



INSTRUCTIONALLY RELATED ACTIVITIES (IRA) COMMITTEE GUIDELINES

1. PURPOSE:

The Instructionally Related Activities (IRA) Committee (IRAC) is established as a subcommittee of the Student Fee Advisory Committee (SFAC). The IRAC makes recommendations regarding the eligibility of activities for Instructionally Related Activities Fee funding and recommends the level of funding for those activities. Administered through the Provost's Office, the IRAC sends recommendations as an information-only item to SFAC and simultaneously to the President for approval.

The guidelines described in this document establish procedures for this process.

2. REFERENCES FOR IRA GUIDELINES:

- [Office of the Chancellor Executive Order Number 1102, Subject: The California State University Student Fee Policy \(July 2015\).](#)
- Office of the Chancellor Coded Memo EP&R, 83-58.
- [CSU Legal Accounting and Reporting Manual, Chapter 12.](#)
- [Education Code, Section 89230.](#)
- [Title V, Section 41800.2.](#)

3. STANISLAUS STATE GUIDELINES FOR DETERMINING ELIGIBILITY AND AWARDS FOR IRA REQUESTS

Eligibility Criteria

The IRAC shall use the following criteria to determine eligibility of an applicant sponsoring unit for funding requests:

- The unit (department or program) must reside within one or more of the University's official divisions or be listed on the University's roster of officially recognized student organizations.
- Each activity should be submitted in a stand-alone application with signed authorization from the department chair or unit head.

Departments should review these criteria before submitting an application. If there are any questions as to eligibility, these should be addressed to the IRAC by contacting the IRAC President's designee.

Award Criteria

The IRAC shall utilize the following criteria to determine whether and to what extent to recommend funding requests from eligible applicant sponsoring units:

- Degree to which proposed activity is instructionally related. The application must address, at least partially, instructionally related outcomes for students.
- Degree to which the proposed activity promotes and enhances student opportunity for involvement and/or exposure to: performance, exhibition, production, publication, community engagement, and competition while remaining accessible to the general student population.
- Degree to which proposed activities, equipment, events, guest artists or speakers, etc., would be open and accessible to the general student population.
- In addition, the IRAC shall consider the following factors in prioritizing proposals:
 - Number of students served and brief description of student populations served
 - Outcomes generated - to university, student success, and student learning outcomes
 - Mitigation of risks to the university (if applicable)
 - Past allocations
 - Equitable distribution of resources - amount of funding request is aligned with number/types of students served
 - Leveraging dollars – existing and/or matching funds that support the proposal

4. STANISLAUS STATE COMMITTEE STRUCTURE AND DUTIES

The IRAC, through SFAC, shall advise the University President regarding allocation of the IRA fee revenue.

The IRAC will consist of seven (7) voting members and three (3) non-voting members:

- Provost’s Designee, Chair (non-voting).
- Four (4) student representatives (voting), selected by Associated Students, Inc.
 - One student representative shall be the ASI President, who shall serve as Vice- Chair of the IRAC.
 - Student members shall be appointed to a one (1) year term of service subject to appointment (and reappointment) by the ASI Vice President.
- Three (3) faculty representatives (voting), recommended by Academic Senate Committee on Committees.
 - Faculty representatives of the IRAC shall be appointed to three (3) year terms of service subject to reappointment by the appointing authority. The appointed faculty representatives must not be from the same college.
- Two (2) Ex-Officio (Non-voting) Members
 - VP Business & Finance’s Designee
 - President’s Designee

A quorum necessary to conduct Committee business shall consist of five (5) voting members, at least three students, and two faculty members. Members may participate in meeting via phone or video/web conferencing, but may not provide a proxy to another member.

Recommendations will be considered as approved by the Committee when endorsed by a majority of the voting members present.

The responsibilities of the Committee Chair and Vice Chair shall include, but are not limited to, the following:

- Ensure Committee membership is established in Fall semester;
- Provide an initial orientation to the members of the IRAC;
- Initiate and facilitate the process for campus submission of proposals for funding;
- Convene the IRAC to review applications;
- Submit the IRAC's recommendations to SFAC and the President; and
- Ensure that agendas and minutes are maintained and a documentary record is kept regarding all IRA matters.

The responsibilities of the ex-officio members of the IRAC shall include, but are not limited to, the following:

- Work closely with the Committee Chair and Vice Chair;
- Attend and schedule all Committee meetings;
- Serve as a liaison between the Committee and the requestors;
- Create Committee agendas, post agendas on IRA website, as well as take meeting notes;
- E-mail and receive proposals and memos from requestors;
- Draft award memos; and
- Coordinate with Business and Financial Services to maintain IRA accounts.

