

ANNUAL ACTIVITY/PROGRAM REVIEW: COLLEGE OF HUMANITIES AND FINE ARTS



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.

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OCT 31 2019

Please submit by **October 31, 2019** to Kim Williams at kwilliams@csuchico.edu

CSU Chico
Academic Affairs

Signature of Dean/Director: _____

Tracy Butts
Joseph Alexander

Print Name: Tracy Butts/Joseph Alexander

Date: 10-31-19

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

Approved IRA Activity/Program	Faculty Advisor	Website*
Chico State Bands – Symphonic Band	Christopher Navarette	https://www.csuchico.edu/muta/events-emsembles-clubs/ensembles/band.shtml
Choral Union (Acapella Choir & University Chorus)	David Scholz	https://www.csuchico.edu/muta/events-emsembles-clubs/ensembles/choral-ensembles.shtml
Ethics Bowl	Eric Gampel	http://www.csuchico.edu/phil/news-activities/ethics-bowl.shtml
Guitar	Tobin Roye	https://www.csuchico.edu/muta/events-emsembles-clubs/ensembles/guitar.shtml
Jazz Ensembles	Rocky Winslow	https://www.csuchico.edu/muta/events-emsembles-clubs/ensembles/jazz.shtml
Literary Editing Programs – Watershed Review	Sarah Pape	https://www.csuchico.edu/engl/lit-magazine.shtml
Music Programs	David Scholz	https://www.csuchico.edu/muta/programs/ba-music/general-music.shtml
Musical Orchestra	Matthew Miller	
School of the Arts	Joseph Alexander Carmen Gomez	http://schoolofthearts-csuchico.com/
School of the Arts Productions (formerly Wild Oak)	Paul U. Young	https://www.csuchico.edu/muta/events-emsembles-clubs/groups.shtml

Steel Band Ensemble	Hope Munro	https://www.csuchico.edu/muta/events-emsembles-clubs/ensembles/steel-pan.shtml
Student Arts Exhibits	Asa Mittman	https://www.csuchico.edu/art/spaces/galleries/index.shtml
Theatre Arts	Matthew Miller	https://www.csuchico.edu/muta/programs/theatre.shtml https://www.csuchico.edu/muta/programs/musical-theatre.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 (2018-19) Carryover	IRA Current Year (2019-20) Baseline Allocation	IRA Carryover as Percent of Baseline
College of Humanities and Fine Arts	\$152,363.13	\$189,178	80.5%

Please see the summary at the end of this document which will explain the current state of HFA's discretionary fund and percentage change since the last review which is substantial.

- 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) Baseline Allocation	IRA Current Year (2019-20) Baseline Allocation	IRA Prior Year (2018-19) Actual Expenses	Other Sources of Funding (RF, UF, GF, etc.)	Notes (explain the differences in baseline and actuals, etc.)
Chico State Bands – Symphonic Band	\$2,500	\$5,600 (includes one-time rollover \$3,100)	\$3,365.92	\$4,334.81	One-time roll over requested 19-20 \$3,100 – new faculty/program needs. Other Funding 18-19 ticket sales \$3,801.25; 17-18 Encumbrance rollover \$533.56 added to 18-19 budget. 18-19 Year end balance: \$3,468.89.
Choral Union	\$3,000	\$3,000	\$7,790.90	\$4,938.83	Other funding 18-19 ticket sales \$1,468.22; \$30 from University Chorus; 17/18 Encumbrance Rollover

