



## ANNUAL ACTIVITY/PROGRAM REVIEW: COLLEGE OF COMMUNICATION AND EDUCATION

The IRA Advisory Committee is responsible for the oversight of approved IRA activities/programs. This template will enable the committee to evaluate activities/programs at a high level.

Please submit by **October 31, 2019** to Kim Williams at [kwilliams@csuchico.edu](mailto:kwilliams@csuchico.edu)

**Signature of Dean/Director:**

**Print Name:** Angela Trethewey

**Date:** October 31, 2019

1. Please complete the following information for your college/unity's approved IRA activities/programs:

Approved IRA Activity/Program	Faculty Advisor	Website*
The Orion	David Little	<a href="https://theorion.com/">https://theorion.com/</a>
Speech and Debate Team (Forensics)	Sue Peterson	<a href="http://www.csuchico.edu/forensics/index.shtml">http://www.csuchico.edu/forensics/index.shtml</a>
TGC (Tehama Group Communications)	Janell Bauer	<a href="https://www.csuchico.edu/jour/about/facilities/index.shtml">https://www.csuchico.edu/jour/about/facilities/index.shtml</a>

**\*All IRA activity/program websites require the placement of the official IRA logo on each page of the site. A high-resolution logo is included in the email with this form.**

College/Unit	IRA Prior Year (2018-19) Carryover	IRA Current Year (2018-19) Baseline Allocation	IRA Carryover as Percent of Baseline
College of Communication and Education	\$60,887.13	\$109,519	55.6%

2. List the total dollar amount allocated from the college/unit to each activity/program (actual expenses in T6300 which may include those for Exemplary Performance or one-time funding). Other sources should be entered in the "Other Sources of Funding" column. **Do not include Work Study (#3).**

Approved IRA Activity/Program	IRA Prior Year (2018-19)	IRA Current Year (2019-20)	IRA Prior Year (2018-	Other Sources of Funding	Notes
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	Baseline Allocation	Baseline Allocation	19) Actual Expenses	(RF, UF, GF, etc.)	(explain the differences in baseline and actuals, etc.)
The Orion	\$25,012	\$25,012	\$55,765.91	\$ 5,517.98 in 2018-2019, although typically varies  The only other sources of funding are ad sales, which mirrors the trend in the daily newspaper industry of annual declines, and alumni donations	\$50, 000 of Carryforward from last year's Speech and Debate team was reallocated on a one-time basis to the Orion because the Debate team was not able to spend it due to their competition schedule.
Speech and Debate Team (Forensics)	\$75,771	\$75,771	\$67,813.64	Currently \$2,000 but amount varies  The team has a donation account set up to help us pay for non IRA funded expenses like	Last year's AFA National Tournament was in Texas. This tournament competition usually costs between \$6-8,000 so, that would explain the spending being less last year.

				shirts, end of year banquet, etc. It is entirely funded by donations.	
TGC (Tehama Group Communications)	\$8,736	\$8,736	\$9,885.90	<p>\$1,000-2,000 per semester</p> <p>TGC has a <u>foundation account</u> where alumni and other donations go. These are solicited from the program, mostly around Giving Day. We have client fees each semester and those go into our <u>G-fund</u>. These are around \$1,000-\$2,500 a</p>	13K in client fees was in a TGC account that was not rolled over. The department contributed the additional amount to ensure that the anticipated activities could be funded.

				semester depending on the number of pro bono clients and paid client rates. We use these funds for the fees on the room (phone, lights etc.), printer, ink, software updates, office supplies etc. (We do have the challenge of spring client fees getting swept shortly after we receive them.)	
Baseline held for future allocation (i.e., spring semester, one-time purchase, etc). [17/18 Rollover to 18/19	\$	\$	\$	\$	
<b>Total Allocation*</b>	<b>\$109,519</b>	<b>\$109,519</b>	<b>\$133,465.45</b>	<b>\$</b>	

\* *Must equal total IRA current year baseline allocation as shown in #1 above.*

Please note: Budget transfers to activities/programs are required at the program level by September 30th each year. Additionally, the IRA Advisory Committee recommends determining all activity/program budget amounts by June 30<sup>th</sup> for the following year.

