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: CCCC Writing Center Collaborative

Project Sponsor/Staff (Name/Phone): **Kathleen Klompien, x2762**

Activity/Event Date(s): **March 17, 2014**

Date Funding Needed By: **Feb. 1, 20014**

**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: **University Writing Center**

Estimated total Course Fee revenue: **$0**

Amount Requested from IRA: **5,350.00**   **(Should match "Total Requested from IRA" on Page 5)**

Estimated Number of Students Participating: **6**

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 -

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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 <u>directly</u> 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.

<u>Application</u>
<u>Instructionally Related Activities Funds Request</u>
<u>2013-2014 Academic Year</u>
<u>Conference on College Composition and Communication Writing Center Collaborative</u>

Please provide the following in your application:
1. **Brief Activity Description.**
   The Conference on College Composition and Communication Writing Center Collaborative will be held in Indianapolis, IN, and will be attended by over three hundred writing center professionals, faculty and tutors from colleges and universities across the United States and abroad. This conference will allow tutors the opportunity to make a presentation along with a member of the composition faculty here at CI and with me, their director. We will present research we have been conducting this semester on our innovative in-class tutoring program from the perspectives of the tutor, the instructor and the director of the program. This conference is not only a good chance for tutors to meet one another around the country and share tutoring strategies, but it also affords them an opportunity to include conference participation on their curriculum vitas.

   The University Writing Center serves the CI campus by supporting all members of the CSUCI community with their writing at any stage of the composing process. Our peer writing consultants assist students with academic projects, help them to understand and brainstorm their paper assignments, organize their essays based on a thoughtfully constructed main idea, develop and document their ideas, and learn to polish and edit their own papers.

2. **Relation of the IRA Program to Course Offerings.** Writing tutors assist as in-class tutors in several courses: ENGL 102, 103, 105, and 107 are a few examples. It is important to note that in order for tutors to work in the University Writing Center they need to take a tutoring course, ENGL 329; attending this conference relates directly to the work of the course. 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 country. Finally, learning how to be a more effective reader of others' and ones 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. **Learning Outcomes.** In the course of their tenure at the writing center whether that be as brief as one semester or as long as three years, upon leaving the center, tutors will:
   - Understand writing processes—including their own—as explained by researchers, theorists, and fellow writers.
   - Recognize how culture, language, and differences in ability affect writing and how to work with writers with differing needs.
   - Learn theories of writing center work.
   - Prioritize writing problems, taking into account individual writing processes and rhetorical context, and suggest effective revision strategies.
   - Communicate successfully with other writers through listening, speaking, and writing.

4. **Activity Budget.** Please see attached.

5. **Activity Assessment.** Since the tutors and I will be presenting together, this will give me an opportunity to observe their performance and mentor them as we prepare to facilitate our session. When tutors return from the conference they will present on their experience to other tutors and to the rest of the composition faculty who will not be attending the conference.

6. **Sources of Activity Support.** There is no funding available from the University Writing Center tutors to attend conferences. IRA funding makes this type of experience possible for the tutors. We are also seeking funding from SRSC to cover what IRA is unable to help with—since this activity is not linked to a specific course we cannot expect to cover any of the funding through course fees.

7. **Sustainability.** While the term "sustainable" is most commonly applied to the consumption of natural resources in our physical environment, the term can also apply to social systems. At CI we must ask ourselves, "Are we making the most of our student resources?" "Do we provide opportunities for our students to enrich their educations and prepare for the future?" Here at the UWC, we can answer those questions with a resounding, "yes." Many of our tutors plan to go into teaching careers—from childhood to university levels—or work in interpersonal settings. The experience of tutoring is invaluable for these students. The one-to-one experience proves to be a good precursor to the rigors of classroom teaching and other workplaces. Tutors learn to communicate with students who have a variety of learning styles, backgrounds, and interests. Providing opportunities for tutors to participate in conferences not only enriches their knowledge of the work of tutoring, but allows them to meet tutors whose tutoring contexts differ from our own, but will also improve the effectiveness of the center which is accessed by over 2000 CI students per year. In addition to increasing the sustainability CI's tutoring program for our tutors, what tutors learn will improve their resilience as tutors. We are confident that nearly all students who receive writing tutoring will see some, and many will see dramatic, improvement in their writing.
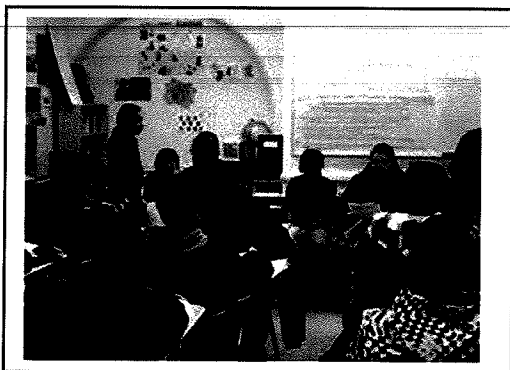
8. **Images.**

