

Instructionally Related Activities Funds Request Spring 2019

▼ Submitter

Submitter Name

Pilar Pacheco

Submitter Email

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▼ 1. Basic Details

Activity Title

Serve It Up

Activity/Event Date

Spring 2019

Date Funding Needed By

January 2019

Previously Funded?

- ☐ No
☒ Yes

▼ Previously Funded Proposal

Semester/Year

Fall/Spring 2017-2018

Proposal # (if known)

Report submitted for previously Funded Activity?

- ☐ No
☒ Yes

Please upload a copy of the report

2018 ira-report-form-serve it up.docx

Additional Report #1

Additional Report #2

Additional Report #3

Additional Proposers

Academic Program(s)/Center Name(s)

Center for Community Engagement

Estimated total Course Fee revenue

0

Amount Requested from IRA

\$1500

Estimated Number of Students Participating

100

▼ 2. Brief Activity Description

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

Brief Activity Description

In keeping with CI's institutional mission-based outcomes to graduate students who will possess an education ... to address the highly complex issues facing societies, the Center for Community Engagement is requesting funds that would allow CI students to participate in two separate service days (i.e, Martin Luther King Jr. and Cesar Chavez Day of Service and Learning), and will fall under the Serve It Up initiative. In collaboration with Intercultural Services and Veterans Center, the Serve it UP initiative strives to: 1) contribute to building a culture of service at CI through cross-divisional partnerships, 2). create an opportunity to become aware of local issues, 3) contribute to making a difference in the community 4) create a community amongst CI students, 4). rebrand service as altruistic adventurism. CI participants will register for a day of service via a Wufoo application. Participants will meet on campus at the Peace Pole on the day of the event for a short orientation and then ride together on the bus to the service sites. Participants will leave CI by Roadrunner Shuttle, and taken to their service site from 8:00-2:00 PM. The CCE will meet with the campus Risk Manager to ensure all field trip policies are followed. This activity links to the institutional mission-based outcome, many UNIV courses, but specifically to UNIV 250 (and it links to CI's institutional mission-based outcomes): Sophomore Seminar.

The learning objectives for the Sophomore Seminar includes:

- Take individual and collective actions which can address issues of public concern
- Deliberate with others and present arguments clearly, logically, and creatively

This activity will provide students an opportunity understand a community issue or needs, learn more about what non-profits are doing in our community and, through reflection circles, be able to speak about their community experience.

▼ 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 CCE will work closely with all UNIV courses, while making the service days available to all students. How each faculty member will integrate this material into their specific courses will vary across courses and will include but will not be limited to: being part of course requirements, extra credit, in class activity, as content for a writing assignment.

These days of service link to the university-wide GE learning outcomes related to civic engagement and multicultural perspectives. These are centrally part of all of the university's GE courses.

They are:

Goal 1. Evaluate issues and integrate ideas from multiple perspectives, including cultural, national and international, and disciplinary perspectives, and identify actions consistent with their own civic responsibility.

They will be able to:

Outcome 1.1 Integrate content, ideas, and approaches from (c) integrative perspectives across disciplines.

Outcome 1.2 Take individual and collective actions which can address issues of public concern.

▼ 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

Reflection circles will be developed and led by student leaders. The following questions may guide their discussions:

What have you learned about yourself?

What have you learned about your community?

What have you contributed to the community site?

What values, opinions, beliefs have changed?

What was the most important lesson learned?

How have you been challenged?

What should others do about this issue?

▼ 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

[iraregularbudgetdayofservice.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

The CCE covered bus expenses for this initiative for fall 2018 of approx. \$1500.

▼ 8. Promoting Participation

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

Our intended audience is CI students, staff and faculty. Marketing for the events will take place through various outlets:

Course syllabi

CI facebook page

CCE facebook page

In-class presentations

Information sessions at the CCE

wavelength

Club presentations

Volunteer distribution list

CI student email

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

The CCE holds an annual Celebration of Service in May and will create a poster to highlight this initiative at the Celebration. Students who participated will be invited to the Celebration of Service to speak about their experience during the poster session.

▼ 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

Francois, Marie E

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

This program is an excellent opportunity for students in UNIV 250, as well as students across campus.

 Marie Francois Sep 24 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

 Marion Adler Oct 1 2018