Instructionally Related Activities Funds Request Spring 2019

▼ Submitter

Submitter Name

Matthew Mendez

Submitter Email

matthew.mendez@csuci.edu

▼ 1. Basic Details

Activity Title

Congress to Campus at CI

Activity/Event Date

Spring 2019

Date Funding Needed By

03/01/19

Previously Funded?

○ No
● Yes

▼ Previously Funded Proposal

Semester/Year

Academic Year 2007-08

Proposal # (if known)

Report submitted for previously Funded Activity?

● No
○ Yes

Additional Proposers

Academic Program(s)/Center Name(s)

Program of Political Science

Estimated total Course Fee revenue

N/A

Amount Requested from IRA

5372.00

Estimated Number of Students Participating

100 or more

2. Brief Activity Description

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

Brief Activity Description

Congress to Campus is an informative and engaging service offered by the Association of Former Members of Congress to bring two former Members of Congress to college campuses. This service allows students, faculty, staff, and the local community the opportunity to directly interact with former public officials who have served in the federal government. Unburdened with the demands of the job, these former members are able to speak candidly and openly about their time in Congress and the troubles facing that institution and the nation as a whole. Congress to Campus at CI would be a two-day event featuring a panel; individual classroom visits; meals with students; meetings with student political clubs; meetings with staff and administrators; and interviews with the local press. This is a great opportunity for all undergraduate students interested in careers in public service and especially those interested in running for office. As stated previously, members from the local community will be allowed to attend and this would be of great interest to the OLLI students.

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

Political Science courses offered in Spring 2019, such as POLS 150: American Political Institutions, POLS 325: American Public Policy, POLS 310: State and Local Politics, and POLS 300: Research Methods course, would all be related in some fashion to Congress to Campus. Each class touches upon the lawmaking and representational processes that these former Members of Congress have deep personal knowledge of. Specific items related to each class include the following: opportunity windows for passing legislation (POLS 325); the role of local constituencies in influencing national policy (POLS 310); and the differences between taking an active roll in passing legislation to simply studying it (POLS 300). This last item will be made into an assignment for my Research Methods course as students will write about what aspects of the Members job cannot be directly observed by researchers or accounted for by data. Other courses will offer extra credit or possibly assignments tied to Congress for Campus.

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

We will utilize a survey of both the audience for the event and for specific clubs that meet with the Members of Congress. Courses will also offer extra credit assignments that reflect upon the significance of the event for the themes of their courses. As stated on the previous page, my POLS 300 course will have an assignment related to the event that will examine what aspects of a Member's job cannot be directly observed or accounted for by data.

▼ 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

IRA Budget_Mendez.Congress to Campus.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

N/A

▼ 8. Promoting Participation

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

Our intended audience is primarily undergraduates at CI but an effort will be made to make this a real event not only on campus but in Camarillo. We will create flyers for campus and spread the word through clubs and political science courses, but will also reach out to OLLI and other civic organizations to promote the event. Promotion of events related to Congress to Campus will consist of emails and distribution of digital flyers.

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

Most of the program will occur on campus except for interviews with the local press which will benefit the campus by bringing attention to the kind of events to be found at CSUCI.

9. Sustainability

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

Sustainability

N/A

10. Approval and Acknowledgement

Program Chair/Director

Kelly, Sean Q

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

Sean Kelly	Oct 1 2018

▾ 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

Report for prior year funding should be submitted as soon as is feasible.

Marion Adler	Oct 9 2018