

# Instructionally Related Activities Funds Request Fall 2019

## ▼ Submitter

### Submitter Name

Steven Norris

### Submitter Email

steven.norris@csuci.edu

## ▼ 1. Basic Details

### Activity Title

Biol 310 Trip to Aquarium of the Pacific

### Activity/Event Date

TBD - Fall 2019

### Date Funding Needed By

September 2019

### Previously Funded?

- ☐ No  
☒ Yes

## ▼ Previously Funded Proposal

### Semester/Year

Spring 2019

### Proposal # (if known)

1034

### Report submitted for previously Funded Activity?

- ☐ No  
☒ Yes

### Please upload a copy of the report

[450-AquariumTripReport-Spr2018.docx](#)

### Additional Report #1

### Additional Report #2

### Additional Report #3

### Additional Proposers

### Academic Program(s)/Center Name(s)

Biology

**Estimated total Course Fee revenue**

1600

**Amount Requested from IRA**

2491

## Estimated Number of Students Participating

40

### ▼ 2. Brief Activity Description

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

#### **Brief Activity Description**

A visit to the Long Beach aquarium allows the class to view a variety of vertebrates as living breathing creatures. We get insights into diversity as well as form and function. It is an excellent opportunity for the students to explore in small groups or independently.

### ▼ 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**

Trip aimed at Bio310 Lab, but students from other Biology classes may attend as space is available

The course (Bio 310) objectives include understanding the diversity of vertebrates, as well as the evolution and ecology/life history of this group.

The Aquarium has numerous displays that delve into adaptation and niche, plus human interactions with vertebrates and conservation issues.

Connection with living organisms (rather than lab specimens or videos and pictures) is something I consider very important.

### ▼ 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**

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.

### ▼ 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

[Bio310AquariumBudget-F2019.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

Lab fees are charged (\$40 per student) for this class, but are expended buying specimens and other lab support materials.

## ▼ 8. Promoting Participation

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

Students registered in Bio310 are the intended audience, but if there is space, other students (esp. Biol and ESRM students) are welcome to attend.

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

Students return to campus with a broadened view of the world around them and resources available to them.

## ▼ 9. Approval and Acknowledgement

### Program Chair/Director

## 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

 Nancy Mozingo Mar 19 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**

 Cynthia Wyels Mar 27 2019