3. List the total IRA Work Study dollar amount allocated for each activity/program.

Approved IRA Activity/Program	2019-20 IRA Work Study Allocation	2018-19 Year IRA Work Study Actual Expenses
The Orion	\$4,750	\$4,964.40
Speech and Debate Team (Forensics)	N/A	N/A
TGC (Tehama Group Communications)	\$1,900	N/A

4. Estimate student participation for each activity/program for this academic year (e.g., an activity has 15 members but only 10 attend competitions and incur expenses). Not all columns may apply to your activity/program. Do not include students attending/served by activities/programs.

a. Provide the following on estimated student involvement:

Approved IRA Activity/Program	Estimated # of Students Participating in Activity/Program	Estimated # of Students Incurring Costs	Estimated Per Student Out-of-Pocket Cost
The Orion	79	12-15 Reporters and photographers	\$100.00 As for out-of-pocket expenses, students do spend money on travel to cover news and sports events. They also use some of their own equipment, both computers and AV equipment.
Speech and Debate Team (Forensics)	35	30	\$100.00 Professional Dress and Attire Some money for food when traveling to compete
TGC (Tehama Group Communications)	25	25	\$100.00-\$200.00 Student out of pocket expenses:

			<ul style="list-style-type: none"> <li>• Professional attire for client meetings</li> <li>• Travel to client meetings in Butte County (though some are on campus)</li> <li>• Travel to PR agency site visits (usually San Francisco, gas and hotel)</li> <li>• Organization-branded shirts</li> <li>• Memory cards (as needed)</li> <li>• Social media planning apps</li> </ul>
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b. Please list all known competitions/performances/events expected of each activity/program for this academic year:

Approved IRA Activity/Program	Name of Competition, Performance, Event, etc.	Location	Date	Estimated # of Students Directly Participating in Competitions, Performance, Events, etc.
The Orion	N/A			
Speech and Debate Team (Forensics)	We will travel to approximately 16 tournament competitions.	Most of these are in CA, but we will travel to St. Louis and Whitewater WI as well as attending the International Forensics Association tournament in Japan.	We begin our travel season at the end of September and travel once or twice a month until the	Approximately 30 between the two semesters. Maybe slightly more than that.

			end of April.	
TGC (Tehama Group Communications)	N/A	NA	NA	

5. Please provide updated information for each of your activities/programs as requested in the tables below and provide appropriate explanations.

Approved IRA Activity/Program	Are any activities/ programs inactive or defunct? If yes, please explain.	Has student participation increased or decreased for any activity/ program? If yes, please provide the percentage and explain.	Has any activity/program's allocation or expenses significantly increased or decreased (5-10%)? If yes, please provide the percentage and explain.
The Orion	N/A	10-15 percent decrease % There has been a slight decline in enrollment trends that align with the national declines in demand for journalism as a major and the industry overall	Printing and delivery costs exceeded the IRA allocation by nearly \$3,000 this AY %
Speech and Debate Team (Forensics)	NA	NA	NA
TGC (Tehama Group Communications)	No	Remained the Same %	Remained the Same %%

6. What process does your college/unit use to determine baseline budget allocations each year?

The dean decides, based on program history, spending, and need.

7. How are each of the activities/programs in your college/unit evaluated each year?

Individual departments and the dean evaluate the quality of the programs, based on the annual IRA review feedback, successes, and budget solvency.

8. Provide the College's IRA carryover amounts for the last three years. (Colleges/units are to limit their carryover to no more than 20% of baseline allocations. Balances of more than 20% may impact a college/unit's future IRA allocations.)

College/Unit	2017-18 IRA Carryover to 2018-19	2017-18 IRA Carryover to 2018-19	2016-17 IRA Carryover to 2017-18
College of Communication and Education	\$60,887.13	\$83,723.05	\$30,586.88

Please explain any carryover (unused) balances your college/unit's activities/programs have and how you plan to spend these funds.

Approved IRA Activity/Program	Carryover Balance	How will the carryover balance be spent?
The Orion	\$20,356.62	18/19 PO for equip that hit 19/20 actuals (\$11,838.71). More than half of this carryover has already been spent on equipment. There is \$8,517.91 that is left to be spent on associated Orion costs.
Speech and Debate Team (Forensics)	\$34,406.02	Most of this carryover was from a previous year when numbers were down and we had multiple competitions in states that did not allow travel under State of CA restrictions. We are planning to attend the International Forensics Association tournament this year since we have the additional budget money necessary for this travel to be possible. All National tournaments are back in states that we are allowed to travel to this year.
TGC (Tehama Group Communications)	\$ 6,124.49	These funds were being reserved for equipment for a photo lab. We understand the space will be available soon (this year) and so we are just waiting to buy the equipment when the new room is open for us. We also have an equipment purchase list (cameras, lenses, portable lighting) to help keep our media equipment current in order to produce professional/competitive content for local and on-campus clients. Some of the funds will be used for student travel to the alumni site visit (both fall & spring). ** There wasn't a question about work study, but we are using those funds for student leadership in the agency and do not anticipate carryover.