

## **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 a 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 Administration Team, including Student Affairs and Administration & Finance Staff Members

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

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

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

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

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

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

62 The committee will

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

66 The IRA Chair, in cases where the ASI President appoints a chair, shall receive an annual financial  
67 award equal to 15% of the average annual cost of attendance.

68 Appointed student members will receive priority registration.

## 69 SECTION II: PURPOSE, AUTHORITY, AND RESPONSIBILITY

### 70 A. SUPPORT OF CO-CURRICULAR ACTIVITIES

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

76 Committee should review funding needs and communicate them to the Student Fee Advisory  
77 Committee as needed.

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

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

#### 94 B. LEVELS OF REVIEW

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

#### 99 C. REGULATORY FRAMEWORK

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

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

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<sup>1</sup> Title III, Division 8, Part 55, Chapter 2, Article 4, Section 89230.

<sup>2</sup> CSU Administrative Procedures for IRA dated March 28, 1978 and coded memorandum BA 78-13/EPR 78-15.

<sup>3</sup> CSUF IRA Referendum 2010

111 retired. CSU Executive Order 1102 has been codified as California State University Student  
112 Fee Policy and governs student fees including Instructionally Related Activities.

113 3. *Presidential Directives or other policy statements by the President of California State*  
114 *University, Fullerton.*

115 Presidential Directives that are of particular relevance to IRA activities include 11, 12, and 16.

116 4. *CSUF Previous IRA Referenda in 1984, 2000, 2010 and Student Success Initiative*  
117 *Referendum 2014.*<sup>4</sup>

118 Three IRA referenda approved and adjusted the fee levels and further clarified the purpose of  
119 the IRA fee. The SSI referendum established an annual inflationary adjustment to the IRA  
120 fee.

121 5. *Policies of the CSUF Academic Senate*

122 University Policy Statements sections 300 pertain to student policies and sections 400 pertain  
123 to curricula.

124 6. *Orders or other policy statements by the Provost of Cal State, Fullerton, Vice President of*  
125 *Administration and Finance, or the Vice President of Student Affairs.*

126 The Vice President of Administration and Finance, Vice President of Academic  
127 Affairs/Provost, or the Vice President of Student Affairs, may issue policy documents.

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

#### 129 D. COMMITTEE FUNCTIONS

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

133 The Committee will recommend the use of IRA fund balances in accordance with the  
134 "guidelines for the treatment of IRA Fund Balances." Annually, the Committee will review  
135 "guidelines" and recommend modifications to the Vice President of Administration and  
136 Finance (or Designee).

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

#### 144 E. POLICIES AND PROCEDURES DECISION PROCESSES

145 IRA procedures regarding application and funding deliberation should be appended to this  
146 document, updated in a timely way, and to the maximum extent possible be made publicly

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

147 available. Procedures should be numbered, and amendments should be dated with the amending  
148 authority cited.

### 149 SECTION III: SPECIFIC POLICIES

#### 150 A. TIMELINES AND PURPOSES

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

#### 160 B. ELIGIBILITY FOR FUNDING

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

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

178 The student activity associated with the program must be deemed by the IRA Committee to be  
179 integrally related to the formal instructional offerings of the University and will meet a  
180 requirement for one or more courses. Additionally, the IRA Committee must determine that the  
181 program involves enrolled students in a significant out-of-class activity, which results in a  
182 planned product. Such products include, but are not limited to, competition or performance before

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<sup>5</sup> 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.

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

183 an audience, a display of equipment or material of instructional value to the University  
184 community, or a written or electronic publication or other media available to university students.

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

189 1. Intercollegiate Athletics

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

193 2. Radio, Television, and Film

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

196 3. Music and Dance Performances

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

199 4. Drama and Musical Productions

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

203 5. Art Exhibits

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

205 6. Publications

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

209 7. Forensics

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

212 8. Other Activities

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

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<sup>7</sup> Title III, Division 8, Part 55, Chapter 2, Article 4, Section 89230.

215 9. Other Programs and Considerations

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

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

226 **IRA funds cannot be used for the following:** Athletic grants; purchase or rental of films as  
227 instructional aids; publications designed primarily to inform or entertain (other than periodic  
228 newspaper and laboratory experiences related to journalism and literary training); non-  
229 recurring maintenance and repair and capital improvement projects; and base faculty and  
230 professional staff salaries, and other forms of compensation normally funded through the  
231 University’s instructional program. Short-term, temporary hires for work specific to an IRA  
232 program that must be hired on or categorized as staff due to limitations of CSU systems are  
233 permissible (e.g., a life model posing for a project that must be hired on through the staff  
234 hiring process using the staff account number, however, the position is not a salaried,  
235 permanent position receiving base pay).

