

Governance Document for the Instructionally Related Activities Committee

PURPOSE

This document shall serve as the central organizing document for the Instructionally Related Activities (IRA) Committee. The purpose of the IRA Committee (henceforth, “committee”) is to oversee the IRA process, review and recommend changes to policies and procedures, review applications, and make annual budget recommendations to the University President. This document centralizes and supersedes previous reports and recommendations.

SECTION I: COMMITTEE MEMBERSHIP

The IRA Committee is composed of:

Voting Members

- Chair
 - Currently enrolled student
 - ASI President or designee for one-year term
 - Shall have full voting privileges to ensure a student voting majority exists.
- 8 Student Representatives
 - Currently enrolled
 - One from each college
 - Appointed by ASI President
 - One-year term
- 8 Faculty Representatives
 - One from each college
 - Appointed by Academic Senate Chair upon recommendation of college Dean.
 - Two-year term
 - Terms shall expire on staggered basis, 4 colleges per year.
 - Faculty members shall serve no more than two consecutive two-year terms.
- Faculty status is defined as Unit 3 employment under the CSU/CFA Collective Bargaining Agreement.

Non-voting members

- University President representative
- Vice President of Student Affairs representative
- Vice President of Administration & Finance representative
- Vice President of Academic Affairs/Provost representative
- IRA Administrator

A quorum of the IRA Committee shall be necessary to conduct business. A quorum shall consist of the 50% of the membership plus 1. Additionally, 50% of the student and 50% of the faculty must be present to constitute a quorum.

40 Deans shall recommend faculty representatives to the Academic Senate Executive Committee, which
41 shall consider the input and provide a recommendation to the University President. Student
42 representatives are recommended by the President of the Associated Students Inc. (“ASI President”)
43 according to established ASI procedures. All committee member recommendations shall be
44 submitted to the University President for consideration by September 30 of each academic year.

45 Faculty and administration members may not be applicants or current award recipients for IRA
46 funding. Prior experience as an IRA recipient, however, is a desirable quality to be considered in
47 committee appointments. Student committee members who participate in an active IRA funded
48 program are encouraged to recuse themselves from discussion and voting on that specific program.

49 Deans will direct and oversee the operational aspects of IRA program funding awarded to their
50 college and will ensure administrative support to the faculty, staff, and students who participate in
51 courses that benefit from the IRA fee.

52 The IRA Administrator, alongside the Chair shall set meeting times, prepare agendas, preside over
53 all meetings, act as the official liaison between the committee and the University President, act as an
54 official spokesperson with programs desiring funds, assure all student appointments are made by
55 September 30, call an introductory meeting by October 30, and supervise the preparation of the
56 recommended IRA budget for consideration by the University President.

57 The University President will consider the proposed IRA budget as submitted by the committee
58 through the Vice President for Academic Affairs and Provost, Vice President for Administration and
59 Finance, and Vice President for Student Affairs. Additionally, the University President will consider
60 all committee appointments prior to September 30.

61 The committee will

- 62 ● Review and establish policies and procedures as specified below,
- 63 ● Review budget requests from programs,
- 64 ● Make budget recommendations.

65 The IRA Chair, in cases where the ASI President appoints a chair, shall receive an annual financial
66 award equal to 10% of the average annual cost of attendance.

67 Appointed student members will receive priority registration.

68 SECTION II: PURPOSE, AUTHORITY, AND RESPONSIBILITY

69 A. SUPPORT OF CO-CURRICULAR ACTIVITIES

70 IRA funding levels are set by the Student Fee Advisory Committee. The Cross-divisional IRA
71 leadership team, CSUF (henceforth, “IRA team”) provides support to the Committee and
72 administers the annual proposal and budget development for IRA. The IRA Committee has
73 responsibility for all policies and procedures for IRA funds within the limits described below,
74 reviews program applications, and establishes funding levels based on those applications. The
75 Committee should review funding needs and communicate them to the Student Fee Advisory
76 Committee as needed.

77 IRA funds exist to support activities and laboratory experiences that are at least partially
78 sponsored by an academic discipline or department and are integrally related to its formal
79 instructional offerings.¹ As an overall framework, academic courses offered by academic
80 departments are curricular activities. Other activities, including , outside-of-class curricular
81 offerings and those that are outside of the regular curricular portion of a class but integral to its
82 content, are considered co-curricular activities. The objective of the IRA fee is to ensure stable
83 and adequate funding for instructionally related activities,² while also providing funds to “keep
84 and expand current programs and allow for the development of new curriculum-related programs
85 in the future.”³ For those programs that are funded, the funding should be stable (i.e. not likely to
86 be overturned; firmly fixed), adequate (i.e., full or partial funding that is satisfactory or
87 acceptable), and predictable (i.e., foreseeable).

