594

Application
Instructionally Related Activities Funds Request
2013-2014 Academic Year

<u>DEADLINES:</u> **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: Southern California Professional Development Schools Consortium Conference

Project Sponsor/Staff (Name/Phone): Dr. Merilyn Buchanan

Activity/Event Date(s): 2/8/2014

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 by IRA? ☐ YES ☒ NO If Yes, what Semester/Year?
Proposal(s) # _____ (if known)

Report submitted for previously Funded Activity?: ☐ YES ☐ NO

*Please attach copy of previous IRA Report

Academic Program or Center Name: School of Education, 745

Estimated total Course Fee revenue:

Amount Requested from IRA: $1, 517 **(Should match "Total Requested from IRA" on Page 5)**

Estimated Number of Students Participating: 40

Conditions and Considerations Checklist

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.

Have contacted Merissa Stith

☐ **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.

Have contacted Merissa Stith to coordinate with IT.

☐ **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.

Have contacted Merissa Stith to coordinate with OPC.

☐ **Late Submission** - Requires explanation for emergency funding.

☐ **Other** -

Instructions and Requirements – Written Portion

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.

   This event is the 3rd Annual Southern California Professional Development Schools Consortium Conference. Previous conferences have been held at the University of La Verne and California Lutheran University. The conference allows students in our teaching credential programs to learn about issues, pedagogy and practice relating to professional development school partnerships. CI has a professional development school partnership with University Preparation School at Channel Island (UPS) and University Charter Middle School (UCMS). It is also a professional development opportunity for faculty from local P-12 schools and universities.

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.

      i. Pre-requisite Credential program courses – EDUC 320, EDUC 522
      ii. Multiple Subject Credential program courses – EDMS 566, EDMS 576
      iii. Single Subject Credential program courses – EDSS 571, EDSS 581
      iv. Education Specialist Credential program courses – SPED 571, SPED 581
      v. Masters in Education: Curriculum and Instruction courses – EDCI 600, EDCI 640
      vi. Masters in Education: Educational Leadership courses – EDUC 605, EDPL 620, EDPL 623

   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.

      Professional Development Schools (PDSs) are becoming more prevalent in public education settings. As students in each of the above courses are prepared to be effective educators and administrators they will be introduced to the concept, policies, standards, and organizational structures of PDSs.

      i. Pre-requisite students are those who have not yet been admitted to a credential program, but are pursuing a career pathway into Education. They are placed in a PDS for 3 hour field experience each week for one semester. Class discussions each week focus on different classroom and organizational elements of the PDS.
      ii. Multiple Subject Credential candidates are placed in a PDS for a student teaching field experience. For some students this is for one semester, for those following the co-teaching pathway it is for one academic year. Class discussion s each week focus on different classroom and organizational elements of the PDS.
      iii. Single Subject Credential candidates are not placed in a PDS for a student teaching field experience at this time. The program is working

toward this goal, but as credential candidates focus on classroom management, state curriculum, and school organization in public institutions during student teaching seminar as they discuss how PDSs operate.

    iv. Education Specialist Credential candidates have placements in both elementary as well as secondary school sites. They may be placed in a PDS for their elementary experience. Like Single Subject, Education Specialist candidates discuss PDS organization during student teaching seminar.

    v. Masters in Education students in both specializations, Curriculum and Instruction and Educational Leadership, investigate and discuss PDS in their core courses. The continued and projected future growth in the number of PDSs increases the likelihood that a Masters students will be directly employed in a PDSs or work in district level administration where there are PDSs in the service area.

Graduates from all of the above programs have been employed in local PDS institutions, as classroom teachers, curriculum specialists, special education teachers and principals. This semester alone, six graduates were new hires in local PDSs.

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

[Students in various programs take common core courses, so there are many shared SLOs for students in Education courses]

EDUC 320: Compare and contrast various philosophies of education that have influenced American schools and the ways we come to understand how children learn in school settings

EDMS 566: Identify critical elements of a teaching context

EDMS 576: Examine issues related to classroom practice

EDSS 571: Examine and describe critical issues associated with teaching diverse middle school students with multiple needs and skills found in California classrooms and ways to collaborate with their families

EDSS 581: Investigate the community around their student teaching site and describe the impact of their findings on teaching students who live in this community

SPED 571: Participate in collaborative planning and teaching

EDCI 600: Identify historical curricular movements and trends

EDCI 640: Research and present findings on the structural organization and leadership model of a selected elementary school

EDPL 620: Engage in professional leadership practices including shared decision-making, problem solving, and conflict management

EDPL 623: Demonstrate an understanding of the multiple approaches to how organizations are described

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 30 days after your activity.**

   The event will be assessed by an end-of-conference evaluation sheet which is given to all participants at the time of registration. Reminds will be given throughout the day in each session and during lunch. An electronic survey is sent to all participants one week after the event

5. Activity Budget. Please enclose a complete 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.

   Conference Registration Fee:
   Estimated attendance: $15 x40 for students (to cover cost of meals); $35 x 60 for professionals; $2,700.

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

   Students will receive email information about the conference and faculty will encourage students in their courses to attend. Students and CI field supervisors will distribute invitations to teachers in their student teaching placement schools. Faculty at universities that are part of the consortium will also recruit students in their courses and school personnel in their service area.

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.

> IRA Proposal # _____

IRA Activity Budget

Activity Title: Souther California Professional Development Schools Consortium Conference
Name of Sponsor: Dr. Merilyn Buchanan

Account	Operating Expenses	Amount	PLEASE EXPLAIN: Comments/Notes
	A. Artist/ Performer/Speaker		
613802	Honoraria (Price set by CI)		
613802	Honoraria (Price set by CI)		
613801	Professional Svcs/ Speaker Fees (Price set by vendor)	$300.00	Keynote Speaker
601801	Special Consultants (existing CI employees)		
613801	Other Consultants /Other Professional Services		
613001	Independent Contractor(s)		
	Other:		
	Artist/Performer/Speaker/Consultant TOTALS	$300.00	
	B.. Supplies & Services- Other		
660002	Printing	$200.00	Conference Programs
660017	Advertising (such as in a magazine or publication)		
660831	Copier Chargeback		
660090	Event Signage (wayfinding on day of event)	$40.00	
660835	Event or Parking-related Staffing		
660825	Rentals or Leases		
660833	Promotional Items (with logo)		
660834	Awards		
660890	Registration- Conferences & Meetings		
660003	Supplies & Services- Other	$30.00	Name tags
660003	Supplies & Services- Other	$125.00	Participant folders
660003	Parking (please describe)	$300.00	
	Other (specify)	$1,800.00	Lunch
	Other (specify)	$650.00	Continental Breakfast
	Other (specify)	$125.00	Lemonade PM
	Other (specify)	$60.00	Linens
		$300.00	Service Fee + Tax
		$287.00	IT Services: Audio-visual set up for Petit Salon
	Supplies & Services- Other TOTALS	$3,917.00	
	TOTAL EXPENSES	$4,217.00	

	C. Revenue	Amount	Comments/Notes
	A. Course Fees		
	B. Ticket Sales	$2,700.00	$15 for Students and $35 for Professionals
	C. Additional Sources of Funding		
	TOTAL REVENUE	$2,700.00	
	D. TOTAL REQUESTED FROM IRA	$1,517.00	

E. Other Expenses

		Amount	Comments/Notes
660832	OPC Chargebacks & Facility Use Fees	$250.00	Petit Salon
	Other (not requested from IRA)	$225.00	Classroom Use (3)
	Other (not requested from IRA)		
	TOTAL OF OTHER EXPENSES	$475.00	