					\$3,440.61 added to 18-19 budget. 18-19 Year end balance: \$147.90
Ethics Bowl	\$5,000	*\$0	\$3,199.31	\$0	*Ethics Bowl Cancelled 19-20. 18-19 Year end balance: \$1,800.69
Guitar	\$1,000	\$1,000	\$1,395.43	\$694.93	Other Funding: Ticket Sales \$694.93, 18-19 Year end balance: \$299.50.
Jazz Ensembles	\$3,000	\$3,000	\$6,130.11	\$3,136.48	Other funding: Ticket Sales \$3,136.48. 18-19 Year end balance: \$6.37
Literary Editing Programs – Watershed Review	\$6,500	\$6,750 (includes one-time funding \$250)	\$5,291.66	\$0	19-20 One-time \$250 requested for website hosting expense. 18-19 Year end balance: \$1,208.34
Music Programs	\$5,000	\$5,000	\$5,214.66	\$2,400	Other Funding \$2,400 from Athletics. 18-19 Year end balance: \$2,185.34
Musical Orchestra	\$6,000	\$6,000	\$7,149.75	\$840	Other funding: 17/18 Encumbrance \$840 added to 18-19 budget. 18-19 Year end balance: \$-309.75 (\$350 expense should have come from different IRA program)
School of the Arts *Publicity for School of the Arts (managed by Dean’s Office)	\$60,000 *\$30,000	\$50,000 *\$30,000	\$40,857.83 *21,098.66	\$0	One-time reduction of allocation for 19-20 due to add’l funds of \$9,000 needed for UAG IRA program. *\$30,000 is allocated to Publicity for School of the Arts, managed by Dean’s Office. 18-19 Year end balance: \$19,142.17. 18-19 Publicity Year end balance: \$8,901.34.

School of the Arts Productions (formerly Wild Oak)	\$4,500	\$4,500	\$4,224.98	\$0	18-19 Year end balance: \$275.02
Steel Band Ensemble	\$1,000	\$1,000	\$156.39	\$0	18-19 Year end balance: \$843.61
Student Arts Exhibits	\$23,000	\$32,000 (includes one-time funding \$9,000)	\$25,454.70	\$2,879	One-time add'l funds of \$9,000 from School of the Arts 19-20 allocation for UAG program. Other funding: \$299 from 18-19 was a one-time funding for needed printmaking press; \$2,580 for exemplary funding. 18-19 Year end balance: \$424.30
Theatre Arts	\$25,000	\$25,000	\$66,752.20	\$60,829.73	Other funding: Ticket Sales \$44,678.94; Costume Rentals \$2,788.75; 17/18 Encumbrance Rollover \$13,362.04. 18-19 Year end balance \$19,077.53
Baseline held for future allocation (i.e., spring semester, one-time purchase, etc).	\$13,678	\$16,328	\$0	\$0	Expected Admin fees from held baseline average \$3,500 every year.
Total Allocation*	\$189,178	\$189,178	\$0	\$0	

* 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	2019-20 IRA Work Study Allocation	2018-19 Year IRA Work Study Actual Expenses
Chico State Bands – Symphonic Band	\$1,500	See note below
Choral Union	\$1,000	See note below
Ethics Bowl	\$	\$
Guitar	\$	\$
Jazz Ensembles	\$1,000	See note below

Literary Editing Programs – Watershed Review	\$1,500	\$1,125.99
Music Programs	\$	\$
Musical Orchestra	\$	\$
School of the Arts	\$26,000	\$25,524.66
School of the Arts Productions (formerly Wild Oak)	\$1,500	See note below
Steel Band Ensemble	\$	\$
Student Arts Exhibits	\$28,000	\$27,859.01
Theatre Arts	\$	\$

*Due to a reduced 19-20 IRA Work Study Allocation, MUTA’s initial Work Study allocation is \$5,000 for IRA programs and activities for Chico State Band, Choral, Jazz, and SOTA Productions. In addition, MUTA’s programs did not exhaust all their funds allocated in 18-19 like other IRA programs. If additional funds are needed later during the year we can allocate additional if available. The combined expenses for these programs in 2018-2019 was \$2,810.

