# Instructionally Related Activities:

# Proposal for New Recognition—Effective Fiscal Year 2024-25

PLEASE READ BEFORE COMPLETING THIS PROPOSAL

Instructionally Related Activities (IRAs) are extra-curricular activities that are integrally related to formal instructional offerings at Cal Poly. IRAs are intended to enhance student learning and enrich the student experience. Please note: The university recognizes two distinct categories of student organizations: clubs and Instructionally-Related Activities. Each enjoys recognition by the university but have unique sources of funding which cannot be comingled. Therefore, a group that currently functions as a student club will lose its club status and associated funding if it receives IRA recognition.

Please keep your answers concise. Attach supporting documentation if applicable—web pages, newspaper articles, etc. Boxes automatically expand as you type.

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| **1. Proposed Activity Name** | | |  | |
| 2. Proposer/Advisor (Cal Poly Faculty or Staff Member) and primary student contact | | | | |
|  |  | | |  |
|  | *Proposer/Advisor Name* | | | *Title/position* |
|  |  | | |  |
|  | *Department/Unit* | | | *College/Division* |
|  |  | | |  |
|  | *E-mail Address*    *Primary student contact name (if applicable)* | | | *Phone Number*    *Student contact Cal Poly E-mail* |
|  | | | | |
| **3. Category**  **Select the category that best matches the proposed activity.** | | **College** – Activity will tend to draw participants from the college and be aligned with the objectives of one or more academic departments or programs.  **Student Affairs** – Activity will draw participants from the broad campus communityandbe aligned with the objectives of one or more departments or programs within Student Affairs.  **University Interest** - Activity will draw participants from the broad campus community and be aligned with the objectives of one or more academic departments or programs. The activity will not be directly aligned with Student Affairs. | | |
| **4. Instructional/Program Affiliation.** IRAs must be related to a formal program or instructional offering at Cal Poly. See on the Academic Programs IRA page. List one or more courses, majors, or other type of program where the subject matter supports the activities or goals of the proposed IRA. For example, the subject matter taught in Materials Engineering and Civil Engineering support the design work for the Steel Bridge competition IRA. Note that IRA funds cannot be used to cover course or academic program expenses.  *Courses, majors, or other programs:* | | | | |
| **5. Estimated Involvement**  Number of students projected to be active participants in this activity from each college  CAFES       , CAED       , OCOB       , CENG       , CLA       , CSM | | | | |
| **6. Club Status.** Note that an activity cannot be both an ASI-recognized club and an IRA. If an existing ASI club is recognized as an IRA, it will lose its club status and funding.  Is the proposed activity currently recognized as an ASI club? Yes/No  If Yes: Name of club  Why do you wish to change to IRA recognition?  Will the activities of the club be changed in any way? Yes/No  If Yes: How will the activities change? | | | | |
| **7. Goals and Outcomes**  a. Briefly describe what students will do as participants in this activity. For example, “Students will develop a prototype solar powered vehicle during Fall and Winter for an annual Spring competition sponsored by abc, competing against teams from colleges and universities across the state. Students will apply their learning in the areas of ……. in the development of the prototype and ……….. during the competition.”    b. What are the goals of the proposed activity – what will students accomplish? For example, “The student team will be supplied by the organizers of the abc competition with specific requirements that must be met by the prototype. Students will design one or more initial prototypes and test them against the requirements, improving the design after each test. The final prototype will be taken to the competition to be judged against prototypes from twenty to thirty other universities.”    c. How do you plan to accomplish these goals? For example, “Student teams will meet at least weekly in the PROVE lab during Fall and Winter quarters. During Fall, students will develop initial designs and complete component testing. During Winter, students will build and test prototypes, improving the design(s) based on results. In April, students will complete the final prototype(s). In May, students will take the final prototype(s) to the competition.”    d.It is important that IRA fees be allocated in ways that maximize student value. One way to ensure this is through assessment of student learning outcomes. **Using the list of action verbs on the last page of this form** as a guide, provide at least one learning outcome for what students will know or be able to do as a result of their participation in the IRA. For example, “1. be able to **design** and **build** components of solar powered motors and light weight vehicles based on a given set of criteria.” “2. be able to **design** experiments to **determine** the suitability of a machine against given criteria and **recommend** improvements.” “3. **prepare** a presentation and be able to **explain** in concise terms the reasoning for their design decisions to a panel of judges.”  In each learning outcome, use at least one of the action verbs from Bloom’s Taxonomy listed on the next page.  As a result of participation, students will:  Outcome 1:       *Required*  Outcome 2:       *Optional*  Outcome 3:       *Optional* | | | | |

