

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) ADVISORY COMMITTEE MEETING
DECEMBER 6, 2019 2:00 PM BMU 205
MINUTES

Members Present: Anthony Ruiz (Chair), Trevor Guthrie, Gary Braun, and Dennis O'Connor

Members Absent: Emily Bruns, Chris Rufo, Adam Irish, and Hope Munro

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

Staff Absent: Jennifer Mays

Guests: Alexander Smith (proxy for Emily Bruns)

I. Call to Order – Anthony called the meeting to order at 2 pm.

II. Approval of Minutes -

a. 11.22.19 Minutes – Approved 5-0-0

III. New Business

a. Action Item –

i. Vote whether to recommend certification:

- o College of Agriculture (AGR):
 - o Meats Judging Team
 - Approved 5-0-0

a. Discussion Items -

i. Annual Program Reviews:

A lengthy discussion followed the question: Does the information provided on the annual review form give members the ability to assess the impact of the activity. For example, there is no input about jobs or internships that students get through participation in the activity. The review form can be revised. It has been a work in progress. New or additional questions would need to be asked of all programs. We should start the process because, going forward, we would want to have more information for consideration given to re-benching allocations.

Identifying outcomes given the differences in the activities and programs could be challenging. In the certification request programs are asked, "Tell us how your activity/program relates to your college/unit's educational mission and how co-curricular activities impact the college/unit and the students." This could be added to the review form with examples such as state the number of internships, job offers, etc., that students receive as a result of this activity/program, and identify outside organizations that are involved with the activity/program.

In the annual review, we ask (question #7) “How are each of the activities/programs in your college/unit evaluated each year?” We could re-word the question to be more specific in terms of impact on students. We could reach out to the colleges for data that they may already have. We could give them until the end of February to submit information. Are there specific questions we should ask? It was suggested that student leaders/officers of programs be queried as well since not all advisors are actively involved in activities.

It was suggested that the group consider a Box file for every team to use to update information (advisors contact information, students participating, outside organizations involved, etc.). One challenge would be in accessing/reporting the data. The data would be more in a narrative form. Staff will look into this suggestion.

Also, the number and amount of students that incur costs is of interest when we need to consider redirecting funds. Consideration should be given to the highest impact/highest out-of-pocket per student programs. Students may not know to report out of pocket expenses because they think they only have to report the IRA allocation expenditures. In the future we might want to redirect base funds based, in part, on the highest impact/highest out-of-pocket per student programs.

- College of Agriculture
 - Members discussed the amount of carryover. Livestock judging is 100% funded by IRA. IRA is not meant to fund activities in full.

Members discussed carryover in general. If carryover is an issue, it needs to be capped at a certain level. A one-time fund for activities/programs that run out of money could be created. Guidelines would need to be established for applying for one-time funds, and good evidence of why they ran out of funding would have to be provided. It would not happen often but we would be prepared for such an event.

Members agreed to get through all of the annual reports first, while keeping a list of additional information to gather and revisions to the form.

- College of Behavioral and Social Sciences
 - They are adding to their carryover. Anthropology Museum indicates that no student is incurring cost.

The following reviews were postponed to a future meeting due to time running out:

- College of Business (not yet received)
- College of Communication and Education
- College of Engineering, Computer Science, and Construction Management
- College of Humanities and Fine Arts
- College of Natural Sciences
- Graduate Studies

- Intercollegiate Athletics
- Recreational Sports
- University Box Office

IV. Old Business – none.

IV. Announcements – Provost Larson approved the Request for Certification for ACI recommended by the committee at the November 22nd meeting. The dean’s office and the advisor have been notified.

Jeni announced that a subcommittee had been formed to work on the EMs involving IRA and CFAC per the announcement from last week that IRA would be folded into CFAC. Subcommittee members are Jeni Kitchell, Dennis O’Connor, Kate McCarthy, and Jeff Livingston.

V. Adjournment – Anthony adjourned the meeting at 2:58 pm.