



<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 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: Fall Festival of Short Performance**

Project Sponsor/Staff (Name/Phone): **Catherine Burriss x3126, Bob Mayberry x2786**

Activity/Event Date(s): **November 13-15**

Date Funding Needed By: **September, 2008**

\*\*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   |
| X 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"/> Risk Management Consultation   |
| <input type="checkbox"/> International Travel   | <input type="checkbox"/> Late Submission (Passed Deadlines: <b>Fall 3/14, Spring 10/15</b> )  |
| <input type="checkbox"/> Space/OPC Requirements |   |
| <input type="checkbox"/> Infrastructure/Remodel |   |
| <input type="checkbox"/> Other _____            |   |

Previously Funded: X YES--*But new & improved!*  NO      Yes, Request # \_\_\_\_\_

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

Assessment submitted for previously Funded Activity: X YES    NO

Academic Program or Center Name and Budget Code: English 730, Performing Arts 731, Art ????

Date of Submission: March 13, 2008

Amount Requested: **\$1400**

Estimated Number of Students Participating: 100-150

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**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.

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**Requirements and Signatures**

Please provide the following in your application:

**1. Brief Activity Description.**

For the past two years, the English, Performing Arts, and Art programs have co-sponsored the Fall Festival of Short Plays as a successful creative outlet for student and faculty. This fall, we plan to expand the Festival call for submissions from just short plays, to all short performances—theatre, dance, music, or any combination thereof. Students from all three disciplines will be involved in some aspect of the Festival: Performing Arts and English majors will submit scripts and performance proposals, be cast for parts in the plays, and help us run the technical aspects of the show, while Art students will design the set, posters and programs. Students from any major are encouraged to submit scripts and proposals; in past years anywhere from six to ten viable submissions were received, and we were able to include all submissions. Last year more than 100 students attended the two performances; including 60 students from the dorms who were invited to a free preview performance—which we plan to do again this year.

The past Festivals have thematically centered on visual artists with interesting lives and relationships (Frida Kahlo and Diego Rivera, Andy Warhol and Valerie Solanas), and this year's theme will be nineteenth century French sculptors and lovers Auguste Rodin and Camille Claudel.

The new Broome library will provide many potential performance spaces to choose from, and the library staff and faculty continue to be enthusiastically supportive of the Fall Festival. Paula Adalian, the Dean of the library has pre-approved use of the Broome library by the new and improved Fall Festival of Short Performance.

**2. Relation to IRA to Course Offerings.**

As mentioned above, many Performing Arts, English, and Art students will be involved directly. The Fall Festival, as proposed here, will help create more performance opportunities for Performing Arts students on a regular basis, and also for students campus-wide who are interested in the performing arts. Students from all PA courses will be invited to be part as actors, dancers, musicians, singers, choreographers, playwrights, directors, or technicians; students from other majors are welcome to participate as well, and have done so in the past. The classes most directly related to the Festival include: PA 101 Intro to Performing Arts, PA 350 Audience and Performance Studies, ART/PA 384 Costume Design, PADA 151, PADA 253, PADA 254, PATH 280 Acting I, PATH 281 Play Analysis, PATH 382 Directing, ENGL/PATH Shakespeare ENGL/PATH Multicultural Drama. The Art

capstone course, ART 499, has students whose semester project will include designing stage pieces, programs, and posters for the Festival.

3. **Activity Assessment.**

The traditional form of assessment in the performing arts is audience response—gauged by attendance, applause and verbal responses. We will certainly be scrutinizing how our audiences respond to the performances. In addition, we are continuing our efforts to build a broader student base of support, chiefly by again inviting resident students to a special Thursday night performance and then conducting a "talk-back" with the audience to learn more about their responses.

4. **Activity Budget.**

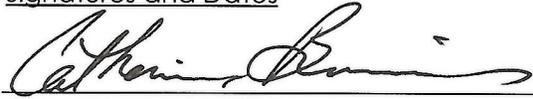
See Page 6 for the entire budget. We are requesting \$600 to cover supplies for creating the set, \$400 for printing (estimate for 200 programs, one large poster, ten small posters, and 100 small handouts to paper the student residences), \$300 as an honorarium for our Technical Director John Price, and \$200 for estimated OPC chargebacks (though there may be no need to involve OPC; it depends on the requirements of the yet-to-be-determined Broome library performance space).

5. **Sources of Activity Support.**

PA and English will cover the copier chargeback involved (for scripts, music, etc.). PA will provide lighting and sound equipment, including "consumables" like gaffer tape, free of charge. The Festival made \$125 in ticket sales last year, so we can estimate at least that much revenue will be returned to the IRA account this year.

