

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
INSTRUCTIONALLY RELATED ACTIVITIES ADVISORY BOARD
OPERATING POLICIES AND PROCEDURES
Approved, April 27, 2015

I. Authority and Goal of the Program

A. Authority.

1. In accordance with California State University, Office of the Chancellor, Executive Order 429, December 30, 1983, "... an advisory committee on instructionally related activities (IRA) shall be formed on each campus to advise the campus President regarding both the level of the fee and allocation of fee revenue... The campus President shall establish the IRA Advisory Board with the number of students equaling the number of faculty and administrators combined. Faculty and administrators shall be appointed by the campus President after appropriate consultation. Student members shall be appointed by the President of the Associated Students according to established campus procedures. The President of the Associated Students or designee, as one of the student representatives, shall serve as Chair."
2. Subsequent student fee-focused Executive Orders (through EO 1054 in June 2011) do not describe any changes to this basic charge except that they assign to the Student Fee Advisory Committee the process through which a change in the fee is recommended to the campus President (or her or his designee).

- B. Goal. The goal of the Instructionally Related Activities (IRA) program is to provide student fee funding for out-of-class experiences for students participating in an academic program, discipline, or department and that is integrally related to one of its instructional courses. Such activities are deemed essential for providing a quality educational program and that constitute a vital and/or enhanced instructional experience for students.

II. Membership

- A. The California State University, Northridge Instructionally Related Activity (IRA) Fee Advisory Board is composed of two administrators and two faculty members appointed by the University President (or his or her designee) and four students appointed by the Associated Students President.
- B. Faculty members are appointed for a term of two years and representation is rotated among the academic colleges.
- C. An administrator representing the academic division of the University serves as the representative of the President. This appointment reflects the responsibility to counsel applicants regarding proposals toward meeting the criteria for instructionally related activities as defined in Education Code Section 89230.
- D. A second administrator, representing the Office of the Vice President for Student Affairs, and appointed by the University President (or her or his designee), also serves.

- E. The General Manager for Associated Students serves, ex-officio, as a non-voting member executive secretary, keeping minutes, preparing budgets, agenda, and providing notices for meetings.
- F. A representative of the office managing the fund accounting for the Instructionally Related Activities fees (i.e., State Trust Accounting) also serves as a non-voting member.
- G. If the Finance Chair of the Associated Students is not one of the four students indicated in Section A (above), she or he shall serve as a non-voting member to ensure fee allocation communication and coordination among IRA, the Campus Quality Fee and the Associated Students fee.

III. Meetings of the IRA Advisory Board

- A. During budget hearings, individuals representing an IRA program under consideration will be invited to present information to the Board and to answer questions regarding the program or the budget request.
- B. Meetings shall be called by the Chair or, in her or his absence, the representative of the campus President (or his or her designee) in accordance with appropriate open meeting laws.
- C. Quorum shall be established by the physical or electronic (e.g., by telephone or telecommuting) presence of four of the currently appointed voting members, at least two of whom must be student members.
- D. Meetings shall be conducted in accordance with Roberts' Rules of Order, Newly Revised.

IV. Definition and Eligibility of IRA Programs

A program requesting approval for funding from IRA funds must meet the following criteria:

- A. The program must be sponsored by an instructional department.
- B. The student activity associated with the program must be deemed by the IRA Advisory Board to be integrally related to the formal instructional offerings of the University and will meet a requirement for one or more courses.

An exception to the immediate course connection requirement may be granted by a majority vote of the total voting membership of the Advisory Board if a culminating experience activity is otherwise fully eligible for IRA funding; and is offered in a department that does not have a course to which that activity might otherwise have been connected.

- C. The student activity must be directly associated with one or more courses offered for credit by the sponsoring department. For purposes of this criterion independent study courses are not eligible for consideration.
- D. The IRA Advisory Board must determine that the program involves enrolled students in significant out-of-class activity which results in a planned product; such products include, but are not limited to, competition or performance before an audience, a display of equipment or material of instructional value to the University

community, or a written or electronic publication or other media available to students of the University.

