Instructionally Related Activities Funds Request Spring 2019

▾ Submitter

Submitter Name

Brian Thoms

Submitter Email

brian.thoms@csuci.edu

▾ 1. Basic Details

Activity Title

Computer Science Capstone Event Preparation

Activity/Event Date

May 9, 2019

Date Funding Needed By

April 1, 2019

Previously Funded?

● No
○ Yes

Additional Proposers

Academic Program(s)/Center Name(s)

Computer Science

Estimated total Course Fee revenue

NA

Amount Requested from IRA

400

Estimated Number of Students Participating

24

2. Brief Activity Description

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

Brief Activity Description

In recent years, modifications to COMP 499 and IT 499 require students to publicly present their capstone work. The capstone event invites students, faculty, administrators and local businesses to engage with students as they demo and present their work. Funds from this IRA will support the CS and IT capstone event and provide funding for student poster printing the purchase of 20 easels and backboards. Unfortunately, Broome Library no longer loans out mounting whiteboards as in the past and this equipment is required for the success of the event.

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

The classes directly related to the outcome of this event are COMP 499 - CS Capstone Project and IT 499 - IT Capstone Project.

Funds from this IRA will support the CS and IT capstone event and provide funding for student poster printing (which costs $25 per poster). Funds will also help purchase 20 easels and backboards for posters to be displayed. The equipment purchased will be able to be reused for capstone events going forwards.

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

Capstone projects are already assessed by capstone advisers. While the capstone event itself is currently not assessed, starting in fall 2018, we will provide students and attendees with an anonymous survey to capture feedback from the event. This feedback will help us improve the experience going forwards.

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

IRABudgetFormCapstoneEvent-2019.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

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▼ 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

Currently, the only source of funding for the capstone event has been CS department funds.

▼ 8. Promoting Participation

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

The capstone event takes place every semester and is marketed heavily including through class announcements, CS/IT email listserv, flyers and the department website. Complete details of the event are also found online here: https://compsci.csuci.edu/resources/going-on/ci-capstone-presentations.htm.

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

This is an on campus event.

▼ 9. Sustainability

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

Sustainability

The equipment being purchased will be reused each semester.

10. Approval and Acknowledgement

Program Chair/Director

Soltys, Michael

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

I strongly recommend this project. Brian Thoms has been instrumental in this effort, where we invite the IT community to the event, and this produces internships and jobs for our students. It also works very well with out Advisory Board, an effort

between Computer Science and Advancement.

Michael Soltys-Kulinicz   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

Missing related educational objectives for the program (item 2) or learning objectives for the course (item 3) that relate to presentations. IRA does not typically fund equipment, but as this is integrally related to the presentation activity, I'm forwarding it for review.

Marion Adler   Oct 9 2018