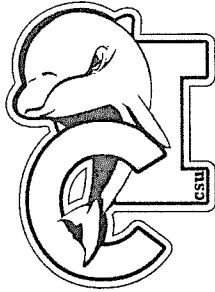http://www.csuci.edu/ira/index.htm

Application
Instructionally Related Activities Funds Request
2011-2012 Academic Year
DEADLINE: Fall and Academic Year 3/31/11
Spring 2012 deadline is 10/31/11

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: Service Learning Livescan Support
Project Sponsor/Staff (Name/Phone): Andrea Grove (x3124); Pilar Pacheco (x8851)
Activity/Event Date(s):MAY 2011-2012
Date Funding Needed By: August 2011
Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2011 and for Spring Requests early January 2012.

Please check if any of the following apply to your IRA:
☐ Equipment Purchase   ☐ Field Trip
☐ Event   ☐ Participant data collection for public
☐ IT Requirements   dissemination, i.e. interviews/surveys
                                   that
☐ International Travel   result is a journal/poster
                                   session/newsletter
☐ Space/OPC Requirements   ☐ Risk Management Consultation
☐ Infrastructure/Remodel   ☐ Late Submission
x Other _____

Previously Funded: XYES   ☐NO   Yes, Request # _____

Does your proposal require IRB (Institutional Review Board) approval:
☐Yes   xNo

Assessment submitted for previously Funded Activity: ☐YES   XNO

Academic Program or Center Name and Budget Code: Center for Community Engagement, 833

Date of Submission: March 31, 2011

Amount Requested: $5000
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: depending upon the livescan

charges, potentially 50 students for AY 11-12.

Application
Instructionally Related Activities Funds Request
2011-2012 Academic Year

Conditions and Considerations

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

Events-For a large event, consultation with the events coordinator is recommended.

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 <u>prior</u> 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.

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.

<u>Application</u>
<u>Instructionally Related Activities Funds Request</u>
<u>2011-2012 Academic Year</u>

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.

Many faculty teach courses with an integrated service learning
component. Service Learning often involves a community agency or
organization serving children and youth with educational support and
mentoring. The majority of these agencies require all volunteers to be
fingerprinted through LiveScan. Fingerprinting volunteers and service
learners has also been recognized as a model practice to provide for
the safety and well being of children and youth. LiveScans are
available on the CI campus, but at the cost of $20 for the initial
fingerprint and an additional charge of $32 to $100 depending upon the
purpose of the LiveScan. For service learning students, conducting a
LiveScan amounts to an out of pocket cost of between $52 and $120.
This cost prohibits many students from participating in the full
educational experience offered through their course. In addition, the
only acceptable forms of payment Campus Police accept are MasterCard,
Visa or Debit cards. Many CSUCI students are not in possession of these
forms of payment and have to rely on their parents to supply this
financial support. This cost and payment process prohibits many
students from participating in the full educational experience offered
through their SL course. The IRA request for Service Learning LiveScan
Support would provide full funding for students during the 2011-2012
academic year. This service will be made available to all SL students
who chose a community partner where Live Scan was a requirement.
Therefore, students will be able to self-select to use or not use Live
Scan resources.

> **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.

> CI currently offers 20 courses a semester that have a service
> learning component. They include courses from the following
> programs: Chicana/o Studies, Liberal Studies, Education,
> Sociology, Liberal Studies, Early Childhood Studies, Spanish, and
> Communication.

2. **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 Service Learning LiveScan Support request will be assessed in two manners: Utilization and Impact. First, a utilization record will be maintained of the total number of courses and students who utilize LiveScan to enable students to participate in service learning activities. Secondly, records will be maintained of surveys regarding the impact of the service learners on the community that has been enabled through the Service Learning LiveScan Support. An evaluation of the program's success will be compiled through examination of the Utilization Report and the Impact Study.

