

## Instructions for Proposal for Continuing Recognition: Instructionally Related Activities Fiscal Year 2020-21

1. IRA Name and IRA Fund (MOxxx) can be found at [https://content-calpoly-edu.s3.amazonaws.com/academicprograms/1/documents/ira/2019-20\\_Approved\\_Allocations.pdf](https://content-calpoly-edu.s3.amazonaws.com/academicprograms/1/documents/ira/2019-20_Approved_Allocations.pdf)

or on the Academic Programs and Planning IRA page

(<https://academicprograms.calpoly.edu/content/IRA/index>)

by clicking on [Approved Program Allocations 2019-2020 \(PDF\)](#)

2. Proposer/Advisor information: Enter your name, title, department, college/division, email, and phone number where you can be reached in the event of questions regarding the proposal.

3. Category: this can also be found on the program allocations document noted at 1. above: if your IRA is listed under one of the six colleges, check the box for College. If your IRA is listed in the Student Affairs section, check the Student Affairs box. If your IRA is listed in the University Interest section, check the University Interest box.

4. Recent IRA Outcomes Assessment: This is the first year we are asking for detailed assessment data; please provide what you have gathered from the current year or from last year, if this year's events have not concluded. Answer this section to the best of your ability with the data available.

5. Purpose and Goals:

a. The purpose typically does not change, but may, if necessary. Outline the overall purpose of this IRA (e.g. Provide students hands-on experience developing business plans and receiving feedback on those plans from industry professionals), either copied from the prior year or revised, if needed.

Check the Yes or No box indicating whether the purpose has changed from the most recent proposal.

If the purpose has changed, briefly state the change(s).

b. Mission statements can typically be found on division, college, or department main web pages. Briefly note how the purpose of this IRA aligns with the mission of your department, college, division, or the university.

c. Briefly state one to three goals for the IRA for the coming year. The goal(s) must further the purpose of the IRA in some way. For example, send a team of students to compete in a business proposal development contest at a specific conference.

6. Learning Outcomes: Provide at least one learning outcome for the IRA for next year, aligned with at least one goal listed in section 5c. Provide no more than three learning outcomes for each of the goals listed in section 5c for no more than nine in all. "As a result of participation in the IRA, students will know, be able to do, come to value ....." Please refer to How to Write Learning Outcomes at [How To Write Learning Outcomes](#)

7. Assessment Plan: Outline the assessment plan for the next year's activities. This can be the same as the plan from prior years if it has been found to be effective and informative.

a. list the numbers associated with the learning outcomes, listed in section 6, which you will be assessing.

b. Check the assessment methods you will use, or check "Other" and provide a brief description of the method(s) to be used.

c. Note the time period or the events when assessment data will be gathered. This may be at multiple times throughout the year.

d. Briefly describe the assessment methodology to be used and what you will be looking for.

e. How do you plan to use the expected results to make improvements to the IRA in future years?

8. Instructional/Program Affiliation: list at least one academic course, major, minor, of other program related to the purpose of this IRA.

9. Student Involvement: List the college(s) represented by students involved in this IRA.

a. Check or enter the year for which actual numbers are available (this year, last year, or enter a year)

Enter the student numbers for each college for this year.

b. Enter the numbers of students for each college expected to participate in the IRA next year.

10. Approvals:

Enter your department Head/Chair or Program Director name for the second signature line.

Enter your Dean or Associate Dean name for College or University Interest IRAs, enter the Vice President of Student Affairs name for Student Affairs IRAs.

Once complete, print the form, sign, and date as the Proposer/Advisor in section 10.

Obtain the signature of your department Head/Chair or Program Director in section 10.

Submit the signed form, along with the Budget Proposal form, to you college Dean's Office or the Vice President for Student Affairs for their review and signature. Their office will submit your proposal to Academic Programs and Planning for submission to the IRA Advisory Council.

Important deadlines:

Submit completed forms to Dean/VP Student Affairs no later than end of day March 6th.

Dean/VP Student Affairs submit approved forms to Academic Programs and Planning no later than end of day on April 3rd.

For sample completed forms, IRA criteria, expenditure guidelines, frequently asked questions, and the IRA Resource and Operations Guide, Refer to

<https://academicprograms.calpoly.edu/content/IRA/index>

Contact Jessica Carson in Academic Programs and Planning, [carson@calpoly.edu](mailto:carson@calpoly.edu), if additional support is needed.