

Instructionally Related Activities Funds Request Spring 2018

▼ Submitter

Submitter Name

Steven Norris

Submitter Email

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▼ 1. Basic Details

Activity Title

Field Trip to the Aquarium of the Americas - Biol. 450

Activity/Event Date

Spring 2018 - exact date TBD

Date Funding Needed By

Feb 2018

Previously Funded?

- No
 Yes

▼ Previously Funded Proposal

Semester/Year

Spring 2017

Proposal # (if known)**Report submitted for previously Funded Activity?**

- No
 Yes

Additional Proposers

Biology

Estimated total Course Fee revenue

1600 lab fees

Amount Requested from IRA

2592

Estimated Number of Students Participating

40

▼ 2. Brief Activity Description

Describe the activity and its relationships to the educational objectives of the students' program or major

Brief Activity Description

This activity is a day or half day visit to the Aquarium of the Pacific in Long Beach, CA for the Ichthyology class (biology of fishes). Access to living fishes around Camarillo is limited. In class and lab, we explore the biology of fishes with videos, specimens and lectures. A visit to the aquarium allows students to view living fishes in semi-natural settings. At the aquarium they can see a cross-section of this very diverse vertebrate group. They can also gain insight into behavior and function and functional anatomy that is difficult to do with specimens. It's also useful to get students away from campus. Interactions off-site are often more informal and collegial.

▼ 3. Learning Outcomes and Relation of 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.

1. Please list all classes that directly relate to the proposed activity.
2. For each class listed, 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

Learning Outcomes and Relation of IRA to Course Offerings

Bio 450 - Ichthyology

This activity will take the place of 2 of our scheduled lab section meetings. The exact date of the activity is TBA.

Laboratory activities in Biol 450 involve exploring the anatomy and diversity of fishes using preserved specimens and visits to local habitats. The aquarium visit allows us to explore the biology of fishes using living breathing creatures. It's a very different (and important) experience. I like to have this trip late in the semester so students can apply their newly acquired knowledge to what they are seeing.

▼ 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.

Description of Assessment Process

Students travel to the aquarium with lab sheet. On it are a series of specific creatures they should try to find, and observations they should try to make. The format is flexible because we can't predict what/who will be on display on any particular day. This sheet is included in their lab notebook.

This year, they will also be asked to take photographs and video of the visit and (in groups of 3-4) craft these into presentation slides that can be displayed on the video screens in Aliso and Sierra.

▼ 5. Activity Budget

Please enclose a complete detailed budget of the entire activity. Indicate specific items that you are requesting IRA to fund.

You should use either the Regular Activity budget (for events on campus) or -- if your event involves any travel-- you MUST use the IRA Travel Budget Form.

You can download both of the IRA Excel Budget sheets at <http://www.csuci.edu/ira/application.htm>.

Activity Budget

[IRABudget-450-Spr2018.xlsx](#)

▼ 6. International Trips

If your event is an international trip submitted through the Center for International Affairs, you must include copies of:

1. Complete Center for International Affairs/ UNIV 392 proposal
2. The program budget as submitted to the Center for International Affairs (to ensure congruency between the two budgets)
3. as well as a copy of the course syllabus

Center for International Affairs Budget

Copy of Center for International Affairs Proposal

Course Syllabus

Certification

I certify that students attending this trip are not previous or repeat attendees of a prior International UNIV 392 Trip

▼ 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. Please indicate if there are no other sources of funding

Other Sources of Funding

This course has a \$40 lab fee per student. These fees are generally applied to purchasing preserved species and other lab materials.

▼ 8. Promoting Participation

What is your intended audience and how do you intend to market this to your students?

The audience is students registered in Biol 450. The trip is listed on the syllabus. If any spaces are available beyond the class enrollment, other students (usually biology majors) are invited.

If this is an event that is off campus, how do you plan to bring back the benefit of this event to campus?

The event is off campus, the students attending will gain a greater appreciation and understanding of the biology and

diversity of fishes by seeing them living in semi-natural settings.

We will post posters on campus video screens about this activity - promoting CI Biology and this course, with full credit to the IRA program.

▼ 9. Sustainability

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

Sustainability

Seeing living creatures in semi-natural settings helps students understand that wildlife are not abstractions but living entities is a life support system we all share. We will use a bus to access the site, rather than individual cars.

▼ 10. Approval and Acknowledgement

Program Chair/Director

Mozingo, Nancy M

Dean

Adler, Mary

Conditions and Considerations

- 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.
- Large Event:** For a large event, consultation with the campus Event Coordinator's office at (805)437-8548 is required.
- Field Trip:** Sponsor must comply with all policies found at:
<http://www.csuci.edu/rm/programs/academic-field-trip-guidelines-and-forms.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.
- IT Requirements:** If your activity has IT requirements, coordination with and approval from IT Administration is required.
- 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. Must utilize the University's Foreign Travel Insurance Program (FTIP) and follow all International Travel Guidelines listed at: <http://www.csuci.edu/rm/insurance/foreign-travel.htm>
- 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/Facilities Services Requirements:** Consultation and coordination with Facilities Services is required.

Acknowledgement

- I acknowledge that I have reviewed and accepted the Conditions and Considerations herein. Please check off boxes as appropriate.

▼ Chair Review

Recommendation

- I recommend approval of the IRA Funds Request described on this page
- I DO NOT recommend approval of the IRA Funds Request described on this page

Comments

There is something wrong with the budget sheet. It should be $(\$42 \times 41) + (\$21.95 \times 41) = \$2621.95$ total request which includes transportation and admission fees for 40 students and one faculty. This is not a UNIV course and the lab fees that are collected for this course are not used for the field trip, but instead for lab supplies.

 Nancy Mozingo _____ Oct 12 2017 _____

▼ Dean Review

Recommendation

- I recommend approval of the IRA Funds Request described on this page
- I DO NOT recommend approval of the IRA Funds Request described on this page

Comments

Agree with the chair that the budget sheet is incorrect. Also, a report on prior year experiences should be filed to show the benefits that students gained from this worthwhile trip.

 Marion Adler _____ Oct 16 2017 _____