3. **Activity Budget.** Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Page 4)

4. **Sources of Activity Support.** Please list the other sources of funding, and additional support for the activity. N/A

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

<u>Signatures and Dates</u>

_____   4-6-11
Project Sponsor   Date

_____   4-11-11
Program Chair/Director   Date

_____   4-11-11
Dean of the Faculty   Date

ACTIVITY BUDGET FOR **2011-2012**

1. Operating Expense Budget
    A. Supplies   _____
    B. Vendor Printing   _____
    C. In-State Travel   _____
    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>Livescan fees up to $120:</u>
<u>$5000</u>

        TOTAL Expenses   _____<u>$5000</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)   _____

        Total Revenue   _____

    E. Total Requested from IRA
            _____<u>$5000</u>_____

<u>Application</u>
<u>Instructionally Related Activities Funds Request</u>
<u>2011-2012 Academic Year</u>

Requirements and Signatures

Please provide the following in your application:

1. **Brief Activity Description:**
    a. Event 1: This is an event to benefit the students in PAMU 337, Music in History course and open to all other CSUCI students who would like to attend. Dr. Craig Russell is the preeminent scholar on Early California Mission music, and his lecture and performance will greatly enrich the class experience as well as bolstering the multicultural component of the course. This presentation will encourage the students to ask questions on the music of their region, and their cultural heritage.
    b. Event 2: This event to benefit the students in ART/PAMU 385 Audio Design course. Dr. Cole is a leading Recording Arts educator and will enrich the class with his knowledge of recording techniques, Pro Tools and acoustics in a lecture/clinic. This presentation will encourage the students to ask questions on all matters relating to recording.
    c. Event 3: Live performance with Charlene Chi, mezzo-soprano. This is an event to benefit PAMU 202, Beginning Group Guitar class. This performance will demonstrate guitar techniques, the accompanying abilities of the guitar, and musical phrasing (best modeled by a vocalist). The presentation will encourage the students to ask questions on the program, guitar techniques, vocal techniques and performance techniques. Dr. Chi will also be available to teach the vocal students at CSUCI, something that Dr. KuanFen Liu, CSUCI vocal faculty, supports.

2. **Relation to IRA Program to Course Offerings:** This is request is related to the PAMU 337, Music in History course, the ART/PAMU 385, Audio Design course and the PAMU 202, Beginning Group Guitar course but the event is announced via flyers, the PA Facebook page, and several global campus email to all CSUCI students, faculty and staff. I will also cross announce this event to my ART/PAMU 385 Audio Design course, my PAMU 202 Beginning Group Guitar class, my private students at CSUCI, as well as my two sections of UNIV 110 classes. I also send out invites to faculty in Performing Arts and encourage them to make their students aware of this opportunity.

3. **Activity Assessment:**
    a. Event 1: As part of the student's assignments in the Music in History course, they are required to attend one live performance and write a concert report of their experiences. This provides them a unique
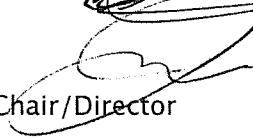
Signatures and Dates

Project Sponsor   Date 3-39-11

Program Chair/Director   3-Date 11

Dean of the Faculty   Date 4/4/11

ACTIVITY BUDGET FOR **2011-2012**

1. Operating Expense Budget

    A. Supplies $0_____

    B. Vendor Printing $0_____

    C. InState Travel   Included in honorarium _____

    D. OutofState Travel $0_____

    E. Equipment Rental $0_____

    F. Equipment Purchase $0_____

    G. Contracts/Independent Contractors $0_____

    H. Honorarium $1500 total_____

    I. OPC Chargeback $0_____

    J. Copier Chargeback $0_____

    K. Other (Please Specify) $0_____
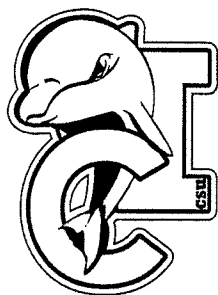
TOTAL Expenses $1500___

2. Revenue

    A. Course Fees $0_____

    B. Ticket Sales $0_____

    C. Out of Pocket Student Fees
        (exclusive of course fees) $0_____

    D. Additional Sources of
        funding
        (Please specify
        And indicate source) $0_____

             Total Revenue $0_____

    E.   **Total Requested from IRA** $1500 for six events_____

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 #436 Livescan Fingerprinting

IRA Approved Campus contact: Andrea Grove/Pilar Pacheco
Faculty Support Coordinator: Tacey Burnham

Program Set-Up	
Name of Program (limit to **30 characters**)	Livescan Fingerprinting

IRA Funding Source				
Account	**Fund**	**Dept**	**Program**	**Monetary Amount**
660003	TK910	824	90375	$5,000

Fiscal Year for Budgeting and Spending:	2011-2012

*** Program codes will become inactive at the end of the Budgeted/Spending Fiscal Year ***

_____   6/27/11
IRA Committee Representative   Date

_____   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	