



ANNUAL ACTIVITY/PROGRAM REVIEW: GRADUATE STUDIES

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, 2018** to Kim Williams at kwilliams@csuchico.edu

Signature of Dean/Director: Sharon Barrios

Print Name: Sharon Barrios

Date: October 22, 2018

Updated 1-16-2019

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

Approved IRA Activity/Program	Faculty Advisor	Website*
Student Research Competition	Sharon Barrios	http://www.csuchico.edu/graduatestudies/research-competition/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 (2017-18) Carryover	IRA Current Year (2018-19) Baseline Allocation	IRA Carryover as Percent of Baseline
Graduate Studies	\$8,768.28	\$5,718	153%

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 (2017-18) Baseline Allocation	IRA Current Year (2018-19) Baseline Allocation	IRA Prior Year (2017-18) Actual Expenses	Other Sources of Funding (RF, UF, GF, etc.)	Notes (explain the differences in baseline and actuals, etc.)
Student Research Competition	\$5,718	\$5,718	\$3,261	\$5,577	17-18 actuals are rolled to the next FY to compensate for 18-19 travel costs expected to exceed the baseline.

Baseline held for future allocation (i.e., spring semester, one-time purchase, etc).	\$	\$	\$	\$
Total Allocation*	\$5,718	\$5,718	\$3,261	\$5,577

* 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	2018-19 IRA Work Study Allocation	2017-18 Year IRA Work Study Actual Expenses
Student Research Competition	\$0.00	\$0.00

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
Student Research Competition	55	15	\$0.00

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.
Student Research Competition	CSUC Student Research Competition	Colusa Hall/TBD	3-12-19	55-60
	Statewide Student Research Competition	CSU, Fullerton	April 26 and 27, 2019	15

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.
Student Research Competition	n/a		The Chico State local competition has steadily increased due to rigorous promotion that involved extensive advertising, targeting faculty members, and outreach to student groups.	n/a

6. What process does your college/unit use to determine baseline budget allocations each year? *We utilize a strategy of previous baseline allocation plus rollover to cover the costs of the program each year.*

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

Every year, we evaluate the success of the student research competitions in relation to the goals we set for the year and in comparison to past competition performance. Among the factors we evaluate related to the local competition are:

- (1) whether we met our student participation goals for the year;*
- (2) whether we increased our undergraduate student participation;*
- (3) whether we fielded student participation from across all 7 academic colleges;*
- (4) whether we fielded a multi-disciplinary slate of faculty judges;*
- (5) whether we had robust audience attendance (peers, faculty mentors, friends, and family);*

In addition, we evaluate the preparation and results for the statewide competition:

- (6) We assess the quality of the local competitors' winning papers/presentations to determine how best to assist them to prepare for the state competition;*
- (7) We evaluate general performance at the statewide competition to better inform our preparations the next year; and*

(8) we compare the statewide competition results to our previous years to evaluate our patterns of success.

Finally, We also evaluate (9) our budgetary expenditures each year including tracking and assessing which of our promotional activities are the most effective and cost efficient.

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	2016-17 IRA Carryover to 2017-18	2015-16 IRA Carryover to 2016-17
Graduate Studies	\$8,768.28	\$10,990.32	\$13,375.28

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?
Student Research Competition	\$8,768	Travel costs to southern California (CSU, Fullerton in April of 2019) will exceed the baseline budget allocation. This carryover will cover the difference in travel costs.