



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Academic Affairs

Approved By: Richard R. Rush
President

Policy Number: AA.02.003

Effective Date: 2/10/14

Page 1 of 3

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 created the structure for initial Instructionally Related Activity (IRA) fees in the CSU. This guidance was superseded by Executive Orders 429, 661 740, 1034, and 1054. Executive Order 1054 provides current guidance for the administration of all CSU fees. In July 2002 Executive Order 827 established CI's Instructionally Related Activity (IRA) Fee.

California Education Code Section: 89230

POLICY:

Accountability:

The Provost and the Instructionally Related Activities Committee.

Applicability:

Programs that sponsor instructionally related activities for the University.

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.



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Academic Affairs

Approved By: Richard R. Rush
President

Policy Number: AA.02.003

Effective Date: 2/10/14

Page 2 of 3

Policy on Instructionally Related Activities Funding

Text:

1. The fee shall be assessed of all stateside students. The fee shall be waived in cases where the Student Services fee is waived.
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 Instructionally Related Activities advisory committee shall advise the Student Fee Advisory Committee (SFAC) regarding any changes to the level of the fee. SFAC will then advise the President. The committee will maintain a cycle to solicit and review proposals to support instructionally related activities. Proposals will be evaluated in accordance with the Priority Guidelines for Funding. Allowable activities shall be pursuant to Education Code Section 89230. Each term, after review of proposals, the committee will forward its funding recommendations for the allocation of fee revenue to the Budget/Planning office, who will submit to the President for approval.
5. The President shall appoint members of the Instructionally Related Activities Committee. The committee will consist of six (6) students, two (2) faculty members, and one administrator. Faculty and administrators shall be appointed by the campus President or his designee after appropriate consultation. Student members shall be appointed by the President in consultation with the President of the Associated Students according to established campus procedures. Whenever possible students should be appointed to two year staggered terms. The President of the Associated Students or a designee, as one of the student representatives, shall serve as Chair. The committee shall require five members including at least four students for a quorum and one committee member.
6. Should the student body or the campus [explained in E.O.] wish to increase the fee, the Student Fee Advisory Committee shall review proposed changes and conduct a student referendum or other consultation process consistent with campus and CSU policies. This process shall be advisory to the committee and the campus president and shall apply to the next budget cycle.



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Academic Affairs

Approved By: Richard R. Rush
President

Policy Number: AA.02.003

Effective Date: 2/10/14

Page 3 of 3

Policy on Instructionally Related Activities Funding

7. 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.

EXHIBITS:

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

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

CSU Executive Order (<http://www.calstate.edu/eo/EO-827.pdf>)

CSU Executive Order 1054 (<http://www.calstate.edu/eo?EO-1054.html>)

California Education Code Section 89230 (<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=89001-90000&file=89230>)