

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) ADVISORY COMMITTEE MEETING
November 29, 2021 4:00 PM VIA ZOOM
MINUTES

Members Present: Taryn Burns (Chair), Duncan Young, Kiley Kirkpatrick, Austin Lopic, Laura Nice, Dennis O'Connor, and Christine Witt

Members Absent: Ben Seipel (O'Connor is proxy for Fall semester)

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

Staff Absent: None

Guests: None

- I. Call to Order – Chair Burns called the meeting to order at 4:03 pm.
- II. Approval of Minutes -
 - a. 11.8.21 Minutes – Motioned by Lopic; seconded by O'Connor. Approved 7-0-0.
- III. New Business
 - a. Discussion Items
 - i. Annual Program Reviews
 1. College of Behavioral and Social Sciences – In light of carryover amount, members discussed carryovers in general.

Most colleges have larger than normal carryovers due to the pandemic restricting travel to competitions. A lot of teams are still in flux and trying to restart. The Annual Program Review (APR) form contains a note that carryovers should be kept to below 20% of the baseline allocation—in normal times. IRA baseline is not swept up routinely but could be in some circumstances.

The group discussed how the APR form could be updated to reflect the timeline necessary for units to gather information. For instance, many teams compete in Spring but baseline budgets are allocated by colleges in the previous Fall--around the time the APR is due. We could have the APR form reflect what happened in the previous year. These issues could be discussed in a future meeting.

Maybe faculty advisors could fill out a report to provide more concise information as the year progresses. Members should consider what they want to know that is not already on the form. For an example, we could ask for more detailed information about what the out-of-pocket expenses are. Also, we could ask for more information about when and how the activities plan to spend their allocations.

It was suggested that we hold in-person presentations. We could have descriptions of what activities are doing rather than links on the IRA website. Most activities do not have dedicated web pages to link to anyway. We could look at the CFAC process too. Also, keep

in mind that IRA is somewhat in flux regarding the pending Executive Memorandum update and possible merge under Campus Fee Advisory Committee (CFAC).

2. College of Engineering, Computer Science, and Construction – Dennis is the advisor for Baja. He explained that the student out-of-pocket costs for Baja is actually a total for all students participating and not per student. Although the amount divided by participation may be too low. The students are building a car and need to buy parts. They often purchase items out of pocket. They hardly ever complain. The College entertains proposals from all of their teams each year. If the proposals come in too high, they are asked to resubmit. This happened to at least one of the activities this year. Dennis is also advisor for Chico State Rocketry. They travel to Los Cruces, New Mexico. IRA dollars go towards purchasing the rocket build so the students often pay for some or all of their travel expenses.
3. College of Humanities and Fine Arts – No comments.
4. College of Natural Sciences – No comments.
5. Graduate Studies – No comments.
6. Intercollegiate Athletics – No comments.
7. Recreational Sports – No comments.
8. University Box Office – No comments.

b. Action Items

- i. None

IV. Old Business – None

- V. Announcements – Duncan announced that he participated in Model United Nations. Model United Nations placed in the top ten percent in recent competition. Another competition resulted in several individual awards.

Library Dean candidate visits begin tomorrow.

Tomorrow is the end of year parade at Trinity Commons 2-4:30. Get a hotdog and goody bag. The parade is at 3 starting at the Wildcat statue.

- IV. Adjournment – Chair Burns adjourned the meeting at 4:50 pm.