

Instructionally Related Activities Funds Request Fall 2019

▼ Submitter

Submitter Name

Joan Peters

Submitter Email

joan.peters@csuci.edu

▼ 1. Basic Details

Activity Title

Island Fox Literary Journal

Activity/Event Date

Spring, 2020

Date Funding Needed By

Spring semester, 2020

Previously Funded?

- ☐ No
☒ Yes

▼ Previously Funded Proposal

Semester/Year

Spring semester, 2018

Proposal # (if known)

0967

Report submitted for previously Funded Activity?

- ☐ No
☒ Yes

Please upload a copy of the report

Island Fox IRA Report 2018.pdf

Additional Report #1

Additional Report #2

Additional Report #3

Additional Proposers

Rachel Jordan

Academic Program(s)/Center Name(s)

English Program

Estimated total Course Fee revenue

0

Amount Requested from IRA

\$4,000.00

Estimated Number of Students Participating

50 +

▼ 2. Brief Activity Description

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

Brief Activity Description

Every spring, English 465 devotes itself to creating the CSUCI Literary Journal, publishing poetry, prose, art, and travel essays submitted and selected from the CSUCI student body, sometimes including the larger CSUCI community. This journal is printed, archived, put on our website, and distributed, for free, to the CSUCI community at the Island Fox reading at the end of Spring semester.

The Island Fox Literary Journal provides a medium for students at CSUCI to publish their own creative works. All students can submit and go through the experience of attempting to have their own work published in a small setting before leaving college as graduates, where the environment is much more arduous for publishing work. It gives students the possibility to not only leave CSUCI with published writing, but also the experience, whether rejected or accepted for publication by fellow students, of actually knowing what struggles or obstacles exist in submitting work to a body of people acting as a publishing company. The advertisement of this annual literary journal stimulates interest in the English department as a whole, if not the entire school. It exemplifies the creativity that professors hope to see in their students, and it makes that creativity something physical, something everyone can hold and read, something the school can look back on and glow with pride for.

▼ 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

Students involved will 1)master the art of productive collaboration 2)they will systematize the evaluation process 3)they will discuss all aspects of business management 4)they will discuss effective components of submitted stories and determine a criteria to judge literary merit for inclusion 5)they will articulate their literary values and goals for the publication in a letter to readers 6)they will develop criteria to evaluate their own and peer contribution to the collective effort 7)they will meet deadlines, goals, payment to vendors and master responsible negotiation 8)they will create a handbook outlining howto run the business of publishing the journal for next year's group.

▼ 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

The students in the ENGL 465 course do a written self-assessment of their own work as well as a peer assessment. The professor instructing also assesses the program, and the publication of Island Fox literary journal is a very large determinant in whether educational goals have been met.

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

[Island Fox Budget 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

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

none

8. Promoting Participation

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

The audience - readership- for the ISLAND FOX is the entire university community and the surrounding community. We distribute the ISLAND FOX for free in the Broome library and at the ISLAND FOX READING where all the students who have contributed to the journal read their stories and poems. The library keeps our journals and they are also given to the English Program faculty. We've also been written up in the CI VIEW and the Ventura County Star.

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

Carswell, Sean

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

 Sean Carswell 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 Apr 4 2019