Publicity for School of the Arts work study, managed by Dean’s Office is allocated \$5,000 for 19-20. The actual expenses for Publicity in 18-19 was \$4,887.30

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
Chico State Bands – Symphonic Band	70 (Wind Ensemble) 40 (Concert Band) 30 (pep band) Total of 140	0	\$0
Choral Union	100 (Acappella Choir) 60 (University Chorus) 40 (Chamber Singers) Total of 200	0	\$0
Ethics Bowl	Ethics Bowl cancelled this year	0	\$0
Guitar	16	0	\$0
Jazz Ensembles	30 (Jazz Xpress) 35 (Jazz II)	0	\$0

	Total of 65		
Literary Editing Programs – Watershed Review	40	0	\$0
Music Programs	10	0	\$0
Musical Orchestra	10	0	\$0
School of the Arts	200	0	\$0
School of the Arts Productions (formerly Wild Oak)	70	0	\$0
Steel Band Ensemble	Class cancelled F19	0	\$0
Student Arts Exhibits	300	0	\$0
Theatre Arts	105	0	\$0

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.
Chico State Bands – Symphonic Band	Classically Bands: WE	Harlen Adams	11/2/19	35
	Bach to Basie: Concert Band	Harlen Adams	11/13/19	20
	Acclimations: WE	Harlen Adams	4/11/20	35
	A Serenade or Two: Concert Band	Harlen Adams	4/22/20	20
Choral Union	Hear the Joyful News	Harlen Adams	10/26/19	80
	Poetry in Song	Harlen Adams	4/18/20	80
Ethics Bowl	Ethics Bowl Cancelled 19/20			
Guitar	Fall Recital	Rowland-Taylor	12/13/19	8
	Strums and Plucks	Rowland-Taylor	5/8/20	8
Jazz Ensembles	Soul-Ciology: Jazz Xpress	Harlen Adams	11/9/19	15
	Bach to Basie: Jazz II And Concert Band	Harlen Adams	11/13/19	17
	The Smell of Jazz: Jazz XPress	Harlen Adams	4/4/20	15
	A Serenade or Two: Jazz II And Concert Band	Harlen Adams	4/22/20	17

Literary Editing Programs – Watershed Review	Watershed Review	TBD	TBD	40
Music Programs	Various small group touring opportunities	various	various	10
Musical Orchestra	In the Heights	Laxson	4/30/20 – 5/3/20	10
School of the Arts	Low Brass Choir & Alumni;	Rowland-Taylor	10/12/19	13
	The Rocky Horror Picture Show;	Harlen Adams	10/17/19	50
	Hear the Joyful News;	Harlen Adams	10/26/19	80
	Classically Bands;	Harlen Adams	11/2/19	50
	Soul-Ciology;	Harlen Adams	11/9/19	50
	Bach to Basie;	Harlen Adams	11/13/19	50
	She Kills Monsters;	Wismer Theatre	11/14-17/19	50
	Fall Guitar Recital;	Roland-Taylor	12/13/19	10
	New Musicby Student Composers;	Rowland-Taylor	2/27/19	20
	Servant of Two Masters;	Wismer Theatre	3/5-8/19	50
	The Smell of Jazz;	Harlen Adams	4/4/19	25
	Acclamations;	Harlen Adams	4/11/19	30
	Poetry in Song;	Harlen Adams	4/18/19	80
	A Serenade or Two;	Harlen Adams	4/22/19	30
	A La The Golden Age;	Rowland-Taylor	4/25/19	15
In the Heights;	Laxson	4/30/19	65	
Strums and Plucks	Zingg	5/1-3/19 5/8/19	10	
School of the Arts Productions (formerly Wild Oak)	Events are scheduled on an ongoing basis throughout the academic year	various	various	70
Steel Band Ensemble	No concerts scheduled	TBD	TBD	TBD
Student Arts Exhibits	Ceramics CCACA	Davis, CA	May 3-5, 2020	10 students, 3 faculty

Theatre Arts	Rocky Horror Show	Harlen Adams	10/17-10/20/19	25
	She Kills Monsters	Wismer Theatre	11/14 - 17/19	20
	Servant of Two Masters	Wismer Theatre	3/5 – 8/20	25
	In the Heights	Laxson	4/30 – 5/3/20	35

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.
Chico State Bands – Symphonic Band	No	%	%
Choral Union	No	%	%
Ethics Bowl	No	%	%
Guitar	No	%	%
Jazz Ensembles	No	%	%
Literary Editing Programs – Watershed Review	No	%	%
Music Programs	No	%	%
Musical Orchestra	No	%	%
School of the Arts	No	%	%
School of the Arts Productions (formerly Wild Oak)	No	%	%
Steel Band Ensemble	No	%	%
Student Arts Exhibits	No	%	% One time baseline allocation \$9,000
Theatre Arts	No	%	%

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

Historical information/Year end program summaries and budgets and Completion of Change Assessment forms by program directors, used to assess program status, special activities, growth etc.