88 Because of their co-curricular nature, IRA funding must also be predictable to be effectively
89 utilized by academic departments and cognizant of academic timelines (which are subject to
90 change). Understanding the University’s limited financial resources, including the IRA fund, all
91 programs are encouraged to pursue additional, alternative sources of funding to complement any
92 IRA funds the program may receive.

93 B. LEVELS OF REVIEW

94 On matters of policy and for budget recommendations, the IRA Committee has the authority to
95 review any matter relevant to IRA and report its recommendations to the Vice President of
96 Student Affairs, Vice President of Administration and Finance, and Provost, and such
97 recommendations become effective when signed by the President (or designee).

98 C. REGULATORY FRAMEWORK

99 The following lists the authorities in order of hierarchy; authorities lower on the list are
100 subordinate to and are superseded by decisions at higher levels.

- 101 1. *Actions by the legislature, including enacted laws such as the California Education Code.*
102 IRA programs were created in Title 5, Division 5, Chapter 1, subchapter 3, CCR paragraph
103 41800.2. IRA activities are regulated by Title III, Division 8, Part 55, Chapter 2, and
104 paragraphs 89230 of the California Education Code.
- 105 2. *Executive Orders or other policy statements or directives by the CSU Board of Trustees or the*
106 *Office of the Chancellor of the California State University System.*
107 Historically, IRA fees were created by CSU Executive Order 290, which was superseded by
108 Executive Order 429. CSU Executive Order 1059 further regulates Auxiliaries including
109 delegation of authority for administration of IRA programs. These orders have since been
110 retired. CSU Executive Order 1102 has been codified as California State University Student
111 Fee Policy and governs student fees including Instructionally Related Activities.

¹ Title III, Division 8, Part 55, Chapter 2, Article 4, Section 89230.
² CSU Administrative Procedures for IRA dated March 28, 1978 and coded memorandum BA 78-13/EPR 78-15.
³ CSUF IRA Referendum 2010

- 112 3. *Presidential Directives or other policy statements by the President of California State*
113 *University, Fullerton.*
114 Presidential Directives that are of particular relevance to IRA activities include 11, 12, and 16.
- 115 4. *CSUF Previous IRA Referenda in 1984, 2000, 2010 and Student Success Initiative*
116 *Referendum 2014.*⁴
117 Three IRA referenda approved and adjusted the fee levels and further clarified the purpose of
118 the IRA fee. The SSI referendum established an annual inflationary adjustment to the IRA
119 fee.
- 120 5. *Policies of the CSUF Academic Senate*
121 University Policy Statements sections 300 pertain to student policies and sections 400 pertain
122 to curricula.
- 123 6. *Orders or other policy statements by the Provost of Cal State, Fullerton, Vice President of*
124 *Administration and Finance, or the Vice President of Student Affairs.*
125 The Vice President of Administration and Finance, Vice President of Academic
126 Affairs/Provost, or the Vice President of Student Affairs, may issue policy documents.

127 7. *Policies and Procedures of the IRA Committee, as codified in this document.*

128 D. COMMITTEE FUNCTIONS

129 The IRA Committee is empowered to formulate, review, and recommend policies and procedures
130 regarding the process for recommending funding levels for programs using Instructionally
131 Related Activities funds.

132 The Committee will recommend the use of IRA reserves according to the IRA Reserve Policy.
133 Annually, the Committee will review the reserve policy and recommend modifications to the
134 Vice President of Administration and Finance (or designee).

135 The IRA Committee will review annual budget requests and forward its recommendations for the
136 budget to the Vice President of Student Affairs (or designee), who will forward their
137 recommendations to the Provost (or designee), who will forward their recommendations to the
138 Vice President of Administration and Finance (or designee), who will forward their
139 recommendations to the University President. The University President may accept, modify, or
140 reject any funding recommendation, and the final decision on funding allocations rests with the
141 President.

