



# Administrative Procedure

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| Number:     | 217              |
| Effective:  | 5/12/04          |
| Supersedes: | 5/7/03 (Interim) |
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**Subject:** INSTRUCTIONALLY RELATED ACTIVITIES ADVISORY COMMITTEE

1.0. PURPOSE:

To advise the President regarding the eligibility of activities for Instructionally Related Activities Fee funding and the level of funding for those activities.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University.

3.0. REFERENCES:

- 3.1. Office of the Chancellor Executive Order Number 740, Subject: The California State University Student Fee Policy.
- 3.2. State University Administrative Manual (SUAM) - Business Affairs, Sections 000-3999.
- 3.3. Education Code, Section 89230.
- 3.4. Title V, Section 41800.2.

4.0. POLICY:

The Instructionally Related Activities (I.R.A.) fee is established to provide support for essential educational experiences and activities that aid and supplement the educational mission of the University. The objectives of the fee are: a) to ensure stable and adequate funding for I.R.A. as defined herein; b) to reduce the demand on Associated Student, Inc. (ASI) funds for I.R.A. so that the (ASI) fee can be used to underwrite authorized programs and services based on student priorities; and c) to supplement General Fund appropriated I.R.A. funds. The Advisory Committees shall recommend level of funding of I.R.A. based upon the funding criteria (Appendix 8.1) specified herein.

5.0. DEFINITIONS:

- 5.1. I.R.A. Advisory Committees--I.R.A. Advisory Committees shall be formed to advise the President regarding allocation of I.R.A. fee revenue.

**Approved:**

**Date:**

5.1.1. College/Division/University Dean/ITS/Athletics/Student Affairs I.R.A. Advisory Committees.

5.1.1.1. Each organizational unit will establish a process to select members.

5.1.1.2. College/Division/University Dean/ITS/Athletics/Student Affairs I.R.A. Advisory Committees will consist of five (5) members.

- Administrator appointed by the dean/executive officer will be chair.
- Two (2) student representatives, selected by Associated Students, Inc., who meet the eligibility requirements as specified in Article III, Section 2., Clause 5. of the ASI, Inc., By-Laws.
- Two (2) faculty, inclusive of department chairs, head coaches (for Intercollegiate Athletics), and staff (for Information Technology Services and Student Affairs).

5.1.2. University-wide I.R.A. Advisory Committee.

5.1.2.1. University-wide I.R.A. Advisory Committee will consist of five (5) members.

- Administrator appointed by the President, will act as chair.
- Two (2) faculty members, selected by the Academic Senate Committee on Committees.
- Two (2) student representatives, selected annually by Associated Students, Inc., who meet the eligibility requirements as specified in Article III, Section 2., Clause 5. of the ASI, Inc., By-Laws.

5.2. Instructionally Related Activities--Those activities and laboratory experiences that are at least partially sponsored by or related to an academic discipline and that are, in the judgment of the President, 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.

Instructionally related activities include, but are not limited to, the following categories:

- 5.2.1. Intercollegiate Athletics: costs that are necessary for a basic competitive program, including equipment and supplies and scheduled travel, not provided by the state. Athletic grants should not be included.
- 5.2.2. Radio, television, film: costs related to the provision of basic “hands-on” experience not provided by the state. Purchase or rental of films as instructional aids shall not be included.
- 5.2.3. Music and dance performances: costs to provide experience in individual and group performance, including recitals, before audiences and in settings sufficiently varied to familiarize students with the performance facet of the field.
- 5.2.4. Support for travel to academic events/conferences and for speaker series. Support for student travel and off-campus speaker honorariums to enhance student academic experiences.
- 5.2.5. Service Learning: the costs to support service learning and research experiences for students in connection with degree programs.
- 5.2.6. Literacy Resource Laboratories: the costs to support literacy resource labs to enhance student success.
- 5.2.7. Forensics: activities designed to provide experience in debate, public speaking, and related programs, including travel required for a competitive debate program.
- 5.2.8. Student support programs such as the University Tutorial Center, the University Writing Center, and Open Access Technology labs: the costs to provide support for students to enhance their success.
- 5.2.9. Drama and musical productions: basic support of theatrical and operatic activities sufficient to permit experience not only in actual performance but in production, direction, set design and other elements considered a part of professional training in those fields.
- 5.2.10. Art exhibits: support for student art shows given in connection with degree programs.

5.2.11. Publications: the costs to support and operate basic publication programs including a periodic newspaper and other laboratory experience basic to journalism and literary training. Additional publications designed primarily to inform or entertain should not be included.

