

**INSTRUCTIONALLY RELATED ACTIVITIES (IRA) ADVISORY COMMITTEE MEETING**  
**OCTOBER 7, 2020 1:00 PM VIA ZOOM**  
**MINUTES**

**Members Present:** Jennifer Mendoza (Chair), Breanna Holbert, Austin Lopic, Duncan Young, Gary Braun, Hope Munro, Dennis O'Connor, and Christine Witt

**Members Absent:** None

**Staff Present:** Stephen Cummins, Jennifer Mays, Kendall Ross, and Kim Williams

**Staff Absent:** Jeni Kitchell

**Guests:** Provost Debra Larson

- I. Call to Order – J. Mendoza called the meeting to order at 1:03 pm.
- II. Approval of Minutes -
  - a. 5.4.2020 Minutes – Moved by Holbert; seconded by O'Connor. Approved 8-0-0.
- III. New Business
  - a. Discussion Items -
    - i. IRA fees – Provost Larson:

Provost Larson presented her September 11, 2020 memo (addressed to the Campus Fee Advisory Committee (CFAC) and the IRA Committee). She explained that the purpose of the memo is to seek member's review of the analysis, and to approve the recommendation to temporarily reduce the Category II Instructionally Related Activities baseline fee from \$49/semester to \$20/semester for 2020-21 as a result of our primarily virtual environment and restrictions on travel and in-person events due to COVID. This recommendation came about after conferring with various stakeholders, including CFAC, PAC, UBO, Athletics, Financial Aid, etc. Estimated revenue from fees for the 2020-21 fall and spring semesters would be reduced from approximately \$1,201,400 to \$486,686. IRA fee revenue recipients would have their allocations reduced by their average annual travel expense amounts, as well as UBO event support amount, in order to balance. Concerns included the effect the reduction might have on financial aid recipients (Financial Aid office developed FAQs for posting online), and if any IRA programming will be available this year (some can still be done virtually).

Members opted not to suspend the rules and vote today, and instead opted to vote via email by Friday, October 9, 2020 at 12 noon. This gives everyone time to review the memo, as well as the FAQs, and a draft announcement for campus distribution. If the IRA Committee approves, the recommendation will be sent to the President for her approval, and an announcement, as well as a website with details, will be forthcoming. The University will then begin working on adjustments immediately.

ii. IRA overview and timeline:

Jennifer Mays provided an overview of Instructionally Related Activities, and Chair Mendoza provided a brief overview of the timeline found on the web. All information can be found online at <https://www.csuchico.edu/ira/>.

- IV. Old Business – none.
- IV. Announcements – Annual Program Review forms were emailed to colleges on October 1<sup>st</sup> with an October 31<sup>st</sup> due date.
- V. Adjournment – J. Mendoza adjourned the meeting at 1:54pm.