142 E. POLICIES AND PROCEDURES DECISION PROCESSES

143 IRA procedures regarding application and funding deliberation should be appended to this
144 document, updated in a timely way, and to the maximum extent possible be made publicly
145 available. Procedures should be numbered, and amendments should be dated with the amending
146 authority cited.

⁴ <https://asi.fullerton.edu/services>

147 SECTION III: SPECIFIC POLICIES

148 A. TIMELINES AND PURPOSES

149 Because of their co-curricular nature, all IRA courses are included as part of course offerings and
150 must therefore follow the academic calendar. The timeline should be set so that funding
151 decisions can be made, when possible, prior to the Final Draft scheduling deadline for course
152 offerings.⁵ For example, funding decisions for the AY2020/21 semester should be announced
153 prior to the course deadline for the fall 2020 Final Draft scheduling deadline. The Final Draft
154 scheduling deadline is typically in late February or early March. Therefore, the meeting calendar
155 will need to be set so that applications can be received in time for decisions to be made and
156 announced by the Final Draft deadline. The first meeting of the year should review the
157 deliberation process and the evaluation rubric.

158 B. ELIGIBILITY FOR FUNDING

159 Activities that are considered to be essential to a quality educational program and an important
160 instructional experience for any student enrolled in the respective program may be considered
161 instructionally related activities. Eligibility for funding does not guarantee funding but simply
162 designates that a program may have its application for funding considered by the IRA
163 Committee.⁶

164 The program shall be required as part of a class for which residential academic credit can be
165 applied towards an undergraduate or graduate degree. The program must be closely related to
166 and/or in support of the classroom study of students. The program must be offered in the Fall,
167 Spring, Winter, or Summer terms. Courses must have received final University approval. The
168 program should normally include a high proportion of required participatory activity on the part
169 of enrolled students. By definition, a class that instructs through planned and supervised
170 activities would be eligible, but a class that instructs through lectures, seminars, and individual
171 projects, would not be eligible as IRA programs are intended to be experiential, and active student
172 participation is required for funding. For example, travel to conferences, exhibitions, concerts, or
173 meetings is fundable only when students are presenting, performing, competing, or otherwise
174 actively engaged.

175 The student activity associated with the program must be deemed by the IRA Committee to be
176 integrally related to the formal instructional offerings of the University and will meet a
177 requirement for one or more courses. Additionally, the IRA Committee must determine that the
178 program involves enrolled students in a significant out-of-class activity, which results in a
179 planned product. Such products include, but are not limited to, competition or performance before
180 an audience, a display of equipment or material of instructional value to the University
181 community, or a written or electronic publication or other media available to university students.

⁵ The 2016 Task Force recommends fewer meetings of longer duration, perhaps daylong length. The 2018 Working Group recommended an earlier timeline with specific dates; this document incorporates the spirit of the 2018 Work Group in policy language that does not codify specific dates.

⁶ The 2016 Task Force report, p. 7. See also CSU Executive Order 429; eligibility is distinct from funding level.

182 A program requesting approval for funding from IRA funds must meet one of the following
183 criteria to be considered eligible for funding.⁷ The titles and descriptions below represent the
184 categories of IRA funding in the original CA educational code applicable to the entire CSU
185 system; they may not directly represent titles of departments or programs at CSUF.

186 1. Intercollegiate Athletics

187 Costs necessary for a basic competitive program including equipment, supplies, and scheduled
188 travel not now provided by the State. Athletic grants are not included. Athletic funding from the
189 IRA fund is guaranteed per student-approved referendum.

190 2. Radio, Television, and Film

191 Costs related to the provision of basic “hands-on” experiences not now provided by the State.
192 Purchase/rental of film as instructional aids is not included.

193 3. Music and Dance Performances

194 Costs to provide experience in individual and group performance (including recitals) before
195 audiences and in settings sufficiently varied to familiarize students with performing.

196 4. Drama and Musical Productions

197 Basic support of theatrical and operatic activities sufficient to permit experience with
198 performance, production, set design, and other elements considered a part of professional training
199 in these fields.

200 5. Art Exhibits

201 Support for student art shows given in connection with degree programs.

202 6. Publications

203 Costs to support and operate basic publication programs including a periodic newspaper and other
204 laboratory experience related to journalism and literary training. Additional publications designed
205 primarily to inform or entertain shall not be included.

206 7. Forensics

207 Activities designed to provide experience in debate, public speaking, and related programs
208 including travel required for a competitive debate program.

