

Instructionally Related Activities Funds Request Fall 2019

▼ Submitter

Submitter Name

Tracy Clarke

Submitter Email

Tracylee.clarke@csuci.edu

▼ 1. Basic Details

Activity Title

Community Mediator Coaching

Activity/Event Date

AY 2019/2020

Date Funding Needed By

Fall 2019 / Spring 2020

Previously Funded?

- ☐ No
☒ Yes

▼ Previously Funded Proposal

Semester/Year

2017/2018

Proposal # (if known)

885

Report submitted for previously Funded Activity?

- ☐ No
☒ Yes

Please upload a copy of the report

[IRA #885 Grant Report Clarke.pdf](#)

Additional Report #1

[IRA Report 778 Community Member Mediation Coaching Clarke spring summer 2017.docx](#)

Additional Report #2

Additional Report #3

Additional Proposers

Academic Program(s)/Center Name(s)

Estimated total Course Fee revenue

0

Amount Requested from IRA

7000

Estimated Number of Students Participating

120

▼ 2. Brief Activity Description

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

Brief Activity Description

Students enrolled in a COMM 340: Conflict Management & Mediation (required communication course) must conduct a simulated role-play mediation for their final exam. For the past 10 years, mediation coaches from the community have attended the final mediation, coached students, assessed their performance and provided feedback. Coaches provide feedback with a written rubric and then one-on-one conversations. This has proven to be a highly valuable experience for the students as they are provided real-time contextual feedback from experts current in their field. This experience has also served as networking opportunities for students who continue their career in conflict management - a common area within our program and field. In previous semesters, community members have generously donated their time (upwards of 8-9 hours each). I would like to be able to offer them each a small honorarium for their time and expertise. \$350 ea. for 8-9 hours of dedicated time. This is way below the average hourly rate of mediators but a small honorarium would show our deep gratitude for their time and talent. Engagement between our students and community members is a hallmark of CI and this experience for communication majors supports that tradition.

▼ 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

This activity relates specifically to COMM 340: Conflict Management & Mediation, a required course for all communication majors and a UIDGE for all students attending CI. Course learning outcomes it will specifically support include:

- *Identify, critically analyze and improve their own negotiation and conflict management skills;
- *Identify the role of language and dialogue in the construction, maintenance and resolution of conflict;
- *Explore the role of self-identity (personal and national) and individual or community behavior in the construction, escalation, management and resolution of conflict

▼ 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

Student meditations are assessed through both written and oral feedback (rubric provided) from community members. The process is assessed through open discussion/focus groups with students. Over the years, I have modified the process based on both community mediator and student feedback about the role of the community mediator, length of mediation, and grading schematic/rubric.

▼ 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-regular-budget-Clarke Fall 2019 and Spring 2020.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 Communication Program will pay for parking for community mediators

▼ 8. Promoting Participation

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

The intended audience is students enrolled in COMM 340: Conflict Management & Mediation (required for comm majors and a UDIGE for the university). Marketing is not needed.

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

▼ 9. Approval and Acknowledgement

Program Chair/Director

Smith, Christina

Dean

Wyels, Cynthia (Arts & Sciences)

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. I acknowledge that the activity sponsor will be responsible for managing purchases, travel arrangements, and all transactions related to approved activities. 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

▼ 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

 Cynthia Wyels

Apr 7 2019