

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) ADVISORY COMMITTEE MEETING

JANUARY 31, 2019 1:00 PM BMU205

MINUTES

Members Present: Jared Geiser (chair), Harmony Ordaz, Alejandra Gonzalez-Zuniga, Samuel Akinwande, David Scholz, Kishore Joseph, Dennis O'Connor (proxy for Aoyagi)

Members Absent: Adam Irish, Daisuke Aoyagi

Staff Present: Stephen Cummins, Jeni Kitchell, Kendall Ross, Kim Williams

Staff Absent: N/A

Guests: Jerry Fieldsted (VPAA), Tracy Butts (HFA Interim Dean), Joseph Alexander (HFA Associate Dean), April Whitley (HFA AA/S)

Call to Order – Jared called the meeting to order at 12:59 pm.

- I. Approval of 12.18.18 Minutes
 - a. Sam motioned to approve the minutes, seconded by Alejandra; motion passed 7-0-0.
- II. Introductions
 - a. Jared asked everyone to introduce themselves. Kendall Ross replaces Kimberly Scott on the committee.
- III. New Business
 - a. Action Item – None for this meeting.
 - b. Discussion Items
 - i. Annual Program Reviews (APR) continued
 1. College of Engineering, Computer Science, and Construction Management – Report not yet received.
 2. College of Humanities and Fine Arts
 - a. Tracy Butts, Joseph Alexander and April Whitley came to answer questions about their APR. The advisory committee asked what carryover threshold would be appropriate to fund their activities. Joseph noted that the technical components of their college require reserves to be available in case of an emergency that could derail the operation of several HFA departments. He added that many activities/programs negative spend throughout the year, so the additional funds are considered an insurance policy of sorts. Tracy added that \$125,000 should be sufficient for this purpose. Additional discussion ensued about carryover. The committee asked about certain activities and programs that were not operating but were still included on the APR, namely Steel Band Ensemble and Tour Troop per Question 2. It was explained that these programs were still active and had one semester of operation over the past academic year despite setbacks. There was additional conversation about this. Tracy indicated questions about the timing of HFA specific funding for activities/programs are welcome at their office.

A question came up about the significant carryover specifically for School of the Arts in Question 8. April explained that funds are split between paying the student crew that work HFA shows and the publicity allocation which is shared among all productions put on by HFA. Kendall asked if funding was higher here because of the number of programs that fall under their banner; Tracy agreed and added that training student employees in the specialized skills they need to do their job is substantial for all of their positions, and it's a constant due to students graduating. Jared asked for clarification on the estimated number of students incurring costs in Question 4a. After additional discussion it was determined this question needs more explanation to make the wording clearer. Tracy asked if they needed to revise the APR for this question; the committee said no. No further questions were asked, the committee thanked the guests, and they were excused.

- b. Harmony asked for clarification about IRA funds being used for conferences and Jeni responded that student-involved conferences generally have a competition component; they are sometimes labeled conferences but what matters is the student participation.

3. Graduate Studies

- a. Their initial report did not contain the number of participants in Question 4a. They sent in a revision indicating 15 participants. Their revised report was accepted by the Committee.

4. Intercollegiate Athletics

- a. Jeni explained how the IRA funds Athletics: the Special Athletics Fee outside of the purview of the Committee, and a baseline allocation that the Committee does oversee. An extended discussion took place regarding these funds and how Athletics utilizes both to function, as well as the increase to the Special Athletics Fee. The Committee requested Athletics Director Anita Barker to come in to answer a few questions at an upcoming meeting.

5. Recreational Sports – Postponed to next meeting.

6. University Box Office – Postponed to next meeting.

- ii. Managing already-allocated/base funds for IRA activities/programs that become defunct and if/when to pull back funding (this item is deferred until discussion of the annual program reviews is complete).
- iii. Modifying Exemplary Performance Request guidelines to include a carryover determinant. For example, if a college has carryover of 50% or more without justification should they request exemplary performance funding?
 - 1. The committee discussed proper wording on phrasing this for the next round. David proposed a sentence stating that the Committee would be looking at the historical carryover of IRA funds with EP requests. Sam seconded. Motion approved 7-0-0.

IV. Old Business

V. Announcements – The next round of Exemplary Performance will go out February 1st.

VI. Adjournment – Jared adjourned the meeting at 1:57 pm.