209 8. Other Activities

210 Activities associated with other instructional areas, which are consistent with purposes included
211 in the above, may be added as identified and approved by the campus President.

212 9. Other Programs and Considerations

⁷ Title III, Division 8, Part 55, Chapter 2, Article 4, Section 89230.

213 A program that does not meet one of the established categories (1 – 9 above) may be considered
214 an IRA eligible program if the program is a primary component of a class in which residential
215 academic credit is earned and is closely related to and/or in support of the classroom study.

216 Existing guidelines suggest “stable and adequate” funding for existing programs along with a
217 need to “keep and expand current programs and allow for the development of new curriculum-
218 related programs in the future.” A further consideration is that the normal process of inflation will
219 require additional funding for existing programs. These pressures are not unique to IRA funding
220 and the need for innovation must be balanced against the need for stability. As a general rule, this
221 will require careful consideration by the Committee to balance the support of long-standing IRA-
222 funded programs, while also supporting funding of new programs.

223 **IRA funds cannot be used for the following:** Athletic grants; purchase or rental of films as
224 instructional aids; publications designed primarily to inform or entertain (other than periodic
225 newspaper and laboratory experiences related to journalism and literary training); non-recurring
226 maintenance and repair and capital improvement projects; and faculty and professional staff
227 salaries, and other forms of compensation normally funded through the University’s instructional
228 program.

229 IRA will not directly reimburse students for instructionally related activities expenses or
230 reimburse faculty/staff for payments made to vendors for services performed or goods purchased
231 where CSUF is obligated to report such payment to the IRS on form 1099.

232 C. APPLICATION OF EVALUATION CRITERIA AND PROPOSAL REVIEW 233 PROCEDURES

234 The Committee will evaluate all completed IRA proposals received by the announced application
235 deadline. A complete proposal submission will include a current year application (reviewed and
236 certified by the faculty member, department chair, and Dean). Returning programs shall also have
237 previously submitted their prior year’s final report. All IRA proposals, which meet the criteria for
238 IRA funding, will be equitably considered for funding by the IRA Committee.

239 Evaluation Workload and Scoring

240 The Committee will review and approve the rubric and the deliberation/funding process in the
241 spring semester and propose any changes to the University President, if necessary. The approved
242 deliberation/funding process and the approved rubric scores will be used in the fall semester to
243 determine which programs will be recommended to receive IRA funding. The rubric may be
244 edited to include campus priorities, as well as the need to provide ongoing support for activities
245 essential to quality programs “that aid and supplement the foundational educational mission of the
246 institution.” Because of the possible inequitable impact, student self-contributions will not be
247 included as rubric criteria.
248

249 The total workload for evaluating proposals shall be divided so that each committee member
250 reviews a roughly equal number of proposals, and all proposals are reviewed by at least three
251 committee members. The evaluation will be based on a rubric (included in the appendix); this
252 rubric is considered a procedural document and may be reviewed and amended by a majority vote
253 at any time prior to the call for proposals. In addition, each program will be rated by the Dean of
254

255 the college, and those ratings will be submitted to the IRA Committee prior to the committee's
256 final rankings. The Committee should be mindful that the rubric is intended to mitigate bias.
257 However, it may be difficult for committee members outside of certain specialties to precisely
258 evaluate the importance and impact of programs within a specialty. Therefore, the rubric and a
259 deliberation process may be necessary to determine funding allocations.

260 Prior to the funding deliberation process, the IRA Committee will be informed of the available
261 funds for distribution to potential programs. Per a student-approved referendum in 2010, the IRA
262 allocation to Titan Athletics shall be 36% of the total IRA fee (after the administrative fee). The
263 IRA allocation to Titan Athletics will be primarily used for student-athlete travel and operational
264 expenses. Titan Athletics will not participate in the annual deliberation process. The remaining
265 IRA fee will be available for distribution to IRA programs. Athletics funding does not follow the
266 processes outlined in this document.

267 Evaluation Criteria

268 Prior to the start of the evaluation cycle, all IRA Committee members will participate in a guided
269 rater training session, where rater calibration activities will be completed using the approved
270 rubric for the current academic year and proposals from a previous cycle.

271 Subsequently and using the approved rubric the Committee will review completed applications
272 through the designated application review software and input their rubric ratings by the published
273 date. Academic Affairs will be tasked with calculation of the overall rubric score per rater
274 based upon the weighted rubric category scores. Once all proposal rubric ratings have been
275 received, the proposal rating for each submission will be calculated with an average score and
276 standard deviation for that score. Academic Affairs will then calculate and prepare a report of
277 these values for presentation to the IRA Committee.