Poster session.
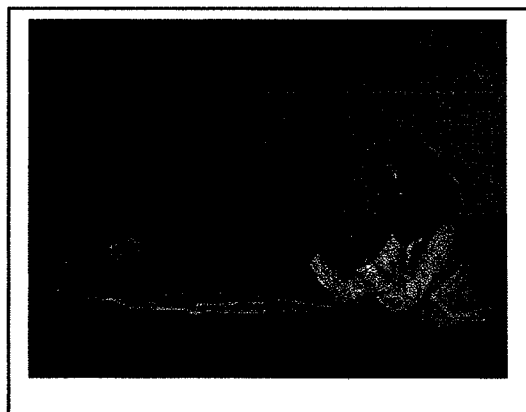
Presenters.

Mid-presentation.

Post-session chat.

9. **Acknowledgement.** Tutors will acknowledge and thank IRA during the conference presentation and again when they come back to the center and inform tutors who were unable to attend about their experience at the conference. If the *CI View* or *Wavelength* run an article on the conference in their publication, we will be sure that IRA is thanked and recognized as well.

<u>Signatures and Dates</u>

_____

Project Sponsor   Date

_____

Program Chair   Date

_____

Dean   Date

IRA Travel Activity Budget

INSTRUCTIONALLY RELATED ACTIVITIES

California State University CHANNEL ISLANDS

Activity Title: CCCC Writing Center Collaborative

2013-2014

Sponsor Name: Kathleen Klompien

		6	**Number of Students Participating**			
		2	**Number of Faculty**			

I.	Student traveling expenses:		Cost/ea	# Requested	Total	Comments/Additional Notes
		Airfare	$475.00	6	$2,850.00	
		Ground Transportation	$10.00	6	$60.00	
		Lodging	$200.00	3	$600.00	two rooms for two nights each
		Registration Fees	$75.00	6	$450.00	
		Entrance Fees			$0.00	
		Meals (included)				one lunch is included
		Cultural Activities			$0.00	
		Vehicle/Van Rental			$0.00	
	Other:				$0.00	
		STUDENT TRAVEL TOTALS	$760.00		$3,960.00	

II.	Faculty Traveling Expenses:		Cost/ea	# Requested	Total	Comments/Additional Notes
		Airfare	$475.00	2	$950.00	Scott Deloach, composition lecturer and Kathleen Klompien, Writing Center Director, will present with the tutors.
		Ground Transportation	$10.00	2	$20.00	
		Lodging			$0.00	will share with tutors
		Registration Fees	$100.00	2	$200.00	
		Entrance Fees			$0.00	
		Meals (included)	$110.00	2	$220.00	
		Cultural Activities			$0.00	
	Other:				$0.00	**
		FACULTY TRAVEL TOTALS	$695.00		$1,390.00	

III.	Operating Expense Budget		Cost/ea	# Requested	Total	Comments/Additional Notes
		Supplies			$0.00	
	Other:				$0.00	
	Other:				$0.00	
		OPERATING EXP. TOTALS	$0.00		$0.00	

IV.	Out of Pocket Student Expenses		Cost/ea	# Requested	Total	Comments/Additional Notes
		Health Insurance			$0.00	
		Tuition/Registration			$0.00	
		Travel Insurance			$0.00	
		Out of Pocket Meals	$110.00	4	$440.00	
	Other:				$0.00	
		STUDENT EXP. TOTALS	$110.00		$440.00	

V. UNIV 392 INTERNATIONAL TRIPS ONLY. Total costs of the trip. Please Note that Formulas Calculate Automatically		
Total Student Traveling Expenses	$3,960.00	
Faculty Travel Expenses, if funded at 100%	$1,390.00	
Operating Expenses, if funded at 100%	$0.00	
TOTAL IRA FUNDING REQUESTED	$5,350.00	
Out of Pocket Student Expenses	$440.00	Not funded by the University

UNIV 391/392 & International Trips only		
Maximum IRA student funding @ 2/3rd of student total cost	$2,653.20	
1/3 of total cost payable by students through course fee	$1,306.80	
TOTAL IRA FUNDING REQUESTED FOR INT'L TRIPS	$4,043.20	
Out of Pocket Student Expenses	$110.00	Not funded by the University