



<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:

Project Sponsor/Staff (Name/Phone): Kathleen Klompfen

Activity/Event Date(s): February 21, 2009

Date Funding Needed By: February 20, 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"/> Risk Management Consultation |
| <input type="checkbox"/> International Travel | <input type="checkbox"/> Late Submission (Passed Deadlines: Fall 3/14, Spring 10/15) |
| <input type="checkbox"/> Space/OPC Requirements | |
| <input type="checkbox"/> Infrastructure/Remodel | |
| <input type="checkbox"/> Other _____ | |

Previously Funded: ☒YES ☐NO Yes, Request # 05-0066

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: University Writing Center, 829

Date of Submission: October 9, 2008

Amount Requested: \$138
(Should match item 2. E. on page 5)

Estimated Number of Students Participating: 4

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

The University Writing Center serves the CSUCI campus by supporting all members of the CSUCI community with their writing at any stage of the composing process. Our peer writing tutors help students understand and brainstorm their paper assignments, organize their essays, develop and document their ideas, and learn to polish and edit their own papers. The sixth annual Southern California Writing Centers Association Tutors Conference will be held at Moorpark College and will be attended by over one hundred tutors from colleges and universities across Southern California. The event is unique in that it is designed especially for writing tutors—the tutors will respond to a call for papers, lead the discussions, and then return to their respective institutions to disseminate what they have learned. This conference is not only a good chance for CSUCI tutors to meet other tutors from Southern California colleges and universities and share tutoring strategies, but it also affords them an opportunity to include conference presentation on their curriculum vitae.

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.

Writing tutors assist as in-class tutors in several courses—ENGL 102, 103, and 105 are a few examples. The experience of attending an academic conference and the knowledge the writing tutors gain from this conference in particular will expose them to a larger academic community. It will help them to realize that writing tutoring is not merely an isolated activity that takes place on our campus, but it is an enterprise that is grounded in theory and is taking place across Southern California and worldwide. It is important to note that in order for tutors to work in the University Writing Center they take a course, ENGL 329: Issues in Tutoring Writing. Their conference presentations will likely emerge from assignments they completed in the tutoring course. Finally, learning how to be a more effective reader of others' and one's own writing is vital, and this conference will help the tutors who attend the conference to do so with more confidence—regardless of the course.

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.**

Tutors will be asked to complete a survey of each session of the conference they attend. After the conference, the directors of all of the writing centers in attendance will compile the data both to gauge the tutors' attitudes about the conference and assess what they learned at the conference. I will participate in compiling this report and will submit it to the IRA committee. Tutors who attend the conference will run through their presentation(s) for the conference with the tutors who are unable to attend the conference and they will also give a verbal report to their fellow tutors upon returning from the conference.

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.

In the 2008-2009 budget for the University Writing Center there is no funding available for the tutors to attend conferences.

6. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations detailed on page 2.

Signatures and Dates

Kathleen G. Kemp 10/9/08
Project Sponsor Date

Sue Saunders 10/9/08
Program Chair/Director Date

A. Reid 10/10/08
Dean

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ACTIVITY BUDGET FOR **2008-2009**

1. Operating Expense Budget

A. Supplies	_____
B. Vendor Printing	_____
C. In-State Travel	<u>\$58</u>
D. Out-of-State Travel	_____
E. Equipment Rental	_____
F. Equipment Purchase	_____
G. Contracts/Independent Contractors	_____
H. Honorarium	_____
I. OPC Chargeback	_____
J. Copier Chargeback	_____
K. Other (Please Specify)	<u>conference registration--\$80</u>
 TOTAL Expenses	 <u>\$138</u>

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)	_____
E. Requested Allocation from IRA	_____
 Total Revenue	 _____