278 Proposals will be listed in rank order by overall average score (along with standard deviation for
279 each average score), and include the total requested funds and will be presented to the Committee.
280 Allocations will be determined utilizing the deliberation/funding process approved in the fall,
281 including the additional consideration of weighting variables, Dean's ratings, etc. as factors
282 contributing to the final funding recommendation.

283 Appeals

284 On matters of application or budget procedure, decisions of the IRA Committee become effective
285 immediately upon a majority committee vote unless otherwise specified. Applicants may appeal
286 a committee decision on procedure to the University President or designee by providing a written
287 notice to the IRA Committee Chair within 48 hours of the committee vote, in which case the
288 vote-ratified change becomes effective when signed by the President. The President shall sign or
289 reject the change within 30 days. The IRA Committee decision remains in place during the
290 appeal and remains in effect unless overturned.

291 Applicants will have five business days after receiving the award notification to request an appeal
292 to the IRA Committee. The applicant must be able to demonstrate that a technical or procedural
293 error was made and support it with the appropriate documentation. The Committee will review
294 the request for appeal before reconsidering the proposal for funding. If an applicant is

295 successfully able to appeal the decision, the recommendation for funding for the program will be
296 modified appropriately. Once a decision is made on the appeal, the recommendation for the
297 revised program IRA budget will be submitted to the University President for approval.
298

299 Following the University President's approval of the annual IRA budget, the amount of the IRA
300 allocations and any restrictions on how those funds are to be spent will be communicated by the
301 IRA team to the faculty requestor, the respective department chair, and the office of the Dean.
302

303 Contingency requests
304 No contingency requests are accepted.
305

306 Presentations
307 Presentations for individual programs or proposals are neither required nor generally held but
308 might occur upon a majority vote of the Committee. For example, the Committee might wish to
309 hold a presentation prior to discontinuing all or a major portion of funding for an existing
310 program.
311

312 SECTION IV: AWARD ADMINISTRATION FRAMEWORK

313 The IRA team will ensure program awards are updated in the campus system for the fiscal year. Each
314 college shall review and oversee the IRA fee for awarded programs within their college and provide
315 support to faculty, staff, advisors, and the students who participate in courses that benefit from this
316 fee. Every year, the IRA team updates its website, provides online orientation, and accepts proposals
317 for the following academic year.

318 Accounting procedures are governed by Chapter 12 of the CSU Legal Accounting and Reporting
319 manual (section 3.0). Additional accounting procedures may be created by the IRA team. Committee
320 decisions may not contravene local, state, or federal law, CSU, or CSUF policy.

321 Accounting procedures are available on the Cal State Fullerton website.

322 IRA accounting procedures must follow the accounting procedures and policies of CSUF since the
323 IRA fee is a Category II fee. All IRA programs must follow university policies regarding
324 procurement, contracts, travel, student employment, etc. Every other year, the IRA team will provide
325 a status update to the Student Fee Advisory Committee regarding the IRA fee's status, its allocation,
326 and current usage.

IRA Funding/Deliberation Process

2024-25 Academic Year

The IRA Committee will evaluate all completed IRA proposals received by the announced application deadline. The Committee will review and approve the application rubric and the deliberation/funding process in the spring semester of each academic year and propose any changes to the University President, if necessary. The approved deliberation/funding process and the approved rubric scores will be utilized in the fall semester to determine which programs will be recommended to receive IRA funding. The rubric may be edited by a majority approval of the IRA Committee to include campus priorities, while providing ongoing support for quality programs “that aid and supplement the foundational educational mission of the institution.”¹

IRA Application Process

A call for application submissions will be issued to all campus faculty in summer. The open call will allow members sufficient time to prepare and submit their proposals for the activity and use of funds for their program(s). Applications will route through the InfoReady portal on the website of the Office of Research and Sponsored Projects (<https://csuf.infoready4.com/>). The system will allow for application submission, Department Chair review and approval, Dean rating and approval, IRA team review and confirmation of eligibility, Committee review and rating, and notification of funding status to all programs. Additionally, the system will track the final report submissions and communicate when the reports are due.

