

State of California
Memorandum

CAL POLY

San Luis Obispo, CA 93407

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

Date: February 10, 2009

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

cc: Warren Baker
Robert Koob
David Conn
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IRA Advisory
Committee (IRAAC)

Subject Instructionally Related Activities (IRA)
Call for Proposals, FY 2009-10

On behalf of the IRA Advisory Committee (IRAAC) we are pleased to announce the FY 2009-10 *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 2009-10

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 *Proposal for Continuing Recognition* has been modified slightly to gather data for the WASC accreditation self-study.
2. The 2008-09 allocations spreadsheet with program "fund codes" is now posted on the [IRA website](#).
3. Budget forms for new IRAs will be completed **after** recognition is received. See timeline on page three for further details.
4. Coordinators for Continuing Recognition will now be asked to provide current YTD figures by submitting a "My Trial Balance" print out" available on Poly Data Dashboards (see your department administrative support person for assistance).

Process for Submitting Proposals

IRA Proposals for New Recognition

1. If you are applying for an IRA for the first time and you currently have club status or you are trying to decide between applying for club status or IRA recognition, please carefully consider that the university recognizes three distinct types of student organizations: student clubs, Independent Student Organizations (ISOs) and Instructionally-Related Activities (IRAs). Each of these organization categories enjoys the rights and privileges of recognition by the university but have unique funding approaches. Student organizations are assigned to one of these categories based upon organizational purpose and funding eligibility and cannot occupy a dual status.

Therefore a group that currently functions as a student club will lose its club status and associated funding if it also receives IRA recognition.

2. For information about criteria for instructionally related activities, college based versus University Interest designations, etc., please review the [IRA website](#). For more information regarding possible club status, contact Stephan Lamb at slamb@calpoly.edu.
3. Keep in mind that it is a committee, primarily composed of students who make the decision about whether to grant recognition to a new IRA, so remember this audience when preparing the proposal. Be brief and concise and make sure you demonstrate how the proposal meets the IRA criteria.
4. 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**) to their college dean or the vice president for student affairs (VPSA) for review and required signatures by **February 23**. 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 9**.
5. 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 20**. Programs/activities receiving new recognition are then asked to submit a *New Recognition Budget Proposal* form to their college dean or the VPSA for review and required signatures by April 7. 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 **May 8**.

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 a "My Trial Balance" print out to their college dean or the VPSA, for review and required signatures by **April 7**.
2. 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 **May 8**.

Process for Award of Funding

The college deans will be provided with allocations based on : (a) funding at the 2008-09 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 **May 8** 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 2009-10

<i>Date</i>	<i>Item</i>	<i>Responsible Party</i>
Feb. 23	New programs/activities – deadline to submit completed <i>Proposal for New Recognition</i> form for review and required signatures to your college dean or vice president of student affairs.	Coordinators of new programs/activities
March 9	New programs/activities – deadline to submit <i>Proposal for New Recognition</i> form with required signatures to the Academic Programs office.	College deans or vice president
March 20	IRAAC – notify new programs/activities of decision regarding IRA recognition and where appropriate <i>University Interest</i> designation.	IRAAC
April 7	Newly recognized programs/activities – deadline to submit <i>New Recognition Budget Proposal</i> form for review and required signatures to your college dean or vice president’s office.	Coordinators of new programs/activities
April 7	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
May 8	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 and spreadsheet, 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 22	IRAAC – submit recommended allocations for all IRA programs/activities to President Baker.	IRAAC
June/July	IRAAC – notify programs/activities of FY 08-09 IRA allocations.	IRAAC

All IRA forms are available on the [Academic Programs website](#).

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.