announce that we were accepting submissions. This was coupled with leaving flyers in all the faculty boxes that detailed the submission process, so that they may be passed out during announcement time in class.

Our efforts were still unsuccessful (we did not really receive much from the other majors), so you may want to think of better ways to encourage submissions from outside departments. One major suggestion is that the letters/flyers should go out as early as possible. This will give students time to think about pieces they may want to contribute. Also, you may want to seek out classes in other disciplines that have creative-type assignments. One good resource/example is Brad Monsma's Literature of the Environment class which is required for the ESRM program (usually offered in the Fall). Students in that class have to write an informative nature piece which utilizes literary devices, many of which turn out to be highly creative in nature. Talk to people and see if they know of any classes which have assignments like that; students may be proud of their work and want others to share in it.

## Solicitations

David and Julius were co-Solicitations Mangers. Their job was to make sure people were aware that the journal was accepting submissions. David made the flyers. There were three different flyers available to work with. He emailed each of the flyers to the entire group, and Krista responded with several minor changes that needed to be made. In order to reach more students, the team decided to put an announcement on Blackboard. To establish the Blackboard advertisement, Julius contacted Judy Swanson, manager of the IT department. She can be reached by e-mail her at [judy.swanson@csuci.edu](mailto:judy.swanson@csuci.edu) but it is best to talk to her in person. Appointments with Judy can be made at the IT building, or by calling her at (805) 437-8924.

Julius also was responsible for email communications and preparing the submissions for the rest of the group. It was important for someone to check the email account regularly and respond to any questions promptly. Also, it was Julius's job to confirm that we had received the submissions from the authors. The e-mail address for submissions is [island.fox@dolphin.csuci.edu](mailto:island.fox@dolphin.csuci.edu) and the password is Dolphin08. Julius had to have password reset by the IT Desk because there were some issues with logging in. As a precaution, we also established a Yahoo! account in the event that someone might have had trouble sending to the dolphin account, but it was not necessary. The dolphin account worked flawlessly all year.

Julius organized the submissions for the Editorial Board. When all the submissions were accounted for, Julius assigned each author a different code name. There was only one problem with this system. As creative writing emphasizes, we were all very familiar with each other's work. In a handful of cases, there was no way to make a person anonymous because we were familiar with the work(s). A possible solution we discussed was to make every piece confidential and not grouped with other pieces by the same author. On the other hand, by having the authors

anonymous and all of their pieces together, we were able to quickly see how many times a single author was accepted into the journal.

David organized a chart which showcased each code name in one column, the pieces they submitted in the next column, and a column of empty spaces used to score each piece. After the pieces were scored and picked for the journal, Julius was in charge of sending “rejection” letters to those who did not score high enough, while David sent the acceptance letters to the people whose submission(s) were accepted. Afterward, Julius sent out emails to students to inform them about the *Island Fox* reading in April. (Copies of both the acceptance and “rejection” letters are at the end of this document.)

### Printing

The process of getting the journal printed was a long one. Ronnie Sullivan and Krista attempted to establish early communications with Fedex/Kinkos so when the time came, it would be easy to submit the journal; however, the printer was somewhat difficult to work with. Our contact, Seth Glassman (805-482-3364 or [seth.glassman@fedexkinkos.com](mailto:seth.glassman@fedexkinkos.com)), was unable to give us even some sort of informal estimation of the potential printing costs based on last year’s journals. Needless to say this was extremely frustrating given our desire to have the journal produced and delivered before the end of the semester. Seth did, however, maintain regular email contact with us after we first initiated contact.

Once we got the final journal from Jocelyn on CD, Krista drove over to the Camarillo store where Seth works to drop off a copy of last year’s journal as well as the final electronic version of the journal. She had to deliver it in person because none of her emails, including her CSUCI staff email, would allow a file that large to be attached. Krista gave the information to

Betsey, Seth's assistant, who forwarded it on to Seth. Seth emailed Krista a few days later with the bid proposal and the copyright release for that needed to be signed and faxed over. The bid as for an excellent price (\$2917, which was approximately \$1,000 less than anticipated). Joan signed the copyright release form and Krista faxed it over on May 1, 2008, but Seth sent her an email the following day telling her that Joan also needed to sign the bid. Krista had Joan sign the bid on Monday, May 5 and she faxed over later that afternoon. The final journals should arrive sometime this week.

#### Suggestions for next year

For your consideration, the 2008 *Island Fox* staff submits the following suggestions for 2009:

1. Remain open with communication about professors' responsibilities to the board and allow for flexibility in their roles because of their work load. Professors need not be the final arbiters of what gets in, but probably should enter the selection process later because this will give them less to read.
2. Have everyone in the *Island Fox* class submit their available times for the reading as soon as possible, but do not actually book the room too soon in the semester, even if that means a less-than-optimal room later on. It is very vexing to have to cancel a room, knowing it could have been used for a different event at that time if we had given prior notice. It also makes the *Island Fox* staff look wishy-washy and sloppy.
3. Advertise the reading better once a room has been selected. Continue to visit other creative writing classrooms in order to invite people the reading.