Committee Conflict of Interest Guidelines

- Conflict of interest is defined as:
 - Faculty members who are members of a department or program that puts forth a submission.
 - Faculty members who are directly involved in a program or project outside their department that puts forth a submission.
 - Students who are employed by or are directly involved in an area that puts forth a submission.
 - A student's declared major does not preclude them from voting on proposals that relate to that academic department.
- Rules for Handling Conflicts of Interests:
 - Anyone with a conflict cannot vote on that particular proposal.
 - Voting is to be based solely on the proposals at hand.
 - Those with conflicts of interests are allowed to stay in the room as the proposal is discussed.
 - It is allowable for the committee to reach out for clarification on proposals with a unanimous vote of the committee. That includes questions to those in the room who may have a conflict of interest.

5. STANISLAUS STATE PROCEDURES:

IRA Funding Request Proposals

IRA funding request proposals must be submitted in writing to the IRAC according to instructions in the Annual Call for Funding Proposals, which will be issued no later than the last day of classes in the Fall semester of each year. The IRA Application can be found on the University Academic Affairs Website.

Each activity should be submitted in a stand-alone application with signed authorization from the department chair or unit head.

Proposals must use the Application Summary of Program Activities/Funding Usage & Budget Request Form provided, and provide the following information:

1. The applicant sponsoring unit(s);
2. The instructional and other essential elements of the proposed activity, and how these would be supported by IRA funding;
3. A detailed summary of program activities, equipment, events, guest artists or speakers, etc. Include in the summary who among the student body might benefit from the proposal, the estimated number of students served, and non-IRA/non-tuition funding sources for those activities;
4. Line item summary budget of all proposed activity costs and expenses;
5. Funding sources for the proposed activity or activities, not only proposed IRA funding;
6. Proposals requesting an increase in funds from previous awards must include a statement detailing the reasons for the increase.

It is important to note that all IRA funding is one-time funding, awarded annually. As such, no rollover of funds from year to year is permitted, and programs are cautioned not to rely upon IRA funding for multi-year budgeting. Programs that have funds remaining at the end of the year are encouraged, along with all programs, to submit an application for the following year, and must indicate why all previously awarded funds were not expended. However, in extenuating circumstances, on a case-by-case basis, programs that have funds remaining at the end of the year may request to encumber funds.

Report on Expenditures and Objectives for Previous Year's Funding

All IRA funding recipients must submit a mandatory report containing a detailed summary of the previous and current academic year's expenditures by line item, a narrative of program activities explaining how objectives for the funding were met, as well as any other requirements detailed by the IRA committee in the reporting request. The reporting request and deadline will be provided with that year's application to ensure that fund recipients are fully aware of the end-of-year requirements.

Failure to submit this report by the deadline may preclude eligibility for funding for the following year. All fund recipients are required to submit this report, even if they are not applying for another year of funding.

Designated Program Manager

A Program Manager must be identified in the proposal. The Program Manager must be a University faculty or staff member, and is responsible for administrative management of IRA funding allocations; or for supervising personnel who lead and manage the funded activities. The Program Manager must submit the IRA Funding Request; the Report on Expenditures and Objectives for Previous Year's Funding; and act as liaison between the sponsoring unit(s) and the IRAC.

The Program Manager shall:

- Prepare the IRA Funding Request Proposal in consultation with appropriate eligible applicant sponsoring-unit personnel;
- Submit the signed IRA Funding Request Proposal to the IRAC;
- Appear before the IRAC, if requested, to present and discuss the request for funding;
- Prepare and submit additional material relating to the funding request, as requested by the IRAC all in accordance with previously-articulated deadlines;
- Prepare and submit the Report on Expenditures and Objectives for Previous Year's Funding.

Additional Budgetary Considerations

The IRAC also considers the following in recommending awards:

- It is beneficial to have requestors list priorities, especially with large requests.

Maintenance of IRA Accounts

The Division of Business & Finance shall administer the IRA trust fund (at a charge of 8% overhead). Additionally, it shall:

- Maintain revenue/expenditure records for all funded activities.
- Prepare and submit year-end financial statements for all funded activities to the IRAC and Designated Program Manager.
Provide additional financial information and services to the IRAC.

6. CHANGES TO GUIDELINES

In consultation with the IRAC, the University President may alter extant guidelines.

Any new interpretations or Executive Orders issued by the Chancellor's Office are considered to supersede these procedures.

CSU GUIDELINES

The Instructionally Related Activities (IRA) Fee was established to provide support for essential educational experiences and activities that aid and supplement the educational mission of the University.

