



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

## **Academic Affairs**

**Approved By:** Richard Yao  
President

**Policy Number:** AA.02.004

**Effective Date:** 05/08/2025

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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 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 This guidance was superseded by Executive Orders 429, 661 740, 1034, and 1102. Executive Order 1102 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.



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#### **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 following an established rubric. Allowable activities shall be pursuant to Education Code Section 89230. Each term or academic year, after review of proposals, the committee will forward its funding recommendations for the allocation of fee revenue to the Academic Planning and Budgeting office, who will submit to the Provost of Academic Affairs for approval.
5. The committee body is composed of (2) Faculty, (1) Staff, and up to (6) Students. The committee is appointed by the Vice President for Student Affairs in consultation with Student Government and Academic Senate. Whenever possible, students should be appointed to two-year staggered terms. 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. Should any major change in instructionally related activities programming occur, the Chancellor upon recommendation of the campus President, may reduce or increase the fee to an appropriate support level.



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## Policy on Instructionally Related Activities Funding

### EXHIBITS:

[Guidelines for Proposals](#)

[Advisory Board Operating Policies and Procedures](#)

[CSU Executive Order 1102 Viewing Student Tuition and Fee Policy](#)

[California Education Code Section 89230](#)

[Memo\\_GuidanceOnAcademicOrgs\\_Structures.pdf](#)

[IRA Scoring Rubric](#)

## IRA Proposal Scoring Rubric

	Score for How Proposal Fits IRA Guidelines - 95%				Proposal Clarity - 5%
	50.0%	15.0%	15.0%	15.0%	5.0%
	<b>Innovative and Impactful to Students</b> Activity will enhance student learning and create a rich learning environment	<b>Integrally Related to Course Offering</b> Activity is essential to a quality program and is an important instructional experience	<b>Student Engagement</b> Engages students in activities they would not otherwise experience	<b>Learning Outcomes</b> Activity clearly defines learning outcomes for participating students	<b>Proposal Clarity</b> Clearly presented and understandable. Anticipates all costs and stakeholders
	<b>Initial - 1</b> It is not clear how the request enhances or supports student learning or the student learning environment	It is not clear how the request is integrally related to the course.	It is not clear if the activity engages students	It is not clear if learning outcomes have been developed.	Proposal is not well thought out. Major planning components are missing, cost are poorly defined and planned for
	<b>Emerging - 2</b> Request provides limited information on how the project enhances or supports student learning or learning environment	Request provides limited data in support of course offering.	Student engagement objectives have been outlined but not fully developed	Learning outcomes have been outlined but have not been fully developed.	Proposal is well thought out but not everything has been considered. May have omitted some items
Possible Scores	<b>Developed - 3</b> Demonstrates direct connection to enhancing or supporting student learning or the learning environment	Demonstrates direct connection to course offering that will lead to desired outcomes	Student engagement objectives have been developed and implemented, but not assessed.	Learning outcomes have been developed and implemented, but not assessed.	Proposal was well written and includes a spending plan
	<b>Highly Developed - 4</b> Will have a meaningful impact that enhances and/or supports student learning or the learning environment	Connects multiple data points that clearly show connections to successful academic programs	Student objectives have been developed, implemented and assessed and positive changes will occur as a result of evidence.	Learning outcomes have been developed, implemented and assessed and positive changes will occur as a result of evidence.	Proposal is well written, includes all major and minor costs to fully implement and clearly articulates how the allocation is to be spent.