



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

**Division of Academic Affairs**

**Approved By:**

Interim President

**Policy Number:**

**Effective Date: Page 1 of -3**

## **Policy on Instructionally Related Activities Funding**

### **PURPOSE:**

The instructionally related activities fee was established to provide support for essential educational experiences and activities that aid and supplement the fundamental educational mission of the institution. It ensures stable and adequate funding for instructionally related activities as defined herein, reduces the demand on Associated Student Body funds for instructionally related activities so that the Student Body Fee can be used to underwrite authorized programs and services based on student priorities, and supplements General Fund appropriated instructionally related activity funds.

### **BACKGROUND:**

Executive Order No. 290 created the structure for initial Instructionally Related Activity (IRA) fees in the CSU. This guidance was superseded by Executive Orders 429, 661 740, 1034, 1054, and 1102. Executive Order 1102 provides current guidance for the administration of all CSU fees. In July 2002 Executive Order 827 established CI's Instructionally Related Activity (IRA) Fee.

California Education Code Section: 89230

### **POLICY:**

#### **Accountability:**

The Provost and the Instructionally Related Activities Committee.

#### **Applicability:**

Programs that sponsor instructionally related activities for the University.

#### **Definition(s):**

#### *Instructionally Related Activities (IRA) -*

Instructionally related activities” means those activities and laboratory experiences that are at least partially sponsored by an academic discipline or department and that are, in the judgment of the president of a particular campus, with the approval of the trustees, integrally related to its formal instructional offerings.

Activities that are considered to be essential to a quality educational program and an important instructional experience for any student enrolled in the respective program may be considered instructionally related activities.



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## Policy on Instructionally Related Activities Funding

**Text:**

1. The fee shall be assessed of all stateside students.

1.2. All funds collected by the campus shall be allocated to that campus and used solely for the support of instructionally related activities as defined in Education Code Section 89230 and by system wide policy.

2. ~~The IRA fee shall not be used to support faculty positions. 89230 governs use of IRA~~

3. IRAC shall advise the Student Fee Advisory Committee (SFAC) regarding ~~any recommended~~ changes to the level of the fee. SFAC will then advise the President. The ~~IRAC~~ will maintain a cycle to solicit and review proposals to support instructionally related activities. Proposals will be evaluated in accordance with the Priority Guidelines for Funding. Allowable activities shall be pursuant to Education Code Section 89230. Each term, after review of proposals, the committee will forward its funding recommendations for the allocation of fee revenue to the ~~Budget/Planning office~~ Provost for consideration. The Provost will, who will submit provide a final list of approved proposals -to the President for approval. Should any major change in instructionally related activities programming occur, the Chancellor, upon recommendation of the campus President, may reduce the fee to an appropriate support level.

3.4.

4.5. The committee will consist of ~~three (3) students~~ <sup>[EK1]</sup>, two (2) faculty, and one staff.

A quorum must be present for any fee committee for the transaction of any business except adjournment. A quorum shall constitute a simple majority (more than 50%) of the members being present. Vacant positions will not count against quorum. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of some members, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting. Faculty and administrators shall be appointed by the campus President or his or her designee after appropriate consultation. Student members shall be appointed by the President or the President's designee in consultation with the Student Government President according to established campus procedures. Whenever possible students should be appointed to two year staggered terms. The Student Government President or a designee, as one of the student representatives, shall serve as Chair. All efforts will be made to appoint IRAC committee members as outlined. To ensure that student constituency on committee maintains a majority vote, student committee members will receive 1.5 votes. All other committee members will be given one vote. In the event an IRAC cannot be formed as described, representation from at least two of the groups referenced (faculty, students, staff) will suffice to accomplish the



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## **Policy on Instructionally Related Activities Funding**

work of the IRAC as previously outlined.

~~5. Should the student body or the campus [explained in E.O.] wish to increase the fee, the Student Fee Advisory Committee shall review proposed changes and conduct a student referendum or other consultation process consistent with campus and CSU policies. This process shall be advisory to the committee and the campus president and shall apply to the next budget cycle. Redundant language with #3 above~~

~~6.1. Should any major change in instructionally related activities programming occur, the Chancellor, upon recommendation of the campus President, may reduce the fee to an appropriate support level.~~

### **EXHIBITS:**

[Guidelines for Proposals](#)

[Advisory Board Operating Policies and Procedures](#)

[CSU Executive Order 827](#)

[CSU Executive Order 1102](#)

[California Education Code Section 89230](#)