

IRA Committee Meeting Agenda Tuesday, November 1st 2016 — 8:00-9:00 AM

Meeting Objective: To vote on Category III proposals and discuss the first batch of Category II proposals

Attendees: Dr. Sean Kelly, Dr. Paul Murphy, Natasha Pillai, Keira Sailor, Elizabeth Heim, Leticia Cazares, Debora Ehrich (new member)
Staff: Dave Daniels, Anna Tovar, Kate Harrington

- I. Approve Agenda/Previous Minutes
 - A. Meeting called to order at 8:06am. Approval postponed in the absence of quorum. Half way through meeting, quorum was complete. E. Heim moved to approve last week's minutes, D. Ehrich seconded. No objections.
- II. Final Questions on Category III Proposals
 - A. Follow Up: IRA #846, London Trip - Entrance Fees
 - The committee reviewed the answers to the questions sent to Dr. Jacob Jenkins regarding the field trip fees. The field trip tours total is \$600 more than requested budget. N. Pillai asked how much we have in surplus, D. Daniels responded that it was in the thousands; N. Pillai posed the question of how often we have these kinds of adjustments because she was worried about what if we need to dip into our surplus in case of an emergency; D. Daniels and P. Murphy responded that it is not a common occurrence, in fact, it has not happened in the time that they have served on this committee. K. Harrington informed that as a campus there is a reserve policy in progress that helps with having a savings funding for cases like these. K. Sailor added that in the time that she's served in this committee, there has not been a case like such, but a good practice might be to not use the surplus all on one proposal.
 - K. Sailor asked for clarification on what the question to Dr. Jenkins was regarding the extra funding. N. Pillai responded that the entrance fees resulted in \$255 per person instead of the \$200 per person, which amounts to a total increase of \$600 from the original proposal request. D. Daniels clarified that it is a surplus of \$36,000 instead of the \$3,600 that N. Pillai was thinking of. P. Murphy expressed that the extra \$600 that Dr. Jenkins was requesting seemed like a drop in the bucket and he has no problem with that; all agreed.

B. Follow Up: IRA #843, Detroit - Printing Costs

- Committee reviewed John Griffin's response to the question regarding the printing cost
- The committee considered Don Rodriguez's response to the printing costs breakdown, N. Pillai agreed that the posters seemed like a critical part of the class experience so she's inclined to fund that part but not the photo. S. Kelly added that he had a difficult time accepting to fund the photo because it's not an integral part of the student experience, and if the school of business really wants the photo, perhaps their department could fund it. N. Pillai requested that we ask Don for a breakdown of the cost of the posters and the photo before we inform them that they will only be funded for the posters.

III. Vote on Category III Proposals

- A. P. Murphy motioned to recommend that the committee fund all Cat-III proposals as reviewed, K. Sailor seconded; All in Favor of approval – the Category III proposals will receive recommendation letters accordingly;

IV. Questions on Assigned Category II Proposals (829, 878, 861, 823, 863 & 874)

- A. IRA #829 – Leonard Cohen, Frida Kahlo, and Diego Rivera: A Musical Appreciation, Brogden

- P. Murphy shared that he knows this is an annual event, and he personally knows the requester and the event. This event was held last year on a Friday and it was a great success.
- P. Murphy added that he mentioned to the requester that in the future he should change the day to another besides Friday because as a mostly commuter campus, it would be difficult to get a good audience number to campus. K. Harrington observed that the scheduled date is Thursday, March 23. The committee reviewed the budget file, nothing unusual popped out.

- B. IRA #878 – ACS National Meeting in San Francisco, Veldman

- N. Pillai observed that the traveling costs seem questionable, as the proposal lists request for both airfare and ground travel. S. Kelly further observed that the budget file says 20 students are attending, however it only listed 5 for ground travel. N. Pillai added that in previous IRA funded trips, the students have carpooled so perhaps this suggests that they will be carpooling and are only requesting for reimbursement for 5 students who will be driving. As for the airfare, perhaps the professors will be flying to the conference. D. Ehrich suggested we ask for more details regarding travel. N. Pillai and S. Kelly agreed that a breakdown for the transportation would be best.

- C. IRA 861 – Video-assisted Practice Assessment for Experiential Learning, Nevins

- Leticia inquired about what happens when there is IRB (Institutional Review Board) involved and there's no approval, is that typical and how fast do they get approval? Has there even been a case when the proposal doesn't get approval but gets to move forward in the semester? D. Daniels recalled a proposal in the past, wasn't sure how long the IRB process takes, but likely not a short one.

Definitely ask the proposer if they've considered IRB.

- N. Pillai inquired about the statistician request because it's not listed as an honorarium or guest speaker. D. Daniels pointed out that because this proposal is mostly requesting funds for the purchase of IT equipment and software, this is something that he questions if the IRA committee should even see because there are other options that support this, such as MSFT, Lottery funds, although the deadline for submitting those proposals has passed.
- S. Kelly observed that there is no real estimate on the cost of the conference because there hasn't been a selection made and \$900 seems small unless this conference is local. S. Kelly also added that it may be bad to go back to the proposer and ask too many questions because it may seem like we're asking them to rewrite the entire proposal. P. Murphy disagreed, saying he thinks it's good to ask a few clarification points.
- N. Pillai asked if we want to ask these questions or refer them to the MSFT committee to put in their request for the funds. D. Daniels answered the committee has flexibility in what they want to do, could outright not recommend it to be funded, or could recommend that the proposal instead goes to MSFT. N. Pillai clarified that we should not approve this proposal because there are too many ambiguities regarding cost and actual detailed travel costs and conference, and also recommended that we ask the question: how much per person, what conference. And that we make the suggestion to submit a proposal to MSFT instead.

D. IRA #823 – CERN

- S. Kelly expressed his concern for the student expense because he knows of a student who attended this conference previously and the cost was tremendous, if the cost continues to be so high, he feels that the student should contribute a portion as well, not fund it all through IRA.
- D. Daniels informed the committee that in the presence of a course fee, then IRA only funds 2/3. In the absence of a course fee, IRA can fund at 100%
- D. Daniels recommended that S. Kelly email the committee his thoughts/questions regarding this trip. S. Kelly mentioned that he was torn with this proposal because the requested amount (\$6000 per person) seems much too high.
- K. Sailor motioned to adjourn the meeting. L. Cazares seconded. Meeting adjourned at 8:59am.

V. IRA Policy on Paying Faculty (Murphy, Kelly, Daniels)

A. Postponed until next meeting