

State of California
M e m o r a n d u m

CAL POLY

San Luis Obispo, CA 93407

To: IRA Program Coordinators
Department Chairs
Associate Deans
Deans
Vice President Student Affairs

Date: February 5 , 2008

From: Cheryl L. Ney
Associate Vice Provost for Academic Programs

cc: Warren Baker
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IRA Advisory
Committee (IRAAC)

Subject Instructionally Related Activities (IRA)
Call for Proposals, FY 08-09

On behalf of the IRA Advisory Committee (IRAAC) we are pleased to announce the FY 08-09 Call for Proposals for all currently recognized IRA programs/activities and any new programs/activities seeking IRA recognition for the first time.

What's New for FY 08-09

We will be conducting the IRA review process in the customary manner with a few minor changes described below to improve efficiency and effectiveness.

- 1) The forms for programs seeking New Recognition for the first time and for those seeking Continuing Recognition are now two separate forms. (They are attached to this memo and available on the website.) **Programs are requested to restrict their submissions to no more than five pages total, for each activity.**
- 2) Coordinators for potential *new* programs will need to complete a *Preliminary Budget Proposal* form along with a *Proposal for New Recognition* form.
- 3) Coordinators for Continuing Recognition will now be asked to provide current YTD figures and any anticipated revenues by submitting an “nVision print out” (see your department administrative support person for assistance).
- 4) All *Budget Proposal* forms now have a signature line for the college budget analyst to sign. This is important as it will provide an indication that the proposed budget has been reviewed according to the IRA expenditure guidelines.
- 5) The submission process for new and continuing proposals has been modified slightly. See the details on the following page.

Process for Submitting Proposals (Timeline provided on page three.)

IRA Proposals for New Recognition

- 1) For information about criteria for instructionally related activities, College based versus University Interest designations, etc., please review the IRA website (<http://www.academicprograms.calpoly.edu/IRA/index.html>)
- 2) The coordinator for a program/activity seeking recognition for the first time should submit a completed *Proposal for New Recognition* (**no more than five pages in length**) and a *New Recognition Preliminary Budget Proposal* form to their college dean or the vice president for student affairs (VPSA) for review and required signatures by February 25, 2008. The dean or vice president's support staff is asked to submit all *Proposals for New Recognition* to the Academic Programs office no later than March 10.
- 3) The Instructionally Related Activities Advisory Committee (IRAAC) will review new recognition proposals. Notification of the recommendations of IRAAC will be made to coordinators by March 21. Programs/activities receiving new recognition are then asked to submit a *Final Budget Proposal* form to their college dean or the VPSA for review and required signatures by April 1. The dean or VPSA's support staff is asked to submit the completed *Budget Proposal* forms with proposed allocations to the Academic Programs office no later than April 28.

IRA Requests for Continuing Recognition

1. The coordinator should submit a *Request for Continuing Recognition* (**no more than five pages in length**) and a *Continuing Recognition Budget Proposal* form accompanied by an "nVision" report to their college dean or the VPSA, for review and required signatures by March 31. The dean or VPSA's support staff is asked to submit all the completed *Requests for Continuing Recognition* and *Budget Proposal* forms with proposed allocations to the Academic Programs office no later than April 28.

Process for Award of Funding

The college deans will be provided with allocations based on : (a) funding at the 07-08 level (in aggregate) in support of continuing programs/activities; and (b) funding based on student headcount in support of new programs/activities as well as incremental support of continuing programs/activities.

As applicable, the college deans and the VPSA will also be notified of aggregate allocations for programs within their units that are designated *University Interest*.

In consultation with their student councils or the equivalent, the deans and the VPSA will be asked to recommend precisely how these funds should be allocated (this information is required by the April 28 deadline). These recommendations for allocations to college-based programs will be transmitted via IRAAC to President Baker. Recommendations for allocations to *University Interest* programs will be subject to review and adjustment by IRAAC. Unspent college-based program funds will be held in college-specific reserve accounts.

IRA Timeline

<i>Date</i>	<i>Item</i>	<i>Responsible Party</i>
Feb. 25	New programs/activities – deadline to submit completed <i>Proposal for New Recognition</i> and <i>New Recognition Preliminary Budget Proposal</i> form for review and required signatures to your college dean or vice president of student affairs.	Coordinators of new programs/activities
March 10	New programs/activities – deadline to submit <i>Proposal for New Recognition</i> and <i>New Recognition Preliminary Budget Proposal</i> form with required signatures to the Academic Programs office.	College deans or vice president
March 21	IRAAC – notify new programs/activities of decision regarding IRA recognition and where appropriate <i>University Interest</i> designation	IRAAC
April 1	New IRA-recognized programs/activities – deadline to submit <i>Final Budget Proposal</i> form for review and required signatures to your college dean or vice president’s office.	Coordinators of new programs/activities
April 1	IRA Continuing Recognition programs/activities – deadline to submit the <i>Request for Continuing Recognition</i> and <i>Continuing Recognition Budget Proposal</i> forms for review and required signatures to your college dean or vice president’s office.	Coordinators of Continuing programs/activities
April 28	Colleges – deadline for submitting recommended allocations of funds for all new or continuing college-based and University Interest programs/activities to Academic Programs. Materials to be submitted: allocations memo, signed <i>Budget Proposal</i> forms for all programs, and <i>Request for Continuing Recognition</i> forms. Note: It is the dean’s or vice president’s responsibility to meet with the college student council or equivalent body, regarding allocations and obtain student approval.	College deans or vice president
May 12	IRAAC – submit recommended allocations for all IRA programs/activities to President Baker.	IRAAC
June 13	IRAAC – notify programs/activities of FY 08-09 IRA allocations.	IRAAC

If you have additional questions, please call (x7299) or email (dlencion@calpoly.edu) Delores Lencioni in our office. Thank you for your cooperation and continued interest in IRA programs/activities.

Attachments:

- IRA Proposal for New Recognition - Fiscal Year 2008-2009
- IRA New Recognition Preliminary Budget Proposal – Fiscal Year 2008-2009
- IRA New Recognition Final Budget Proposal – Fiscal Year 2008-2009
- IRA Request for Continuing Recognition – Fiscal Year 2008-2009
- IRA Continuing Recognition Budget Proposal - Fiscal Year 2008-2009