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



Catherine Burriss, Performing Arts

3/12/08

Date



Bob Mayberry, English

13 MAR 08

Date



Matt Fumanski, Art

13 MAR. 08

Date



Luda Popenhagen, Performing Arts

3/13/08

Date



Carinne Bach, Performing Arts

3-12-08

Date



Jacquelyn Kilpatrick, Chair of Performing Arts, English, & Communications

3-12-08

Date



Dean

3-17-08

**RECEIVED**

**MAR 14 2008**

**Dean's Office**

Application  
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2008-2009 Academic Year

ACTIVITY BUDGET FOR **2008-2009**

1. Operating Expense Budget

A. Supplies	600	_____
B. Vendor Printing	400	_____
C. In-State Travel		_____
D. Out-of-State Travel		_____
E. Equipment Rental	<u>Performing Arts will provide equipment free of charge</u>	
F. Equipment Purchase		_____
G. Contracts/Independent Contractors		_____
H. Honorarium	300	(Technical Director) _____
I. OPC Chargeback	200	(estimate) _____
J. Copier Chargeback	75	_____
K. Other (Please Specify)		_____
TOTAL Expenses	1600	_____

2. Revenue

A. Course Fees		_____
B. Ticket Sales	125	(estimate) _____
C. Out of Pocket Student Fees (exclusive of course fees)		_____
D. Additional Sources of funding (Please specify And indicate source)	75	(PA/ English copier) _____
<b>E. Requested Allocation from IRA</b>	<b>1400</b>	_____
Total Revenue	1600	_____

**EMPLOYEE REQUISITION/PERSONNEL ACTION REQUEST FORM**

Please follow the Requisition Guidelines for assistance. Incomplete Requisitions will be returned to Preparer.

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**PART I: EMPLOYEE INFORMATION**

Date: 2/5/09	Department Name/Program: Performing Arts	Preparers Name: Mary Devins	Extension: 3253
Employee's Name (Last, First, Middle Initial) <i>Leave blank for Recruitment:</i>  <b>Price, John</b>		<b>Staff/Student:</b> <input type="checkbox"/> Staff <input type="checkbox"/> MPP <input checked="" type="checkbox"/> Special Consultant <input type="checkbox"/> Student Assistant <input type="checkbox"/> FWS Stud. Asst <input type="checkbox"/> Emergency Hire (See Guidelines) <input type="checkbox"/> Other Please Specify:	
		<b>Faculty:</b> <input type="checkbox"/> Full Time Tenure Track <input type="checkbox"/> Full Time Lecturer <input type="checkbox"/> Part Time Lecturer	
Sabbatical Eligibility Date: Month Year		Difference In Pay Eligibility Date: Month Year	

**PART II: ACTION REQUESTED - (Select ALL that apply) See Guidelines for definitions**

<input type="checkbox"/> Appointment - No Ending Date <input checked="" type="checkbox"/> Temporary Appointment - with Ending Date <input type="checkbox"/> Emergency Appointment (See Emergency Hire Guidelines) <input type="checkbox"/> Additional/Concurrent Assignment <input type="checkbox"/> Reassignment (including Pay Plan Change) <input type="checkbox"/> Change from Temporary to Probationary/Permanent <input type="checkbox"/> Credit temp full-time service to probationary period _____ # mos <input type="checkbox"/> Time Base Change - Permanent <input type="checkbox"/> Salary Rate Change	<input type="checkbox"/> Promotion <input type="checkbox"/> Reclassification <input type="checkbox"/> In-Range/In-Class Progression Status in new classification: <input type="checkbox"/> Permanent <input type="checkbox"/> Probationary <input type="checkbox"/> Early Reinstatement from Full/Partial Leave <input type="checkbox"/> Retired Annuitant Appointment (Limited to 960 hours per Fiscal year) <input type="checkbox"/> Demotion <input type="checkbox"/> Working Title Change <input type="checkbox"/> Supervisor Change <input type="checkbox"/> Stipend for UNIT: <input type="checkbox"/> Funding Source Change <input type="checkbox"/> Sabbatical Leave <input type="checkbox"/> Difference in Pay Leave Fall Spring
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Effective Date of Action: 11/12/08	Ending Date (if temporary): 11/14/08	Supervisor's Name/Title: Jaqueline Kirkpatrick	Extension:
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Explanation of Action: Special Consultant for lighting display for Fall Festival of Short Plays  
 \*\*Special Consultants Only - NTE \$ Amount/ Total # of Days  
 NTE \$100 per day for 3 days