236 Students and employees of the CSU who choose to pay out of pocket/use their personal funds  
237 to cover the costs of instructionally related activities will not be reimbursed. Travel is an  
238 approved, reimbursable expense; however, all reimbursed amounts issued to students must be  
239 reported to the Office of Financial Aid.

240 C. APPLICATION OF EVALUATION CRITERIA AND PROPOSAL REVIEW  
241 PROCEDURES

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

247  
248 Evaluation Workload and Scoring

249 The Committee will review and approve the rubric and the deliberation/funding process in the  
250 spring semester and propose any changes to the University President, if necessary. The approved  
251 deliberation/funding process and the approved rubric scores will be used in the fall semester to  
252 determine which programs will be recommended to receive IRA funding. The rubric may be  
253 edited to include campus priorities, as well as the need to provide ongoing support for activities  
254 essential to quality programs “that aid and supplement the foundational educational mission of the

255 institution.” Because of the possible inequitable impact, student self-contributions will not be  
256 included as rubric criteria.

257  
258 The total workload for evaluating proposals shall be divided so that each committee member  
259 reviews a roughly equal number of proposals, and all proposals are reviewed by at least three  
260 committee members. The evaluation will be based on a rubric (included in the appendix); this  
261 rubric is considered a procedural document and may be reviewed and amended by a majority vote  
262 at any time prior to the call for proposals. In addition, each program will be rated by the Dean of  
263 the college, and those ratings will be submitted to the IRA Committee prior to the committee’s  
264 final rankings. The Committee should be mindful that the rubric is intended to mitigate bias.  
265 However, it may be difficult for committee members outside of certain specialties to precisely  
266 evaluate the importance and impact of programs within a specialty. Therefore, the rubric and a  
267 deliberation process may be necessary to determine funding allocations.

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

#### 275 Evaluation Criteria

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

279 Subsequently and using the approved rubric the Committee will review completed applications  
280 through the designated application review software and input their rubric ratings by the published  
281 date. The IRA Administration Team will be tasked with calculation of the overall rubric score per  
282 rater based upon the weighted rubric category scores. Once all proposal rubric ratings have been  
283 received, the proposal rating for each submission will be calculated with an average score and  
284 standard deviation for that score. The IRA Administration Team will then calculate and prepare a  
285 report of these values for presentation to the IRA Committee.

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

291 Programs that receive a score below 2.0 will be ineligible for funding. All programs that do  
292 not receive funding may request reviewer feedback.

293

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

297  
298 Contingency requests  
299 No contingency requests are accepted.

300  
301 Presentations  
302 Presentations for individual programs or proposals are neither required nor generally held but  
303 might occur upon a majority vote of the Committee. For example, the Committee might wish to  
304 hold a presentation prior to discontinuing all or a major portion of funding for an existing  
305 program.

#### 307 SECTION IV: AWARD ADMINISTRATION FRAMEWORK

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

##### 313 Review by the Office of Financial Aid

314 Each year, post-award, the Office of Financial Aid will conduct a review of programs and identify  
315 activities that could potentially have a negative impact on a student's financial aid package. In  
316 these instances, faculty in charge will be given alternative ways to achieve the same or  
317 a similar outcome that minimizes the impact to students' financial aid.

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 [https://financialservices.fullerton.edu/services-forms-](https://financialservices.fullerton.edu/services-forms-policies)  
322 [policies](https://financialservices.fullerton.edu/services-forms-policies) under 'Policies.' IRA Resources and Forms are available  
323 on <https://financialservices.fullerton.edu/ira/>.

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

329

## IRA Funding/Deliberation Process

### 2025-26 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.”<sup>8</sup>

#### 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 Titan Training Hub (TTH).
- 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 and a modified

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<sup>8</sup> [http://www.fullerton.edu/data/assessment/assessment\\_at\\_csuf/missionstrategicplan.php](http://www.fullerton.edu/data/assessment/assessment_at_csuf/missionstrategicplan.php)

- 365 proposal is submitted to the Committee for consideration and noted in the application  
366 review.
- 367 • Travel costs are documented on the appropriate form for each trip. Additionally, travel  
368 dates are confirmed to ensure travel occurs during the fiscal year.
  - 369 • Travel is required for course credit by verifying with the syllabus.
  - 370 • Proposals for new programs meet the general criteria from the IRA Governance  
371 Document
  - 372 • The amount of the request is between \$2,000 (minimum award) and \$120,000 (maximum  
373 award).

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

### 377 Committee Role

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

- 382 • Current year application
- 383 • Prior year final report, if applicable
- 384 • Budget spreadsheet
- 385 • Certification of Department Chair
- 386 • Dean’s approval and rating
- 387 • Any modifications made to the application by the IRA team

388 Committee members will conduct their evaluation and electronically submit their rubric ratings in  
389 InfoReady for calculation by the published evaluation deadline. The IRA Administration Team will  
390 be tasked with calculation of the overall rubric score per rater based upon the weighted rubric  
391 category scores.