Post-Application Process

After receipt of applications for IRA funding, an administrative review will be conducted by the IRA team to prepare the applications for consideration by the Committee. This process will typically occur in the fall prior to the beginning of the Committee’s deliberation. This administrative review will confirm:

- Mandatory funding orientation was completed through the Employee Training Center (ETC).
- IRA Final Report for the previous year was submitted, if the program received an award in the prior year. The report summarizes the program’s learning outcomes and financial performance in the prior year.
- Syllabus for the course listed in the application was submitted.
- Courses listed in the application have final University approval.
- Start/end dates of the program match the semesters the course is taught and are within the upcoming fiscal year (July 1 through June 30 of the next year)
- Expenditures listed in the application are eligible for IRA funding. Return the application to the submitter to modify and remove ineligible items from the proposal

¹ http://www.fullerton.edu/data/assessment/assessment_at_csuf/missionstrategicplan.php

and a modified proposal is submitted to the Committee for consideration and noted in the application review.

- Travel costs are documented on the appropriate form for each trip. Additionally, travel dates are confirmed to ensure travel occurs during the fiscal year.
- Travel is required for course credit by verifying with the syllabus.
- Proposals for new programs meet the general criteria from the IRA Governance Document
- The amount of the request is between \$2,000 (minimum award) and \$120,000 (maximum award).

Programs that fail to submit their final report from the prior year as required will only be considered for funding after consideration of all programs that submitted a complete application, if funds are available.

Committee Role

Using the approved rubric, all proposals will be rated by a minimum of three Committee members, with no Committee member rating proposals from their own college. Proposals will be assigned to each voting committee member for evaluation through the application funding software program. Each committee member will have access to the following:

- Current year application
- Prior year final report, if applicable
- Budget spreadsheet
-
- Certification of Department Chair
- Dean's approval and rating
- Any modifications made to the application by the IRA team

Committee members will conduct their evaluation and electronically submit their rubric ratings in InfoReady for calculation by the published evaluation deadline. Academic Affairs will be tasked with calculation of the overall rubric score per rater based upon the weighted rubric category scores.

Deliberation Considerations

To outline a fair process to allocate IRA funds, the following deliberation process is provided. The purpose of the deliberation process is to determine how to fund as many programs as possible. Factors to consider include how existing programs have used funds in prior years, how to provide "stable and adequate" funding, and how to encourage new and innovative programs. Because returning programs have additional information (prior year ratings, prior funding levels, prior expenditure levels, etc.) there are additional factors considered. See Governance Document section III-B for more guidance on balancing funding priorities. The Committee should keep in mind the purpose of the IRA funds to balance the needs of returning and new programs.

Prior to the first deliberation meeting with approval of the IRA Committee Chair, the IRA team will submit to the Committee an overall summary of the applications including the following:

- Rubric score averages, including standard deviation
- College Dean ratings, if necessary
- Requested funding amount
- Revised funding amount
- Prior year funding award and rating, if applicable
- Three-year average use of funds

Proposals will be listed in rank order by overall average score (along with standard deviation for each average score). In the case of a tie in committee rankings, the Dean ratings will be considered. Allocations will be determined utilizing all available information, including the weighting rubric averages, Dean's ratings, prior year final report, etc., as factors contributing to the final funding recommendation. Programs will be rated by the Dean based on the merit of the program according to the college mission on a scale of 1 to 3 similar to the rubric. (3 - excellent, 2 - good, and 1- needs improvement)

The Committee should review any program that has a high standard deviation or a change (higher or lower) from one quartile to another from the previous year's rankings prior to making a funding decision to determine if the current ranking is appropriate. If necessary, an additional rater will be utilized and included in the average rating score.

It is important to realize that there typically are limited and often insufficient IRA funds to fully award to all programs. The Committee's purpose is to apply a critical analysis, remain focused on the intent of the IRA program, and make difficult decisions regarding which programs to fund.

The IRA Committee will, following Robert's Rules of Order, utilize a speakers' list during deliberation and debate to ensure that every voice is heard. Speakers will be called upon in order and individuals will be asked to allow others to speak first before joining the discussion for a second time. Because of IRA's student-engagement focus, student committee members are encouraged to actively participate in the deliberation discussion.

Funding Process

Funding will be provided based on a correlation to the program's rubric ranking as outlined below:

Step 1

The budget shall be presented to the Committee as soon as it is available. Available funds for the upcoming year's awards are based on the estimated fee income minus the administration fee, and the 36% allocation to Athletics program (per 2010 student referendum) plus any surplus (unused) funds from the prior year.