4. Maintain contact with Alpha Nu Eta to work in conjunction with one another to provide light refreshments at the reading as IRA funds cannot be used to purchase food for the reading.
5. The graphic designer definitely needs more time. She put it together beautifully this year, but did it in minimal time.
6. Come up with a process and board in the Spring semester (if future Spring sections are offered) for judging art pieces if they want to be included and make sure there is enough money in the budget.
7. Collaborate more with professors in classes outside of the English department that have creative components to them.
8. Research other printers. One possible suggestions is Dartmouth Printing Company, which is located out of state but comes highly recommended to us.

### *The Island Fox* Editorial Board Policy

1/30/08

The editorial board will consist of 12 members.

Board members who have submitted work for the 2008 edition of the *Island Fox* will rescue themselves from scoring their own work.

Everyone will read all of the qualified submissions and grade them on a scale of 1 to 10 (except for his or her own submissions).

10 is the best score and 1 is the worst.

This gives any submission a raw score between 12 and 120 when the numbers are added, or 11 and 110 if the submission's author is rescued.

If there are too many submissions for everyone to read them all in the time allotted, the initial submissions pile will be split in half, as will the board (two groups of 6). Each group will read and grade half of the submissions, and proceed with the following process. (Note that this gives raw scores between 6 and 60 – the rescued will read from whichever pile does not contain his or her own work). This alternative process results in every board member *ultimately* reading 33.3% of all submissions instead of 99%-100%.

Raw scores will be averaged (divided by 12 to get the mean, or divided by 11 if a board member is rescued from grading his or her own work, or divided by 6 if the pile is split in half).

Then the submissions will be ranked from the highest number to the lowest for consideration.

$(n+1)/2$  will give the median score (where  $n$  is the total number of submissions) so we can use it as a guideline when determining where to cut off the submissions, a number below which we won't consider those submissions. In this way our pool of submissions is halved. This will help if scoring is exceptionally close and there's no obvious gap in the numbers between the top half and the bottom half. This method won't be used if there are insufficient submissions to warrant it.

At this point, if the board has been split into two groups of 6, those groups and their "top-half" submissions lists will reconvene.

The groups will then switch lists and read the "top-half" submissions they did not read previously (excepting their own work) and rank them (add the 6-60 score of Group 1 with the 6-60 score of Group 2 to arrive at a score between 12-120, then divide by 12 to arrive at the raw score, or divide by 11 if someone is rescued).

The entire board will then combine their lists into one list.

The board will decide from among the top scores which submissions to accept for publication, taking into account the design, theme and presentation of the material.

Any disagreements that cannot be resolved through discourse will be resolved by a vote, with Prof. Joan Peters casting the tie-breaking vote.

Rachel Hadlock-Piltz  
Editorial Director



The *Island Fox* Literary Journal  
Graphic Designer Job Description  
2007 – 2008

Summary: The job of the *Island Fox* Literary Journal Graphic Designer will be to design the cover, layout, table of contents, pagination, and other forms of design of the journal. This includes (but is not limited to): overall theme, font, color scheme, organization of literary pieces, and page separators.

Tasks: The graphic designer will receive the chosen, final submissions for the journal and after reading them, decide on an overriding theme for the design of the journal. Once the theme is chosen, then a cover design, layout, etc. needs to be developed. The graphic designer has full range (and responsibility) for the design of this Journal. Past examples of the *Island Fox* will be given to the graphic designer (to borrow) as possible examples, but we give the graphic designer creative rights to decide on the theme and design. The designer may work closely with the rest of the *Island Fox* Editorial Team for support and help in any areas of this work.

Skills: Must have access to proper graphic design materials such as computer and lab to work in (because this cannot be provided by the Editorial Team). Must be able to have open communication with the rest of the Editorial Team and work on a quick deadline.

Qualifications: Must be a current CSU Channel Islands student in good standing that has submitted a portfolio of design to the Editorial Team.

“Rejection” Letter

Dear Authors,

Thank you for submitting to the 2008 *Island Fox*. This year we had over 80 submissions and unfortunately we were only able to accommodate 28 pieces. Although we were unable to publish your work this issue, we would like to encourage you to submit again for our next publication in spring 2009. Alumni submissions are highly encouraged so your opportunities do not end at graduation. More information regarding the 2009 journal will be available in the fall, sponsored by the English department. Thank you again for sharing your work and best of luck to you for next time.

Sincerely,

Your Friendly Neighborhood 2008 *Island Fox* Team

Acceptance Letter

Dear Author,

Thank you for submitting to the *Island Fox*. This year, we had over 80 submissions and we were only able to accommodate 28 pieces. The *Island Fox* staff would like to congratulate you on being one of the authors who was accepted into this year's publication. Your piece, \_\_\_\_\_, was accepted and will be featured in the *Island Fox* 2008. We encourage you to submit once again for the next publication in Spring 2009, whether a continuing student or alumni. Thank you for sharing your work!

Sincerely,

Your Friendly Neighborhood 2008 *Island Fox* Team