### 392 **Deliberation Considerations**

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

401 With the approval of the IRA Committee Chair, the IRA Administration Team will provide the  
402 Committee with an overall summary of the applications during the first deliberation meeting. The  
403 summary will include the following:

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

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

418  
419 The Committee should review any program that has a high standard deviation or a change (higher or  
420 lower) from one quartile to another from the previous year's rankings prior to making a funding  
421 decision to determine if the current ranking is appropriate. If necessary, an additional rater will be  
422 utilized and included in the average rating score.

423  
424 It is important to realize that there typically are limited and often insufficient IRA funds to fully  
425 award to all programs. The Committee's purpose is to apply a critical analysis, remain focused on the  
426 intent of the IRA program, and make difficult decisions regarding which programs to fund.

427  
428 The IRA Committee will, following Robert's Rules of Order, utilize a speakers' list during  
429 deliberation and debate to ensure that every voice is heard. Speakers will be called upon in order and  
430 individuals will be asked to allow others to speak first before joining the discussion for a second time.  
431 Because of IRA's student-engagement focus, student committee members are encouraged to actively  
432 participate in the deliberation discussion.

### 433 434 **Funding Process**

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

#### 436 437 **Step 1**

438 The budget shall be presented to the Committee as soon as it is available. Available funds for the  
439 upcoming year's awards are based on the estimated fee income minus the administration fee, and the  
440 36% allocation to Athletics program (per 2010 student referendum) plus any surplus (unused) funds  
441 from the prior year.

#### 442 443 **Step 2**

444 The IRA team will conduct a review and analysis of all applications to ensure compliance with all  
445 regulations, policies, requirements, and application criteria. Applications that meet the requirements  
446 will be prepared for submission to the IRA Committee. To address the importance of balancing

447 funding for existing and new programs, while establishing limits for both, the following application  
448 limits exist for existing and new applicants:

449  
450 Existing: Existing programs may request a maximum increase of 10% above the previous (last closed  
451 fiscal) year's actual expenditures or an average of the prior three year's actual expenses, whichever is  
452 greater. Programs requesting more than 10% of their prior year(s) expenses must provide justification  
453 in the proposal for the increase. The Committee may award a higher increase, based on justification  
454 for the higher increase included in the proposal and with consideration of the Deans ratings, the  
455 program report from the prior year, etc. Existing programs that did not receive an award in one of the  
456 last three years will be funded based on their most recent year's actual expenditures. Existing  
457 programs that did not receive an award in any of the last three years will be funded in the same  
458 manner as a new program.

459  
460 New: New programs may request funding based on the needs of their initial program proposal but  
461 will be subject to all guidelines for existing programs in subsequent years.

#### 462 463 Step 3

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

466  
467 If the total dollar amount of all requests is less than the total available funds, all programs will be  
468 funded at the calculated award amounts.

469  
470 If the total of all requests is greater than the total available funds, decreases in awards will be made in  
471 the following order, to create an "adjusted award amount" and the process will be completed when  
472 the adjusted award amount is smaller than the total available funds.

#### 473 474 Step 4

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

#### 477 478 Step 5

479 A. If there are insufficient funds...

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

483  
484 B. If there are funds remaining...

- 485 ● Any additional remaining funds shall be allocated as follows:
  - 486 ○ 50% of remaining funds distributed equally to the first quartile (not to exceed
  - 487 ○ the requested amount).
  - 488 ○ 30% of remaining funds distributed equally to the second quartile (not to exceed
  - 489 ○ the requested amount).
  - 490 ○ 10% of remaining funds distributed equally to the third quartile (not to exceed the
  - 491 ○ requested amount).

492                   ○ 10% of remaining funds at the discretion of the Committee may be allocated to the  
493                   fourth quartile based on the merit of the program (not to exceed the requested  
494                   amount).

495                   C. The remaining funds will be returned to fund balances.  
496

497  
498                   Step 6

499                   The minimum award is \$2,000 and the maximum award is \$120,000. Requests that fall below the  
500                   minimum will receive no award and requests that fall above the maximum will be adjusted to  
501                   \$120,000.

502                   Step 7

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

508  
509                   Step 8

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

512  
513                   The IRA Committee may grant more or less funding than requested based on the funding criteria  
514                   described above. In all instances, rubric rating averages, Dean's ratings, prior year final reports, etc.  
515                   should inform funding decisions, but should not serve as a substitute for overall committee judgment.

### 516                   **Final Recommendation of Funding**

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

### 521                   **Appeal**

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

### 526                   **The Treatment of IRA Fund Balances**

527                   At the close of the year, all unused program fund balances are pulled central and reallocated to  
528                   awarded programs in the following year. The IRA Committee will annually review the treatment  
529                   of IRA fund balances and make recommendations for modifications.