5.2.12. Field and laboratory experiences: support for field and laboratory experiences in connection with degree programs.

5.2.13. Other activities: activities associated with other instructional areas that are consistent with the purposes included in the above may be added as they are identified and approved by the University President. They can also include those activities utilizing the latest technological advances available at the current time.

5.3. Instructionally Related Activities (I.R.A.) Funding Request Form--Form used to request funds to support activities to the I.R.A. Advisory Committees (Appendix 8.2.).

5.4. Program Manager--Responsible person for the activity who will submit the I.R.A. Funding Request form and act as liaison between the activity and other areas, i.e. I.R.A. Advisory Committees, etc.

5.5. Executive Officers--The University President and vice presidents.

5.6. Department Administrator--Appropriate administrative level position in non-academic units.

6.0. RESPONSIBILITIES:

6.1. The President will:

6.1.1. Review the recommendation of the provost and vice president for Academic Affairs pertaining to the activities to be funded and the level of funding.

6.1.2. Notify the provost and vice president for Academic Affairs of the decision.

6.2. The Provost and Vice President for Academic Affairs will:

6.2.1. Prepare and distribute information regarding I.R.A. Funding Request forms to executive officers.

6.2.2. Review and forward the final I.R.A. Funding Requests, from I.R.A. Committees to the President with appropriate recommendations.

6.2.3. Notify requesting units, in writing, of the disposition of their I.R.A. Funding Requests in a timely fashion.

6.3. The Executive Officers will:

6.3.1. Ensure that the department chairs or department administrator/college deans/Athletics, Student Affairs and ITS program managers receive all information regarding I.R.A. Funding Request forms.

6.3.2. Review and approve the I.R.A. Funding Request forms upon receipt from the department administrator or college dean.

6.3.3. Submit the approved I.R.A. Funding Request forms to the appropriate I.R.A. Advisory Committee through their chairs.

6.4. The College Deans will:

6.4.1. Review and approve the I.R.A. Funding Request forms upon receipt from the department chairs.

6.4.2. Submit the approved I.R.A. Funding Request forms to the appropriate executive officer.

6.5. The Department Chairs will:

6.5.1. Ensure that the program managers and other interested parties receive all information necessary for preparation of the I.R.A. Funding Request forms.

6.5.2. Review and approve the I.R.A. Funding Request forms upon receipt from the program managers.

6.5.3. Submit the approved I.R.A. Funding Request forms to the appropriate college dean.

6.6. The Department Administrators will:

6.6.1. Ensure that the program managers and other interested parties receive all information necessary for preparation of the I.R.A. Funding Request forms.

6.6.2. Review and approve the I.R.A. Funding Request forms upon receipt from the program managers.

6.6.3. Submit the approved I.R.A. Funding Request forms to the appropriate executive officer.

- 6.7. The Program Manager will:
  - 6.7.1. Prepare the I.R.A. Funding Request form.
  - 6.7.2. Submit the signed I.R.A. Funding Request form to appropriate department administrator/chair. Athletics program manager will submit its signed I.R.A. Funding Request form directly to the President's Office. Program manager for ITS requests will submit its signed I.R.A. Funding Request form directly to the vice president for ITS. Program manager for Educational Services will submit its signed I.R.A. Funding Request form directly to the provost and vice president for Academic Affairs.
  - 6.7.3. Appear before the appropriate I.R.A. Advisory Committee to discuss the request for funding.
  - 6.7.4. Prepare additional material related to the funding request, as requested.
- 6.8. The College/Division/University Dean/ITS/Athletics/Student Affairs I.R.A. Advisory Committees will:
  - 6.8.1. Review I.R.A. Funding Request forms for previously funded activities annually.
  - 6.8.2. Recommend allocations for each activity to the President through the provost and vice president for Academic Affairs, utilizing the Instructionally Related Activities Funding Criteria (Appendix 8.1).
- 6.9. The University-wide I.R.A. Advisory Committee will:
  - 6.9.1. Review Funding Requests for new activities.
  - 6.9.2. Determine eligibility of activities and recommend allocations for each activity to the President through the provost and vice president for Academic Affairs utilizing the Instructionally Related Activities Funding Criteria (Appendix 8.1).
- 6.10. The Chairs of the College/Division/University Deans/ITS/Athletics/Student Affairs I.R.A. Committees will:
  - 6.10.1. Provide clerical support to the college/division/University dean/ITS/Athletics/Student Affairs I.R.A. Advisory Committees for the production of Committee meeting minutes.
  - 6.10.2. Coordinate meetings of the college/division/University dean/ITS/Athletics/Student Affairs I.R.A. Advisory Committees.