**PART III: POSITION/ASSIGNMENT INFORMATION** \* Click here to reference the CSU Salary Schedule

FROM		Current Assignment - Complete all Blocks (For: Current Employee - Non-Recruitment Actions)		TO		Proposed Assignment - Complete all Blocks (For: All Recruitment & Non-Recruitment Actions)	
Funding Source 1: 601801 TK910 730 90203	% Split: 100 %	Funding Source 1:	% Split:	Funding Source 1:	% Split:	Funding Source 2:	% Split:
Funding Source 2:	% Split:	Funding Source 2:	% Split:	Funding Source 3:	% Split:	Funding Source 3:	% Split:
Division/Department/Program Academic Affairs/Nursing 721, IRA Project				Division/Department/Program			
*Classification Level (CSU Title) Special Consultant		*Skill Level (if applicable)		*Classification Level (CSU Title)		*Skill Level (if applicable)	
Working Title (if applicable) Special Consultant				Working Title (if applicable)			
*Class Code/Range or Grade (#### / #) 4660		*Classification Salary Range		*Class Code/Range or Grade (#### / #)		*Classification Salary Range	
FTE/Time Base/Semester Fraction	Pay Plan (Months Off for 10/12 & 11/12 Plans) <input type="checkbox"/> AY <input type="checkbox"/> 10/12 ( ) & ( ) <input type="checkbox"/> 11/12 ( )		FTE/Time Base/Semester Fraction	Pay Period(s) Off (10/12 & 11/12 Plans) <input type="checkbox"/> AY <input type="checkbox"/> 10/12 ( ) & ( ) <input type="checkbox"/> 11/12 ( )			
FT Monthly Salary Rate	Actual Salary Rate \$259.00 <input type="checkbox"/> Mo <input type="checkbox"/> Hr <input checked="" type="checkbox"/> Daily	Stipend Amt	FT Monthly Salary Rate	Actual Salary Rate <input type="checkbox"/> Mo <input type="checkbox"/> Hr <input type="checkbox"/> Daily	Stipend Amt		

**PART IV: SIGNATURES/APPROVALS**

Name of Supervisor/Title: <b>PRINT</b> Jaqueline Kirkpatrick	Signature:	Date:	EXT:
Name of Department/Division Director: <b>PRINT</b> Ashish Vaidya, Dean of the Faculty	Signature:	Date:	EXT: 8986
Name of Department Budget Officer: <b>PRINT</b> Maria Tauber FA Manager/Kris Muller AR Manager	Signature:	Date:	EXT: 8543/8418
Name of Grant & Contract Analyst (required for any SA901)	Signature:	Date:	EXT: 3175
Name of Financial Aid Representative (required on FWS)	Signature:	Date:	EXT:
Name of President/Designee: <b>PRINT</b> Dawn Newman, Provost of Academic Affairs	Signature:	Date:	EXT:

**PART V: BUDGET USE ONLY** UNIT #:

Apprvd PeopleSoft Position#:	Budget Officer (Signature):	Date:	Comments:
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**PART VI: HR USE ONLY** REQUISITION #: Inclass or Reclass approved % : Initials of HR Rep:

Reimbursed Moving Expenses (if applicable) Maximum amount authorized - \$	AD \$\$ Y N	Unit 8 POST Cert(s) (level):	Transfer of Credits from another State Agency: Vacation: Data Transfer Form Received <input type="checkbox"/>	Initials of HR Rep
Probationary Period	Permanency	Evaluations Cycle	SSI Unit 3/ Unit 8	MPP Job Cd:
Type ly N	Starts:	Ends:	Date Eligible:	1Q 2Q 3Q 4Q Mo/Yr Stipend Amt
			Documented by:	Initials Date

Request for Consulting Services Form  
Academic Affairs  
CSU Channel Islands

Name and Address of Consultant:                      Social Security #:  
John Price  
28 Gitana Ave  
Camarillo, CA 93012  
Telephone and Email:                      (805) 437-8959    john.price@csuci.edu

Brief Statement of Scope of Work: Directing students for the design and set up of  
Lighting for the Fall Festival of Plays, PA

and advising faculty lecturer

Relevant Skills and Academic Background of Consultant: CSUCI professor of  
Computer Science

EM Degree in technical theater

Product or Deliverables of the Employment: video taped demonstration

Consulting Period:

November 12-14, 2008

Start and Completion Dates:

November 12-14, 2008

Recommended Amount or Compensation: (PLEASE NOTE: Amount must be reflected as a "daily" and NOT hourly amount.

\$100 per day not to exceed 3 days.

Recommended By: Jaqueline Kirkpatrick, English & Performing Arts Chair

Approved By: \_\_\_\_\_