

Instructionally Related Activities Funds Request Fall 2019

▼ Submitter

Submitter Name

James Meriwether

Submitter Email

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▼ 1. Basic Details

Activity Title

History Community Seminar

Activity/Event Date

F'19 (1 time); S'20 (1 time)

Date Funding Needed By

F'19

Previously Funded?

- ☐ No
☒ Yes

▼ Previously Funded Proposal

Semester/Year

2017-18 and earlier years

Proposal # (if known)

not known

Report submitted for previously Funded Activity?

- ☐ No
☐ Yes

Additional Proposers

History

Estimated total Course Fee revenue

n/a

Amount Requested from IRA

\$2,400

Estimated Number of Students Participating

75-100 students each semester

▼ 2. Brief Activity Description

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

Brief Activity Description

The goal of the History Community Seminar is to invite CI students and history practitioners in the community (K-14 educators, museum professionals, etc) in our service area to enjoy a lecture by an expert in a field of history. Often these talks are geared to be useful for K-14 teachers to use in their own classes, and to inspire students thinking of embarking on a career in teaching or to think about graduate school. The History Program wishes to continue inviting renowned scholars outside of our campus so that local educators and students can benefit from a cutting edge perspective on local, national, or global history.

▼ 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 speakers we bring typically offer broad topics of interest to a variety of courses, although the particular subject necessarily affects which courses are most closely related. All of the following courses are offered each semester:

- U.S. History (Hist 270 and 271)
- World History (Hist 211 and 212)
- California History (Hist 369)

These cover World, U.S., and California topics.

Importantly, and in addition, more specialized upper division courses invariably connect to the speaker, depending on topic.

▼ 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 (and community members) attending the talk as part of their course will be asked to fill out a survey evaluating the presentation.

▼ 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, 2019-20.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

No other sources of funding.

▼ 8. Promoting Participation

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

Our audience is community members, who we contact via our email database, and students, who we encourage to come as part of History class offerings and via social media (where History has an active presence).

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

Meriwether, James H

Dean

Kohli, Vandana

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

 James Meriwether Feb 25 2019

▼ 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

The proposal outlines a worthwhile activity benefiting students and community members.
Please note the expectation of brief activity reports following expenditure of IRA funds.

 Cynthia Wyels Mar 12 2019

IRA Activity Budget

Activity Title:
Name of Sponsor:

Account	Operating Expenses	Amount	PLEASE EXPLAIN: Comments/Notes
	A. Artist/ Performer/Speaker		
613802	Honoraria (Price set by CI)	\$900.00	F'19 History Seminar Speaker
613802	Honoraria (Price set by CI)	\$1,500.00	S'20 History Seminar Speaker (Andrew Lipman, nationally renowned hi
613801	Professional Svcs/ Speaker Fees (Price set by vendor)		
601801	Special Consultants (existing CI employees)		
613801	Other Consultants /Other Professional Services		
613001	Independent Contractor(s)		
	Other:		
	Artist/Performer/Speaker/Consultant TOTALS	\$2,400.00	
	B.. Supplies & Services- Other		
660002	Printing		
660017	Advertising (such as in a magazine or publication)		
660831	Copier Chargeback		
660090	Event Signage (wayfinding on day of event)		
660835	Event or Parking-related Staffing		
660825	Rentals or Leases		
660833	Promotional Items (with logo)		
660834	Awards		
660890	Registration- Conferences & Meetings		
660003	Supplies & Services- Other		
660003	Supplies & Services- Other		
660003	Parking (please describe)		
	Other (specify)		
	Other (specify)		
	Supplies & Services- Other TOTALS	\$0.00	
TOTAL EXPENSES		\$2,400.00	
	C. Revenue	Amount	Comments/Notes
	A. Course Fees		
	B. Ticket Sales		
	C. Additional Sources of Funding		
TOTAL REVENUE		\$0.00	
	D. TOTAL REQUESTED FROM IRA	\$2,400.00	
E. Other Expenses			
660832	OPC Chargebacks & Facility Use Fees		
	Other (not requested from IRA)		
	Other (not requested from IRA)		
TOTAL OF OTHER EXPENSES		\$0.00	

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