6.10.3. Forward recommendations to the provost and vice president for Academic Affairs.

6.11. The Chair of the University-wide I.R.A. Advisory Committee will:

6.11.1. Forward recommendations to the provost and vice president for Academic Affairs.

6.12. The Business Financial Services Office will:

6.12.1. Maintain the I.R.A. trust fund.

6.12.2. Maintain revenue/expenditure records for all funded activities.

6.12.3 Prepare quarterly and year-end financial statements for all funded activities.

6.12.4. Provide financial information to the I.R.A. Advisory Committee as requested.

7.0. PROCEDURES:

7.1. The provost and vice president for Academic Affairs will distribute information regarding I.R.A. Funding Requests to the executive officers.

7.2. The executive officers will distribute information regarding I.R.A. Funding Requests to the department administrator or department chair/college dean.

7.3. The department chair or department administrator/college dean will ensure that the program managers and other interested parties receive all information necessary for preparation of the I.R.A. Funding Request form.

7.4. The program managers will finalize their I.R.A. Funding Request forms and submit to their department chair or department administrator, and as required, obtain the recommendation of the Communications Board or the Intercollegiate Athletics Board.

7.5. The department chair will review and approve the signed I.R.A. Funding Request forms and submit to their college dean. The department administrators will review and approve the signed I.R.A. form and submit directly to their executive officer. The Athletics' program manager will submit its signed I.R.A. Funding Request form to the President's Office. The program manager for ITS requests will submit its signed I.R.A. Funding Request forms to the vice president for Information Technology Services.

- 7.6. The college/University dean will review and approve the I.R.A. Funding Request forms and submit them to the appropriate executive officer for review and approval.
- 7.7. The appropriate executive officer will review and approve the Funding Requests and submit them to the I.R.A. Advisory Committees through their respective chairs.
- 7.8. The chairs will convene meetings of the college/division/University dean/ITS/Athletics/Student Affairs I.R.A. Advisory Committees to consider the requests for funding.
  - 7.8.1. The college/division/University dean/ITS/Athletics/Student Affairs I.R.A. Advisory Committees will deliberate and present recommendations for allocation of funds for previously funded activities to the provost and vice president for Academic Affairs.
  - 7.8.2. The University-wide I.R.A. Advisory Committee will determine eligibility based on the funding criteria specified in Appendix 8.1 for new activities and present its recommendations for allocation of funds to the provost and vice president for Academic Affairs.
- 7.9. The provost and vice president for Academic Affairs will review Funding Requests and forward final recommendations to the President.
- 7.10. The President will review the recommendations of the provost and vice president for Academic Affairs and notify the provost and vice president for Academic Affairs of the decision.
- 7.11. The provost and vice president for Academic Affairs will issue memoranda to the college deans/University dean/department chairs/program managers, including Intercollegiate Athletics, Student Affairs and ITS, advising them of the disposition of their requests.
- 8.0. APPENDICES:
  - 8.1. Instructionally Related Activities Funding Criteria.
  - 8.2. Instructionally Related Activities (I.R.A.) Funding Request form.



### INSTRUCTIONALLY RELATED ACTIVITIES FUNDING CRITERIA

The Instructionally Related Activities (I.R.A.) Advisory Committee shall utilize the following criteria to determine eligibility of an activity and to determine the funding level.

1. Degree to which the proposed activity fulfills the guidelines in Section 5.2.
2. Degree to which the activity promotes and enhances student opportunity for involvement and/or exposure to: competition, performance, exhibition, production and publications.
3. Degree to which the proposed activity furthers the objectives of the course to which it is related.
4. Relative importance of the course offering to the University's curriculum.
5. Degree to which the activity's financial plan is dependent on I.R.A. funding.
6. Degree to which the activity has other sources of funding.
7. Degree to which the activity has expended previous allocations.
8. Degree to which the activity has attained objectives in previous years.
9. Impact of the activity and related course offering on the furtherance of the University's overall objectives.
10. Degree to which the activity provides an objective basis for assessing the attainment of its objectives.
11. Degree to which the activity identifies and implements procedural and programmatic changes designed to reduce overall program cost.
12. Merit of each proposal as determined by criteria 1-11 as they relate to all other submissions within the context of availability of funds.