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| **8. Assessment Plan**  IRA Goals:Describe how you will assess one or more of the goals listed in section 7b. Results will be reviewed in future continued funding proposals, should this activity be recognized as an IRA. Example: For a team of students participating in a competition, one measure of achievement of IRA goals could be the team’s success in the competition (1st / 2nd / 3rd place team, individual student honors, etc.)    Student Learning Outcomes: Describe how you will assess the learning outcomes of this proposed IRA. Results will be reviewed in future continued funding proposals, should this activity be recognized as an IRA.  a. Which learning outcomes from section 7d. will you be assessing? e.g. 1 and 3  b. Check the assessment methods that will be used to determine to what degree participating students met the  intended learning outcomes provided in section 7d.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Student Focus Groups / Interviews  Student Surveys |  |  |  | Rubric-based evaluation of artifacts/performances  Other – describe |   c. When do you plan to gather this data? | | | |
| **9. Approvals.** All signatures are required. Forms with missing signatures will not be considered by the committee.  **Route forms for signatures through Adobesign. For instructions, see** [**https://tech.calpoly.edu/services/forms-and-esignature-adobe-sign**](https://tech.calpoly.edu/services/forms-and-esignature-adobe-sign) **and**  [**Send a Document to a Single Signer or Multiple Signers**](https://calpoly.atlassian.net/wiki/spaces/CPKB/pages/32571507/Send+a+Document+to+a+Single+Signer+or+Multiple+Signers)  **Routing is different for each college/division. See immediately after this section for routing instructions.**  By signing below, I confirm that this activity is aligned with the academic mission(s) of the department, college, division, or university, and that I will advise/supervise/support these activities consistent with university policies and procedures.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Proposer/Advisor signature (from section 2) Date*  By signing below, we confirm that this activity is aligned with the academic mission(s) of the department, college, division, or university, and that we will assign university faculty and/or staff to supervise these activities in a manner consistent with university policies and procedures. | | | |
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|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
|  | *Department Chair/Head or Program Director (Name)* | *Signature* | *Date* |
|  |  |  |  |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
|  | *College Dean/Associate Dean/Vice President or designee (Name)* | *Signature* | *Date* |
|  |  | | |
|  | | | |

SCROLL DOWN TO READ INSTRUCTIONS FOR SIGNATURE ROUTING

**The Proposer will sign twice – Word document and Excel sheet**

**The Department Head/Chair/Director/AVP will sign twice – Word document and Excel sheet**

**The College Dean/Associate Dean/Vice President or designee will sign once – Word document**

**Any added signers will sign once and be added to the Word document under the Dean/Associate Dean/Vice President signature**

**Routing instructions:**

**Student Affairs**

1.Proposer/Advisor, 2. Department or Division Head/Director/AVP, 3. Rick Salomon (rsalomon) as Approver (initial under Dean signature line), 4. Keith Humphrey (humphrey) as Dean/VP, 5. Jessica Carson as Acceptor (carson)

**Bailey College of Science and Mathematics**

1.Proposer/Advisor, 2. Department Chair, 3. Associate Dean Emily Taylor (etaylor), 4. Emi Youngquist as Acceptor (eyoungqu). 5. Jessica Carson as Acceptor (carson)

**College of Liberal Arts**

1.Proposer/Advisor, 2. Department Chair, 3. Joy Sisler (jsisler) as Approver (sign under Dean signature line), 4. Josh Machamer (jmachame) as Approver (sign under Dean signature line), 5. Dean Phillip J. Williams (pjw), 6. Jessica Carson as Acceptor (carson)

**Orfalea College of Business**

Connect with the college’s internal process for IRA proposals. If you haven’t already done so, please contact Nicki Fowler at [nlfowler@calpoly.edu](mailto:nlfowler@calpoly.edu) or 805 756-1385.

**College of Engineering**

1.Proposer/Advisor, 2. Department Chair, 3. Associate Dean Zoe Wood (zwood) 4. Jessica Carson as Acceptor (carson)

**College of Agriculture, Food and Environmental Sciences**

1.Proposer/Advisor, 2. Department Chair or Area Director, 3. Angie Erb (aerb01) as Acceptor (initial under Dean signature line) 4. Associate Dean Ann De Lay (adelay) 5. Jessica Carson as Acceptor (carson)

**College of Architecture and Environmental Design**

1.Proposer/Advisor, 2. Department Chair, 3. Mariam Emyan (memyan) as Acceptor (initial under Dean signature line) 4. Associate Dean James Mwangi (jmwangi) 5. Jessica Carson as Acceptor (carson)

**Non-College Academic Affairs**

1.Proposer/Advisor, 2. Department or Division Head/Director/AVP, 3. Jessica Carson (carson) as Approver (initial under Dean signature line) 4. Andrew Morris Interim Director Academic Programs and Planning as Dean (admorris)

**For more information, see the IRA page at Academic Programs and Planning**

Important dates:

Proposal and Budget Forms, with all signatures, are due to your College Dean’s Office or, for Student Affairs IRAs, the Vice President Student Affairs, no later than end of day on **Friday 2/2/2024.**

All forms reviewed and approved by Deans and VP Student Affairs are due to Jessica Carson in Academic Programs and Planning no later than end of day on **Friday 2/9/2024**. Approved and signed forms may be scanned and emailed to carson@calpoly.edu or sent as an Acceptor via Adobesign.

The IRA Advisory Committee will review all proposals and determine recognitions no later than 3/31/2024, after which all proposers, colleges, and VP Student Affairs will be notified.

SCROLL DOWN TO READ NEXT SECTION ON BLOOM’S TAXONOMY