Step 2

The IRA team will conduct a review and analysis of all applications to ensure compliance with all regulations, policies, requirements, and application criteria. Applications that meet the requirements will be prepared for submission to the IRA Committee. To address the importance of balancing funding for existing and new programs, while establishing limits for both, the following application limits exist for existing and new applicants:

Existing: Existing programs may request a maximum increase of 10% above the previous (last closed fiscal) year's actual expenditures or an average of the prior three year's actual expenses, whichever is greater. Programs requesting more than 10% of their prior year(s) expenses must provide justification in the proposal for the increase. The Committee may award a higher increase, based on justification for the higher increase included in the proposal and with consideration of the Deans ratings, the program report from the prior year, etc. Existing programs that did not receive an award in one of the last three years will be funded based on their most recent year's actual expenditures. Existing programs that did not receive an award in any of the last three years will be funded in the same manner as a new program.

New: New programs may request funding based on the needs of their initial program proposal but will be subject to all guidelines for existing programs in subsequent years.

Step 3

All proposals will be rated by 3 committee members and the proposals will be ordered by average rubric scores, highest to lowest, and divided into quartiles.

If the total dollar amount of all requests is less than the total available funds, all programs will be funded at the calculated award amounts.

If the total of all requests is greater than the total available funds, decreases in awards will be made in the following order, to create an "adjusted award amount" and the process will be completed when the adjusted award amount is smaller than the total available funds.

Step 4

When requests exceed available funds, all programs in the bottom quartile will not be funded unless the following conditions are met.

Step 5

A. If there are insufficient funds...

- Graduated cuts across all quartiles will be processed until the award amount matches the total available funds amount (i.e., all programs receive a 2% cut. If the requests still exceed available funds, all programs will receive a 4% cut, then 6%, etc.)

B. If there are funds remaining...

- Any additional remaining funds shall be allocated as follows:
 - 50% of remaining funds distributed equally to the first quartile (not to exceed the requested amount).
 - 30% of remaining funds distributed equally to the second quartile (not to exceed the requested amount).

- 10% of remaining funds distributed equally to the third quartile (not to exceed the requested amount).
- 10% of remaining funds at the discretion of the Committee may be allocated to the fourth quartile based on the merit of the program (not to exceed the requested amount).

C. The remaining funds will be returned to reserves.

Step 6

The minimum award is \$2,000 and the maximum award is \$120,000. Requests that fall below the minimum will receive no award and requests that fall above the maximum will be adjusted to \$120,000.

Step 7

The IRA team will submit the spreadsheet of all programs based on the calculations above to the IRA Committee for consideration. The IRA Committee will begin deliberation, including a thorough review of the rubric ratings, quartile placement, and proposed funding allocations. The IRA Committee may then discuss and consider adjustments to the proposed funding based upon additional information that includes the Dean ratings, prior year rankings (if any), and prior year final report(s).

Step 8

When the process is complete, a review of the entire list will be done to make any final adjustments to funding levels.

The IRA Committee may grant more or less funding than requested based on the funding criteria described above. In all instances, rubric rating averages, Dean's ratings, prior year final reports, etc. should inform funding decisions, but should not serve as a substitute for overall committee judgment.

Final Recommendation of Funding

A majority vote by the IRA Committee is required to recommend each program's funding levels to the University President. Throughout deliberation, while there may be votes on modifications to funding levels for individual proposals, a final vote must be conducted, with a majority approval of the overall recommended IRA funding/budget.

Appeal

If programs wish to appeal based on a technical or procedural error, they must do so within five business days. Appeals will be heard at the next regularly scheduled IRA Committee meeting. Once all appeals are resolved, the IRA Committee will make its final recommendation to the University President.

Reserve Policy

The Committee will conduct an annual review of available reserves. A minimum reserve balance must be maintained at 10% of prior year's total awarded amount (does not include Athletics).

The reserve balance should not exceed 50% of prior year's total awarded amount (does not include Athletics).

Committee will also review mid-year available current funds that could be reallocated from cancelled programs.

As part of the funding deliberation process, Staff will recommend annual use of reserves. The recommendation will be reviewed, including unused prior year and fund balance, the Committee will consider and approve.

Use of reserves will be included in the annual funding recommendation and submitted to the VP of Administration and Finance for review and approval.

Committee will annually review the reserve policy and make recommendations for modifications.