



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

**Application**  
**Instructionally Related Activities Funds Request**  
**2010-2011 Academic Year**  
**DEADLINE: Fall and Academic Year 3/31/10**  
**Spring TBD**

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): Prof. Joan K. Peters, 437 8448

Activity/Event Date(s): Island Fox Literary Journal

Date Funding Needed By: February, 2011

**\*\*Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2010 and for Spring Requests early January 2011.**

**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 |
| <input type="checkbox"/> IT Requirements        | dissemination, i.e. interviews/surveys that                     |
| <input type="checkbox"/> International Travel   | result is a journal/poster session/newsletter                   |
| <input type="checkbox"/> Space/OPC Requirements | <input type="checkbox"/> Risk Management Consultation           |
| <input type="checkbox"/> Infrastructure/Remodel | <input checked="" type="checkbox"/> Late Submission             |
| <input type="checkbox"/> Other _____            |   |

Previously Funded: ☒ YES ☐ NO

Yes, Request # \_\_funded yearly\_\_\_\_\_

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: Literature and Writing Program  
GD901-730

Date of Submission: Jan 20, 2011

Amount Requested: \$4,000  
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: 7 students on editorial board, plus @ 100 students submitting writing.

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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** - Requires explanation for emergency funding.  
late submission because I was on sabbatical last year and the person who took over the . course in my absence didn't follow up with the IRA request or report as I assumed.

**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 Island Fox* is a professional quality literary review, the purpose of which is to present creative writing from students currently attending the CSUCI. It showcases pieces of fiction, poetry, creative non-fiction, and drama. The program is linked specifically to the Creative Writing emphasis, but will entertain submissions from any student, regardless of major. The literary review will be circulated throughout the campus upon publication, as well as throughout the surrounding community. At its core, the goal of the review is to invest in the talent and potential of CSUCI students, as well as increase interest in and support of the English/Creative Writing department. A circulated, professionally published review would bolster interest and foster creativity not only among students, but in the community as well. This year we will also be linking with the Performing Arts program to create performances for some of the materials.

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 literary review is directly linked to ENGL 465, the Creative Writing Project. The objective of the class is to produce the literary review in its entirety, from concept to distribution. Enrolled students will make up the Chief Editorial Board, and be responsible for enlisting additional editors to help with the work load (most of which will come from the English Department). Additional courses related to the project: ENGL 360, ENGL 461, ENGL 462, ENGL 463, ENGL 464.

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.**

I am submitting the report I did for the last Island Fox I supervised.

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

Joan K. Peters, Jan 21, 2011

Project Sponsor

Date

Jacqueline Kilpatrick, Jan 11, 2011

Program Chair/Director

Date

Dean of the Faculty

Date

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ACTIVITY BUDGET FOR 2010-2011

1. Operating Expense Budget

A. Supplies

B. Vendor Printing	\$3000	_____
C. In-State Travel		_____
D. Out-of-State Travel		_____
E. Equipment Rental		_____
F. Equipment Purchase		_____
G. Contracts/Independent Contractors Designer, \$1000		_____

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H. Honorarium		_____
I. OPC Chargeback		_____
J. Copier Chargeback		_____
K. Other (Please Specify)		_____

TOTAL Expenses	\$4000	_____
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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)	_____

Total Revenue	_____
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E. Total Requested from IRA	\$4000	_____
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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



Instructionally Related Activities Funds (IRA)  
2011-2012 Academic Year

**Budget Request & Program Set-Up**

Date: 6/27/11  
To: Budget Office  
From: Mary Devins  
Subject: IRA Proposal #407 Island Fox Poetry Journal

IRA Approved Campus contact: Joan Peters  
Faculty Support Coordinator: Carmen Krebs

Program Set-Up	
Name of Program (limit to 30 characters)	Island Fox Poetry Journal

IRA Funding Source				
Account	Fund	Dept	Program	Monetary Amount
660003	TK910	730	90350	\$4000

Fiscal Year for Budgeting and Spending:	2011-2012
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\*\*\* Program codes will become inactive at the end of the Budgeted/Spending Fiscal Year \*\*\*

Mary Devins 6/27/11  
IRA Committee Representative Date

Tracy Cole 7/27/11  
Budget Department Date

Applications for Approval Signed by University President or Representative Provost/Dean.  
Please return copy of completed/signed form to Mary Devins, Academic Affairs.

Budget Office Use					
Program Set-Up:	CFS Chartfield	✓	Notification	✓	Hyperion Set-Up
Budget Set-Up:	Budget Journal Entry		Journal Entry #		Completed Date