7. How are each of the activities/programs in your college/unit evaluated each year? Year end program summaries and budgets and completion of the Change Assessment forms by program directors, used to evaluate program needs/allocations. A few years ago, in consultation with the IRA Board and Staff we created Change Assessment forms which are used to poll IRA directors/programs to assess program status, special activities/projects, growth, long and short term planning purposes ie; not for funding increase requests alone. This was created to be helpful and to stay apprised of needs but it has been difficult to fully recognize the full potential of this process in the absence of full participation and efforts to return the completed the forms. Note that while this process does not guarantee a funding increase a \$250 increase for Literary Editing Programs – Watershed Review this year was the direct result of working with them based on submission of the requested information.

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	2017-18 IRA Carryover to 2018-19	2016-17 IRA Carryover to 2017-18
College of Humanities and Fine Arts	\$152,363.13	\$115,638.95	\$96,074.96

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?
Chico State Bands – Symphonic Band	\$3,468.89	All Carryovers listed here roll into IRA Discretionary account utilized for future one-time funding requests. See additional comments below.
Choral Union	\$147.93	
Ethics Bowl	\$1,800.69	
Guitar	\$299.50	
Jazz Ensembles	\$6.37	
Literary Editing Programs – Watershed Review	\$1,208.34	
Music Programs	\$2,185.34	
Musical Orchestra	\$-309.75	
School of the Arts	\$19,142.17	

School of the Arts Productions (formerly Wild Oak)	\$275.08		
Steel Band Ensemble	\$843.61		
Student Arts Exhibits	\$424.30		
Theatre Arts	\$19,142.17		

As has been explained to the IRA Board in previous discussions:

The use of HFA discretionary funds has been challenging to communicate each year from the beginning with each iteration of IRA board and staff members who appear to be suspicious initially of our use and need for a substantial buffer. We understand but to be clear, HFA is not hoarding funds. The buffer or practice of “cushion budgeting” to protect against unexpected change in plans or emergency occurrence's is one part of it.

We use discretionary funds to take into account a possible unplanned drop in ticket revenue to ensure a balanced budget and as insurance should problems arise or special opportunities or requests come up, in which case we'll assess and allocate to be sure that programs are balanced. Should any number of things fail and prevent successful execution of a production and revenue from ticket sales we must still be able to cover the resultant negative. Of particular importance to note regarding our discretionary usage is the fact that our productions involve negative spending through the year that is balanced by ticket sales. For example, materials and student labor to build a set, costumes, install lighting and audio, building and purchasing props, paint, special EFX supplies, rentals etc. for each production is a laborious process that requires expenditures preceding the actual productions by months.

Since many of our IRA programs share spaces and equipment for performances such as venues, lighting, chairs etc. and as these items can be quite costly in numbers alone, we consider safety and wear and tear, repairs and obsolescence factors to serve the greater good of all IRA programs and also use discretionary funds to address these issues as well. We've planned for several years to replace shared equipment without exhausting our fund entirely and were able to accomplish this with the purchase of venue soft goods and risers/seating platforms which were no longer safe as well as a small number of outdated inefficient stage lighting fixtures now replaced with safe, highly energy efficient, non-heat generating fixtures.

Additionally, the sheer number of events often create conflicts based on need and one of those is seating and music stands. When more than one musical event, performance or rehearsals are scheduled, even if they are at different times, we have had to move as many as 100 chairs at a time from venue to venue sometimes more than once a day to support each activity which we've now addressed with discretionary funds by purchasing additional chairs and wheeled racks to store and transport them. These purchases significantly reduced our discretionary funds while allowing us to meet our responsibility to provide comprehensive support directly benefitting the students in our IRA programs. HFA ended the 18-19 year with \$152,363.13 in Discretionary Funds and currently the fund is at \$42,257.30.