



Instructionally Related Activities:

Proposal for New Recognition—Effective Fiscal Year 2020-2021

PLEASE READ BEFORE COMPLETING THIS PROPOSAL

Instructionally Related Activities (IRAs) are extra-curricular activities that are integrally related to formal instructional offerings or developmental opportunities at Cal Poly. IRAs are intended to enhance student learning and/or enrich the student experience. Please note: The university recognizes two distinct categories of student organizations: clubs and Instructionally-Related Activities (IRAs). Each enjoys recognition by the university but has unique sources of funding. Student organizations are assigned to only one of these categories based upon their purpose and funding. 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.

1. Proposed Activity Name

National Grocers Association Student Case Study Competition

2. Proposer/Advisor (Cal Poly Faculty or Staff Member)

Richard Volpe

Name

Agribusiness

Department/Unit

rvolpe@calpoly.edu

E-mail Address

Associate Professor

Title

CAFES

College/Division

805-756-5030

Phone Number

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 community and be 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. Purpose and Goals

a. What is the purpose of the proposed activity? The purpose is general and should be consistent from year to year. For example: To provide students with the opportunity to develop and present business plans in competition with students from other institutions of higher learning.

The purpose of this IRA is to provide Cal Poly students with the opportunity to participate in the National Grocers Association (NGA) student case study competiion. The competition provides students with the opportunity to develop and present solutions to challenges posed by retailers in competition with other teams representing colleges and universities across the U.S. Moroever, students attending the NGA show hacve multiple opportunities to network with industry professionals, attend educational sessions, and visit with industry mentors assigned to them by NGA.

The NGA show takes place in February every year, in either San Diego, CA or Las Vegas, NV. Cal Poly has now attended and competed 5 times, reaching the semifinals three times. All competing schools participate in the Food Industry University Coalition (FIUC), which has approximately 16 members across the U.S. The advisors of the competing teams meet during the NGA show to discuss the case study competition, research, industry collaboration, and other matters. The Cal Poly advisor, Richard Volpe, is actively involved in the FIUC and is the head of the organization's committee on research.

b. How does the purpose of the activity align with the mission of your department, college, division, or university?

In the spirit of learning by doing, students work on real problems affecting the grocery industry, using data and resources provided by the participating companies. Students engage in data analysis, write up their findings, prepare PowerPoint presentations, conduct surveys, interview industry professionals, and estimate program costs and benefits, among other tasks. All of these activities are aligned with the training that AGB students receive in order to prepare them for challenging and rewarding careers in the food supply chain.

c. Briefly state one to three goals for this IRA. These may change from year to year. Make it clear how, through these goals, the activity will accomplish its purpose. For example, in the purpose stated above, one goal may be to send a team of students to a particular conference to compete against teams from other universities.

1. To prepare a case study in response to the prompt provided by NGA for the annual Student Case Case Study Competition.
2. To send a team of Cal Poly students to compete in the NGA Student Case Case Study Competition.
3. _____

5. Learning Outcomes

For each goal listed in section 4c, provide up to three outcomes for what students will know, be able to do, or come to value as a result of their participation in the IRA.

Please refer to the guidelines How To Write Learning Outcomes on the Academic Programs IRA page for help in formulating these.

As a result of participation, students will:

Goal 1, outcome 1.1: Locate, collect, and analyze primary and secondary data

outcome 1.2: Conduct a financial analysis to measure the feasibility of the proposed solution

outcome 1.3: Prepare a formal presentation of the proposed solution, complete with supporting materials and handouts for the judges

Goal 2, outcome 2.1: Defend the proposed solution when answering questions posed by industry judges at the NGA show

outcome 2.2: _____

outcome 2.3: _____

Goal 3, outcome 3.1: _____

outcome 3.2: _____

outcome 3.3: _____

6. Assessment Plan

Describe how you will assess the learning outcomes of this proposed activity. Results will be reviewed in future continued funding proposals, should this activity be recognized as an IRA.

a. Which learning outcomes from section 5 above will you be assessing? e.g. 1.1, 2.3, and 3.2? 1.1, 1.2, 1.3, 2.1, 2.2

b. Check the assessment methods that will be used to determine to what degree participating students met the intended learning outcomes provided in section 5.

- Student Focus Groups / Interviews
- Rubric-based evaluation of artifacts/performances
- Student Surveys
- Other – describe _____

c. When do you plan to gather this data? During and within the week following the competition.

7. Instructional/Program Affiliation. IRAs must be related to a formal program or instructional offering at Cal Poly. See Executive Order #429 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 program expenses.

Courses, majors, or programs: AGB404: Food Retail Management
AGB327: Agribusiness Data Analysis
AGB463: Senior Project - Agribusiness Consulting

8. