



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

**Application**  
**Instructionally Related Activities Funds Request**  
**2013-2014 Academic Year**

**DEADLINES: Application Submitted to AVP:**  
**Fall and Academic Year 2013-14: 03/01/13**  
**Spring 2014 deadline: 10/01/13**

**Submittal Process:** Applications must be first be signed by your program chair and then submitted to the appropriate AVP for approval. AVP's will next forward application to the IRA Coordinator for review. If there are questions or concerns, you may be asked for revisions or additional information. The IRA Coordinator will then forward applications to the IRA Committee for consideration.

**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.

**Duplicate requests-** if Sponsor is submitting multiple proposals for recurring events involving speakers, musicians, etc., please combine your requests into one proposal.

**Activity Title:** **cinEngage Documentary Series**

Project Sponsor/Staff (Name/Phone): Julia Balén/Pilar Pacheco--8851

Activity/Event Date(s): Academic year 13-14 [Click here to enter a date.](#)

Date Funding Needed By: September 2014

*\*\*Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2013 and for Spring Requests early January 2014.*

Previously Funded?  YES  NO If Yes, what Semester/Year? 2012-13  
Proposal(s) # 461

**\*If previously funded, please attach copy of post-event IRA Report**

Report submitted for previously Funded Activity?:  YES  NO Current year in progress

Academic Program or Center Name: Centers for Community & Multicultural Engagement

Estimated total Course Fee revenue: N/A

Amount Requested from IRA: \$2,200.00 (Should match "Total Requested from IRA" on Page 5)

Estimated Number of Students Participating: So far this year we have had around 175 students participating with active discussions following each film. We are looking to double that number next year.

## Conditions and Considerations

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

**Artist/Performer/Speaker Fees & Honoraria-** On the Activity Budget, please indicate whether the vendor's price was set by you / CI representative, or is a fee that was set by the vendor themselves.

**Large Event-** For a large event, consultation with the campus Event Coordinator's office at (805)437-8548 is required.

**Equipment Purchase-** If requesting large equipment purchase -over \$200, or will be a fixture installed on campus- Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines.

**Field Trip-** Sponsor must comply with all policies found at <http://www.csuci.edu/hr/AcademicFieldTripGuidelinesandForms.htm>. If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

**Involves Human Subject Data Collection for Public Dissemination -Requires IRB Approval.** If Project Sponsor proposes to conduct research with human participants, the proposal may be subject to Institutional Review Board for the Protection of Human Subjects (IRB) review. All research that involves any type of interaction with human subjects – from simple surveys to complex biomedical procedures – must be reviewed and approved by the IRB *prior* to starting the research. Data for "Public Dissemination" indicates interviews/surveys that result in a journal/poster session/newsletter, etc.

**Exempt from IRB Approval** –If your project is exempt from IRB review, include copies of correspondence with IRB Board. 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.

**IT Requirements-** If your activity has IT requirements, your application requires proof of correspondence and approval from IT Administration.

**International Travel-** Requires International Travel application be submitted to Center for International Affairs. Include copy of CIA budget and course syllabus in your IRA application.

**Risk Management Consultation-**Events that involve or engage students directly with a performer or artist (i.e. in a workshop or other than as a passive audience member) will require consultation with Risk Management. 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.

Other -

**Application**  
**Instructionally Related Activities Funds Request**  
**2013-2014 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 IRA proposal is being put forward by Centers for Community Engagement and Multicultural Engagement to continue build on the success of the cinEngage s documentary series, making it a signature event that brings the campus and community together. The Centers propose to host 2 film screenings a semester that will include a Q & A with the filmmaker.

Films screened will emphasize diversity, multiculturalism, and social justice, themes that align with the mission and vision of CI and both Centers and support the learning outcomes of course offerings listed below. Please see attached for more detailed film information. The budget outlined below is for filmmaker honorariums and the purchase of the documentary.

If funded this program will provide talented documentarians with an audience for their work, provides students with an enriching and inspirational experience that enhances their learning and, in time, leaves CI with an impressive film library to use with future students.

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.

- a. Please list all classes that directly relate to the proposed activity.

While it is currently impossible to say exactly which courses will line up given that the schedule of classes are not yet available, we will be linking with all UNIV courses and all related courses, especially those whose materials relate to the topics of the chosen documentaries.

- b. For each class listed in #2a, describe in detail how exactly the IRA activity will be integrated with the class's activities, how often/ on what expected date(s), and to what extent.

We will be bringing in two documentaries with the filmmakers per semester. How each faculty member will integrate this material into their specific courses will vary across courses but will include but will not be limited to: being part of course requirements, in class activity, as content for a writing assignment.

3. **Learning Outcomes.** List all expected learning outcomes, as connected specifically with each course listed in #2.

This series relates to the university-wide GE learning outcomes related to civic engagement and multicultural perspectives. These are centrally part of both our UNIV courses and all of the university's GE courses. They are:

**Goal 1.** Evaluate issues and integrate ideas from multiple perspectives, including cultural, national and international, and disciplinary perspectives, and identify actions consistent with their own civic responsibility. They will be able to:

Outcome 1.1 Integrate content, ideas, and approaches from  
(a) multicultural perspectives,  
(b) national and international perspectives, and  
(c) integrative perspectives across disciplines.

Outcome 1.2 Take individual and collective actions which can address issues of public concern.

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

**Current one in progress.**

5. **Activity Budget.** Please enclose a complete detailed budget of the entire activity. **Bold** specific items that you are requesting IRA to fund (Page 6).

Attached.

6. **International Trips.** If your event is an international trip submitted through the Center for International Affairs, you must include a copy of the program budget as submitted to CIA (to ensure congruency between the two budgets), as well as a copy of the course syllabus.

NA

7. **Sources of Activity Support.** Please list the other sources of funding (including course fees), and exact expected amounts of additional support for the activity.

NA

8. **Audience/ Marketing/Promotions.** Who is your intended target audience? How will your event be advertised to students?

Students and local community members

9. **Sustainability.** If appropriate, indicate how the content or delivery of the project promotes sustainability at CI.

NA

10. **Images.** For previously funded IRA activities, include copies of images from past IRA activity or activities, demonstrating student participation and levels of students served.



2/21/13 Students and faculty with producer Brandon Vetter of La Source.

11. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations herein.

Signatures and Dates

PILAR PACHECO

\_\_\_\_\_ 3/1/2013  
Date

— JULIA BALEN

\_\_\_\_\_ 3/1/2013  
Date

< KAREN CAREY

\_\_\_\_\_ 3/1/13  
Date

RENNY CHRISTOPHER

Excel Budget sheet after this page.

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

# IRA Activity Budget



INSTRUCTIONALLY  
RELATED  
ACTIVITIES  
CHANNEL  
ISLANDS

Activity Title: cinEngage documentary series

Name of Sponsor: Julia Balen

Account	Operating Expenses	Amount	Comments/Notes
<b>A. Artist/ Performer/Speaker</b>			
601801	Special Consultants (existing CI employee)		
613801	Professional Svcs/ Speaker Fees (Price set by vendor)		
613802	Honoraria (Price set by CI)	\$2,200	This will be used for 4 honoraria at \$550 ea
613001	Other consultants/ staff		
	Other		
	<b>Artist/Performer/Speaker/Consultant TOTALS</b>	2200	
<b>B.. Supplies &amp; Services- Other</b>			
660831	Copier Chargeback		
660002	Printing (Not Promotional)		
660833	Promotional Items		
660017	Publications		
660890	Registration- Conferences & Meetings		
660009	Workshops with a Training Component		
	Equipment Rental or Purchase		
660090	Event Signage (wayfinding on day of event)		
660835	Event or Parking-related Staffing		
660003	Supplies & Services- Other		
660003	Supplies & Services- Other		
	<b>E. Other (please specify)</b>		
	<b>Supplies &amp; Services- Other TOTALS</b>	0	
	<b>TOTAL EXPENSES</b>	0	

	2. Revenue	Amount	Comments/Notes
	A. Course Fees		
	B. Ticket Sales		
	C. Additional Sources of Funding		
	<b>TOTAL REVENUE</b>	0	
	<b>E. TOTAL REQUESTED FROM IRA</b>	0	

## Other Expenses

660832	OPC Chargebacks & Facility Use Fees		
	Other		
	Parking (please describe)		
660017	Advertising & Promotions		