



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, 2020** to Kim Williams at kwilliams@csuchico.edu

Signature of Dean/Director: Angela Trethewey Print Name: Angela Trethewey Date: Nov 10, 2020

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

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

***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 (2019-20) Carryover	IRA Current Year (2020-21) Baseline Allocation	IRA Carryover as Percent of Baseline
College of Communication and Education	\$102,014.25	Total Baseline: \$48,910 Allocating: \$35,600 Returning \$13,310	%208.6

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 (2019-20) Baseline Allocation	IRA Current Year (2020-21) Baseline Allocation	IRA Prior Year (2019-20) Actual Expenses	Other Sources of Funding	Notes (explain the differences in baseline and actuals, etc.)
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				(RF, UF, GF, etc.)	
The Orion	\$25,012	\$32,500	\$32,519.94	Based on previous years amounts, approximately \$5,000, 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 \$	
Speech and Debate Team (Forensics)	\$75,771	\$1,900	\$36,721.33	Based on previous years amounts, approxima	

				tely \$2,000 but amount varies The team has a donation account set up to help us pay for non IRA funded expenses like \$	
TGC (Tehama Group Communications)	\$8,736	\$1,200	\$1,120.08	\$1,000- 2,000 per semester. TGC has a foundatio n account 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 G-fund. These are around \$1,000-\$2,500 a	
Baseline held for future allocation (i.e., spring semester, one-time purchase, etc). [17/18 Rollover to 18/19	\$	\$	\$	\$	
Total Allocation*	\$109,519	Allocated: \$35,600 Returning: \$13,310 Total: \$48,910	\$70,361.35	\$	

* 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 30th for the following year.

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

Approved IRA Activity/Program	2020-21 IRA Work Study Allocation	2019-20 Year IRA Work Study Actual Expenses
The Orion	\$9,428.00	\$3,588.40
Speech and Debate Team (Forensics)	\$0	\$0
TGC (Tehama Group Communications)	\$0	\$1,710.00

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	65 students	10-12 students	\$100.00
Speech and Debate Team (Forensics)	25 students	20 students	\$0
TGC (Tehama Group Communications)	20 students	10-15 students	\$TBD Students will incur limited costs, since we are not able to travel for a PR agency site visit. Students will still produce photo, video, graphic design and audio content but they check out equipment for this work. If could travel, depends on location and the number of students: approx. \$2,000- 5,000 total.

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	Associated College Press/College Media Association's awards	Virtual	Oct. 22-24	25
	California College Media Association,	TBA		25
		TBA		25

	California News Publisher Association		Virtual	Monthly	25
	Hearst Awards for Student Journalism				
Speech and Debate Team (Forensics)	Online Tournaments		Virtual	Tentative Fall Schedule included as separate document	3-5 students per competition, with most enrolled students participating in 2-3 competitions during the semester
TGC (Tehama Group Communications)	None		N/A	N/A	N/A

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	The Orion is no longer printing the paper during the shutdown. That's traditionally been our major IRA expense.	Student participation has dropped an additional 15-20 percent. This drop is directly attributed to COVID-19 and the loss of in-person classes and access to the Orion newsroom %	The increased printing and delivery costs would have exceeded our IRA allocation by \$5,000 had COVID-19 not interrupted our print schedule. An increase of approximately 20%
Speech and Debate Team (Forensics)	Travel for tournaments is inactive this year	Decreased by about 10% because online competitions do not appeal to all students	Decreased 80%+ because the team is not traveling, we don't have rental cars, hotels and food costs. The team would like to start doing a "Virtual Team Dinner" for competitions if possible. There is also a chance we may need some technology for students, but so far they have what they need.
TGC (Tehama Group Communications)	No travel for a PR agency site visit	A decrease of approximately 8-10 percent due to a decline in enrollment	No travel

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	2018-19 IRA Carryover to 2019-20	2018-19 IRA Carryover to 2019-20	2017-18 IRA Carryover to 2018-19
College of Communication and Education	\$102,014.25	\$60,887.13	\$83,723.05

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	\$14,818.15	The Orion will resume printing after the pandemic. It will also invest in more student travel to state competitions.
Speech and Debate Team (Forensics)	\$73,455.69	Possibly won’t be able to spend the carryover balance this year. Without travel costs for the whole year, our spending will be significantly less than prior years.
TGC (Tehama Group Communications)	\$13,740.41	This money will be spent on video equipment (video cameras, lenses, lighting) that is outdated and needs to be replaced. A few years ago TGC replaced audio equipment and now the photo/video equipment needs to be replaced and updated.