The formal objectives of the IRA fee are listed as follows:

- A. To ensure stable and adequate funding for instructionally related activities as defined herein.
- B. To reduce the demand on Associated Student Body funds for instructionally related activities so that the Student Body Fee can be used to underwrite authorized programs and services based on student priorities.
- C. To supplement General Fund appropriated instructionally related activity funds.

The following procedures provide guidance for implementation of the Instructionally Related Activities (IRA) Fee:

All funds collected by the campus shall be allocated to that campus and used solely for the support instructionally related activities as defined in Education Code Section 89230 and by system-wide policy. Income from the IRA fee as distinguished from other revenues shall not be expended on matters that are tuitional. Thus, such income shall not be used to support faculty positions.*

As indicated above, IRA funds "shall not be expended on matters that are tuitional." The term "tuitional" is defined as funds that support the basic operation of the university including the instructional program, operation and maintenance of the plant, student services, research, grants and scholarships, and other academic support. Fees charged to students by a campus can supplement the basic funding provided through tuition and the state general fund but may not replace funding sources for those items. Thus, IRA fee funds may not be used for items such as salaries for faculty positions, permanent facilities (on- or off-campus), or similar items. Additionally, the

clearly defined one-time nature of all IRA funding awards helps to identify aspects of the university that are tuitional, by discerning whether or not a given aspect requires year-to-year funding to maintain.

**With regard to faculty positions, IRA funds may be used to pay faculty stipends related to work that directly supports student participation in instructionally related activities. Faculty may also be allowed to expend IRA funds as it relates to participation in and facilitation of instructionally related activities with students such as admittance fees to museums, mileage reimbursements for travel related to instructionally related activities (contingent upon approved travel request), and other such expenses.*

DEFINITIONS FROM EDUCATION CODE 89230

“Instructionally Related Activities” means those activities and laboratory experiences that are at least partially sponsored by an academic discipline or department and that are, in the judgment of the president of a particular campus, with the approval of the trustees, integrally related to its formal instructional offerings.

Activities considered essential to a quality educational program and an important instructional experience for any student enrolled in a University academic program may be considered instructionally related.

Instructionally related activities include, but are not limited to, all of the following:

- Intercollegiate Athletics: costs that are necessary for a basic competitive program, including equipment and supplies and scheduled travel, not provided by the state. Athletic grants should not be included.
- Radio, television, and film: costs related to the provision of basic “hands-on” experience not provided by the state. Purchase or rental of films as instructional aids shall not be included.
- Music and dance performances: costs to provide experience in individual and group performance, including recitals, before audiences and in settings sufficiently varied to familiarize students with the performance facet of the field.
- Theatre and musical productions: basic support of theatrical and operatic activities sufficient to permit experience not only in actual performance but in production, direction, set design and other elements considered a part of professional training in those fields.
- Art exhibits: support for student art shows given in connection with degree programs.
- Publications: the costs to support and operate basic publication programs including a periodic newspaper and other laboratory experience basic to journalism and literary training. Additional publications designed primarily to inform or entertain should not be included.
- Forensics: activities designed to provide experience in debate, public speaking, and related programs, including travel required for a competitive debate program.
- Other activities: activities associated with other instructional areas that are consistent with the purposes included in the above may be added as they are identified.

NON-RECURRING MAINTENANCE, REPAIRS AND CAPITAL IMPROVEMENT PROJECTS

- IRA Fees may not be used for Non-recurring maintenance/repair (NRMR) –Work required to restore facilities, buildings, equipment, roads, sidewalks, sewer and water systems, utility infrastructure, and

grounds to their original condition or to such condition that they can be effectively used for their intended purpose, ensuring ongoing operation of the campus.

- IRA Fees may not be used for Capital Improvement Project (CIMP): An activity which improves or alters an existing space or creates new space**. New construction of facilities, buildings, equipment, roads, sidewalks, sewer and water systems, utility infrastructure, and grounds are all capital expenditures, as distinguished from maintenance/repair.

*** IRA fees can be used for expenses or equipment that may be affixed to a building but is instructionally related such as a projector affixed to a ceiling, theatre lighting replacement and maintenance if students are involved in the replacement and maintenance as a part of an instructionally related activity, and other similar items.*

Other activities consistent with these descriptions shall be approved by the campus President. Already identified and approved system-wide are Model United Nations activities, and agricultural judging.

Inclusion of a particular activity on the above list or in Education Code Section 89230 does not per se require funding of that activity.

Samples of previously funded proposals are also available for review on the [IRA website](#).