



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

## **Academic Affairs**

**Approved By:** Richard R. Rush  
President

**Policy Number:** AA.02.002

**Effective Date:** 4/7/09

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## **Policy on Instructionally Related Activities Funding**

### **PURPOSE:**

The instructionally related activities fee was established to provide support for essential educational experiences and activities that aid and supplement the fundamental educational mission of the institution. It ensures stable and adequate funding for instructionally related activities as defined herein, reduces 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, and supplements General Fund appropriated instructionally related activity funds.

### **BACKGROUND:**

Executive Order No. 290 implemented action taken by the Board of Trustees at the January 25, 1978 meeting (See RFIN 1-78-1, part of which is codified in Section 41800.2 of Title 5.) Executive order No. 290 was superseded by Executive Order No 429 December 30, 1983. Additionally, coded memorandum EP&R 83-58 with BA 82-38 set forth the procedures for administration of the fee and hence replaces BA 78-13/EP&R 78-15.

### **POLICY:**

#### **Accountability:**

The Office of the Dean of the Faculty, and the Instructionally Related Activities Committee.

#### **Applicability:**

Programs that sponsor instructionally related activities on the University campus.

#### **Definition(s):**

Instructionally Related Activities (IRA) - Those activities and laboratory experiences that are at least partially sponsored by an academic discipline or department and which, in the judgment of the President or his designee, are integrally related to its formal instructional offerings. Activities that are considered to be essential to a quality educational program and an important instructional experience for any student enrolled in the respective program may be considered instructionally related.

#### **Text:**

1. When so established, the fee shall be assessed of all regularly enrolled students. The fee shall be waived in cases where the Student Services fee is waived.



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2. All funds collected by the campus shall be allocated to that campus and used solely for the support of instructionally related activities as defined in Education Code Section 89230 and by system wide policy.
3. Income from the IRA fee as distinguished from other revenues shall not be expended on matters which are tuitional. Thus, such income shall not be used to support faculty positions.
4. The level of the fee shall be established for each campus by the Chancellor upon recommendation of the campus President.
5. An advisory committee on instructionally related activities shall be formed on each campus to advise the President regarding the level of the fee and the allocation of fee revenue. The President shall establish the advisory committee with the number of students equaling the number of faculty and administrators combined. Faculty and administrators shall be appointed by the campus President or his designee after appropriate consultation. Student members shall be appointed by the President of the Associated Students according to established campus procedures. A minimum of two students shall be appointed to two year terms, which shall be staggered. The President of the Associated Students or a designee, as one of the student representatives, shall serve as Chair.
6. Should the campus wish to increase the fee beyond \$10 per academic year, the advisory shall hold a student referendum. The referendum shall be advisory to the committee and the campus president and shall apply to the next budget cycle. An advisory initiative, on the ballot of a duly conducted student election, that addresses a change in the IRA fee level shall be regarded as meeting the requirement for a student referendum.
7. The Associated Students are not expected to provide support for instructionally related activities on a regular basis. Any contracts between the Associated Students and the campus concerning such funding should be considered in light of the Instructionally Related Activities fee. It is understood, however, that the Associated Students may, at their discretion, support individual instructionally related projects.
8. Should any major change in instructionally related activities programming occur, the Chancellor, upon recommendation of the campus President, may reduce the fee to an appropriate support level.



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9. Procedures for the collection and allocation of the IRA fee shall be developed by the Chancellor and issued by coded memorandum.

### **EXHIBITS:**

Guidelines for Proposals (<http://www.csuci.edu/ira/guidelines.htm>)

Advisory Board Operating Policies and Procedures (<http://www.csuci.edu/ira/policies.htm>)