



<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:** Education Webinar Serier

Project Sponsor/Staff (Name/Phone): **Carola Matera x3689**

Activity/Event Date(s): **Spring 2014, exact date to be decided**

Date Funding Needed By: **January 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?  
Proposal(s) # \_\_\_\_\_

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

Report submitted for previously Funded Activity?:  YES  NO

Academic Program or Center Name: **Early Childhood Studies, School of Ed**

Estimated total Course Fee revenue:

Amount Requested from IRA: **\$2600** (Should match "Total Requested from IRA" on Page 5)

Estimated Number of Students Participating: **100**

## 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 -  
**webinar series with national expert**

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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.
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.
  - 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.
3. **Learning Outcomes.** List all expected learning outcomes, as connected specifically with each course listed in #2.
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.**
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).
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.
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.
8. **Audience/ Marketing/Promotions.** Who is your intended target audience? How will your event be advertised to students?
9. **Sustainability.** If appropriate, indicate how the content or delivery of the project promotes sustainability at CI.
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.
11. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations herein.

Application  
Instructional Related Activities Funds Request  
2013-2014 Academic Year

Carola Matera, Early Childhood Studies, School of Education

**Activity Description**

*Matt Glover, expert in the field of early writing in preschool and the early grades, will provide an online webinar series focused on strategies to engage and support young children in the process of becoming authors.*

**Relation to IRA to Course Offerings**

- a. The content of the webinars will directly fit into these courses: ECS 468, ECS 470, and ECS 462 in Fall and Spring semesters.
- b. ECS 468: this course focuses on language, math and literacy development in preschool children to the early grades. The content will be part of the content of the course that directly relate to the course learning outcomes. Students will also develop their own lessons and use in their student teaching practicum at local sites.  
ECS 462: this course focuses on children who are dual language learners. The content of the webinar will prepare them to think about how to apply specific learning and environmental strategies to respond to the needs of children who are dual language learners.  
ECS 470: this course focuses on early assessment and integrated curriculum. The content of the webinars will support students in developing children's learning stories, which tied to several of the learning outcomes for the course.

In the Fall and Spring 2013-2014 semesters, Dr. Quintero and I will be teaching these courses. We would like to begin implementing a online blended-learning approach. This webinar series would fit well into the model and help us define a strong quality blended learning model for early childhood studies.

**Learning Outcomes:**

1. Facilitate development of emergent literacy skills in three- to five-year olds
2. Facilitate development of emergent literacy skills in six- to eight-year olds
3. Incorporate principles of teaching literacy and numeracy for children who are dual language learners and children with special needs into teaching practice
4. Design multicultural/multilingual learning environments that are reflective of the homes and communities of the children and their families
5. Identify and critically review developmentally, culturally and linguistically appropriate teaching and learning practices (curriculum and assessments) in multilingual contexts, with emphasis on evidence-based teaching and learning strategies.

6. Identify key practices that promote culturally inclusive learning environments.

### **Activity Assessment**

Assessment of the webinar series will be addressed through student evaluations. Students will develop lesson plans and present their learning in a poster presentation format that will be open to the early learning community at CI and Ventura County.

### **Activity Budget:**

Online professional development \$650 per 1-hour webinar, 4 webinars total =  
**\$2,600**

### **Sources of Activity**

None

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

# IRA Activity Budget



Activity Title:

Name of Sponsor:

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)		
613001	Other consultants/ staff		
	Other	2600	early writing webinar series with Matt Glover
	<b>Artist/Performer/Speaker/Consultant TOTALS</b>	<b>2600</b>	
<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>	<b>0</b>	
	<b>TOTAL EXPENSES</b>	<b>0</b>	

	2. Revenue	Amount	Comments/Notes
	A. Course Fees		
	B. Ticket Sales		
	C. Additional Sources of Funding		
	<b>TOTAL REVENUE</b>	<b>0</b>	
	<b>E. TOTAL REQUESTED FROM IRA</b>	<b>2600</b>	

## Other Expenses

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