- E. The extent to which the activity has attained objectives in previous years.
- F. The extent to which the activity identifies and implements procedural and programmatic changes designed to reduce overall program cost.
- G. The following categories were initially approved:

Intercollegiate Athletics	Publications
Music and Dance performance	Forensics
Drama and Musical Productions	Model United Nations
Art Exhibits	
- H. The IRA Board shall consider alternate sources of funding (e.g., Campus Quality Fee, AS fee) as supplemental sources of funding for proposals.
- I. Students may be expected to contribute financially in order to participate, provided that steps are taken to ensure that the activity is open to all students.
- J. IRA funds cannot be used for:
 1. Salaries and wages for the performance of functions that are normally funded through the University's instructional programs, including any expenditure for direct instruction.
 2. Funding attendance at conferences, unless the conference includes competitions or other activities in which students participate directly.
 3. Travel costs for faculty. The IRA Advisory Board expects that travel costs for faculty, that may be directly related to student attendance at IRA funded events, will be supported by departmental budgets.
 4. Capital outlay projects, e.g., any remodeling.
 5. Student financial aid
 6. Any expenditure that exceeds available cash on hand.

V. Procedures for Budget Requests

A. General

1. The requesting program shall initiate requests by providing the IRA Advisory Board a program justification and a specific budget request.
 - a. The program must meet the definition of an IRA program and must have the endorsement of the sponsoring instructional department and college.
 - b. The annual and supplemental allocation request applications will ask requestors to break down their request into general budget categories, congruent with but not necessarily identical to existing campus Peoplesoft chart fields.

- c. The annual and supplemental allocation request applications will also seek information on other sources of funding available (i.e., Associated Students, The University Corporation and Campus Quality Fee).
 - d. The annual and supplemental IRA application forms and hearings will ask for current year allocation to a program, if any was made, and the current status of the balances in the previously allocated funds. Because the annual budget request process occurs before the end of the fiscal year, the Board will include questions about the intent of the budgeted program for the remainder of the year.
 - e. In October of the subsequent year, the IRA Board will review the actual allocations in program allocations. Adjustments to the then-current year allocation may be made in those programs not having spent their full allocation.
2. Annual and supplemental requests shall be reviewed by the IRA Advisory Board Chair and the representative of the campus President to determine whether or not a budget hearing on the request is appropriate.
 3. If a hearing is held, the Board shall determine if the program is approved and shall recommend an appropriate level of support.
 4. The IRA Board will generally make allocations in lump sum allocation recommendations to programs rather than line item allocations, to enhance program budget flexibility when IRA funding may be combined with other more restrictive allocations. Specific restrictions may be added to allocations at the request of the Board (e.g., funds may be used only for student expenses; travel is capped at \$450 per person, etc.).
 5. Following campus President's (or his or her designee's) approval of the annual and supplemental budget allocations, the amount of the IRA allocations and any restrictions on how those funds are to be spent will be communicated by the Office of State Trust Accounting to the faculty requestor and the respective department chair and dean.

B. Annual Budget Requests

1. Each year the Board shall announce procedures for submission of IRA budget requests for the following fiscal year to all University departments.
2. The application will be made available on campus websites. Where possible, request submissions and their review will be conducted paperlessly.
3. Following the announced deadline for receipt of requests the Board shall schedule budget hearings to review those requests which are considered potential IRA programs.
4. Following hearings and review of all annual budget requests, the Board shall meet in closed session to formulate recommendations regarding allocation of funds to approved programs.
5. The IRA allocation to Intercollegiate Athletics shall be 55% of the IRA fee (without the Associated Students' contribution). The IRA allocation to Intercollegiate Athletics will be used primarily for student-athlete travel costs. If the IRA allocation to Intercollegiate Athletics in any given year exceeds the costs of student-athlete travel, the IRA fee may be used for other IRA-fundable expenses.
6. Each year, the Board will create a \$50,000 - \$100,000 reserve to protect against unanticipated shortfall in enrollment and to provide for unanticipated supplemental requests.

