

**INSTRUCTIONALLY RELATED ACTIVITIES (IRA) ADVISORY COMMITTEE MEETING**  
**MAY 2, 2019 1:00 PM BMU 302**  
**MINUTES**

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

**Members Absent:** none

**Staff Present:** Jeni Kitchell, Jennifer Mays, Kim Williams, Mary Wallmark, Stephen Cummins

**Staff Absent:** none

**Guests:** Kendall Ross

- I. Call to Order – Jared called the meeting to order at 1:04 pm.
- II. Approval of 4.25.19 Minutes
  - a. Alejandra motioned to approve the minutes, seconded by Harmony; motion passed 8-0-0.

Items below were not discussed in Agenda order.

- III. New Business
  - a. Action Items –
    - i. Recommend to Academic Senate (Faculty & Student Policies Committee—"FASP") that Executive Memorandum 16-002 (EM) be revised to.
      - Change term limits for faculty – voted on (passed) at 4.25.19 meeting - no vote needed
        - a. 5.2.19 update: Adam motioned to table this item until he can present the policy language; David seconded; passed 8-0-0
      - Allocate IRA funding directly to programs – Adam motioned to table this item until he can present the policy language; David seconded; passed 8-0-0
    - ii. Revised "Baseline Expenditure Guidelines" – Minutes from last year do not indicate that current Baseline Expenditure Guidelines, as posted on the web, were approved by the Advisory Committee ("Committee"). Further, there appears to be a change from a draft document to the current document showing the attempt to clarify whether IRA funds can be used for students participating in conferences. The old draft document stated "...unless there is a competition that students participate in as part of the conference." The current document states "... unless students are directly participating as part of the conference." After discussion Adam motioned to suspend the rules in order to vote on the current guidelines, with additional language providing examples of student participation at conferences. Alejandra seconded. Adam then motioned to approve the Baseline Expenditure Guidelines with changes not yet made to the Guidelines. Alejandra seconded; motion passed 8-0-0.
    - iii. Proposed policy regarding the posting of IRA Policies – Adam motioned to suspend the rules in order to vote on a new policy regarding the posting of IRA polices and policy changes; Alejandra seconded. Discussion ensued. Adam introduced proposed policy language including: Only policies voted on by the Advisory Committee ("Committee") be posted on the web including changes to existing policies. All policies shall include a

footer noting when the policy was first discussed or introduced; when any initial policy or policy change was passed; and when the final policy language was adopted and Committee voted on that language. Additionally, policies may not be changed or altered, except by a vote from the IRA Committee; IRA policy discussions—including the specific policy being discussed—shall be recorded in the meeting minutes of the IRA Advisory Committee; and all IRA policies shall be posted in full, regardless of format (e.g. online, briefing books, etc.)

Staff reminded members that this body is an Advisory Committee not a “board” as the new policy language indicates. Staff also reminded members that the IRA Advisory Committee does not set policy. It was suggested that these rules be referred to as protocols (this is how we do it) and guidelines. Adam motioned to approve the new policy with changes; Alejandra seconded; motion to suspend the rules passed 8-0-0.

- iv. Revised “IRA Policy for Work Study Awards” – Adam motioned to suspend the rules in order to vote on a revised policy work study guidelines document; Alejandra seconded. Adam introduced additional language to base allocations on “... a majority of total hours for Work Study as well as their broader support of other IRA programs,” and that allocations be based on “near 50% for HFA and near 30% for University Box Office.” Staff recommended additional work on the document. Adam motioned to table to the next meeting; Alejandra seconded; motion passed 8-0-0

b. Discussion Items –

- i. Baseline Budget discussion – The Committee discussed pros and cons of allocating to the program level rather than the college. To do so would mean changing the Executive Memorandum through FASP. Members expressed concern that some colleges do not fully allocate funds to their programs. Staff expressed concern that some programs are used to getting a consistent allocation that enables them to plan out their programs for the year. If the allocation were to change drastically this would greatly impact their activities. Staff described how the Campus Fee Advisory Committee (“CFAC”) uses committees to determine allocations. The IRA Advisory Committee could use this model. Members discussed revising the Annual Report. When colleges are filling out Annual Report forms they need to use the same program name consistently throughout the Report. The allocation of funds to the program level needs to happen at the beginning of the year. On our list of approved programs on the web, Model United Nations is not listed. Staff will look into this. David explained the reasoning behind his budget allocation scenario 4. He sent an email to programs asking what funding amount they need to fully fund and grow their programs. His point in doing so was to show the shortage between what programs want and what they are allocated. A thorough evaluation of additional sources of funding available to programs should be considered. Members could research funding models used at other universities. Due to time running out, the discussion was continued to the next meeting.

IV. Old Business – None at this time.

V. Announcements – Exemplary Performance Round III request period ended 4.30.19. School of the Arts Exhibitions (ceramics) has applied (\$2,580) and will attempt to present on 5.9.19. They are preparing for their EP event and are unable to present today.

VI. Adjournment – Jared adjourned the meeting at 2:03 pm.