7. Programs with formula-driven allocations (i.e., Intercollegiate Athletics, Copyright and Administrative Fees) will not participate in the annual budget request process unless there is a request for change in the pertinent formula.

C. Supplemental Budget Requests

1. Supplemental requests are defined as those requests for support which are made in behalf of a program requiring funds during the current fiscal year, as contrasted to those requests submitted during the normal annual budget process in the spring preceding the current fiscal year.
2. Programs seeking supplemental funding may or may not have received funding in the annual process.
3. Normally, supplemental requests will not be considered from programs unless circumstances have arisen which could not have been foreseen at the time of the normal annual budget procedure. It is assumed that those programs receiving support during the normal annual budget process will plan a level of activity commensurate with annual funds provided.

B. Budget Amendments

1. Reason. During the budget year, requests come in to the Board for amendments to the annual allocation that may not require a meeting of the full Board.
2. Transfers. Requests for transfers within a request do not need the review and approval of the Board if they remain within the general intent of the program funded in the original annual or supplemental allocation.
3. Changes of purpose. Requests for changes of purpose to a request do not need the review and approval of the Board if they are less than 50% of the annual allocation and less than \$4,000, and if they remain within the general intent of the program funded in the original annual or supplemental allocation.
4. Additional funding. Requests for additional funding to a program funded in the original annual or supplemental allocation do not need the review and approval of the Board if they are less than 10% of the original allocation and less than \$500 and if they remain within the original intent of the program funded in the original or supplemental allocation.
5. Procedure.
 - a. In both of these cases, approval by both the Chair of the Board and the campus President's representative shall be sufficient to approve such amendments to the IRA budget.
 - b. Either the Chair or the campus President's representative can refer approval of such actions to the Board for full review if either of them so chooses.
 - c. The campus President's representative shall present Board-reviewed recommendations to the campus President (or her or his designee) at their earliest mutual convenience for the President's (or his or her designee's) consideration and approval.

- d. Any such amendments shall be reported to the State Trust Accounting staff immediately and to the Board by the Chair at the next regularly scheduled meeting of the Board.

D. Budget Appeal Requests

1. Programs may submit a budget appeal request to the Board for consideration if the program is dissatisfied with the final decision of the President of the University (or his or her designee). A program may only exercise an appeal once per year.
2. The deadline for submitting appeals on budget requests shall be twenty (20) working days after the notification of the final decision by the President of the University (or her or his designee) to the program.
4. After due consideration of the appeal by the IRA Board, the Board will notify the President of the University (or his or her designee) of its recommendations on the appeal.

VI. Accountability

- A. All unexpended funds will be swept from the individual IRA accounts effective June 30th of each fiscal year unless the program has a future use approved by the representative of the campus President. If a future use is approved, sufficient funds will be left in the appropriate account until December 31, at which time it will be returned to the reserve.
 1. If applicable, all requests for continued use of IRA funds past the June 30th deadline must be sent to the representative of the President on or before June 20th of each fiscal year. Each request must include the planned use of IRA money to be retained and a corresponding budget. The representative of the campus President may refer such a decision to the Board or may make a unilateral decision to permit that carry-forward. Such decisions will be announced to the Board at its next regularly scheduled meeting.
 2. No reminder notification will be sent to the IRA account holders.
- B. Program requestors shall provide full accounting of all revenue and expenditures related to IRA program activities from the prior year to the IRA Board by September 30 of the subsequent year.
- C. During the annual budget hearings, program requestors will be expected to report the status of current year expenditures to the Board.
- D. Variations between allocations and actual expenditures or failure to submit the report by the deadline may result in reduction, redefinition or elimination of IRA funding in the current year or in future years.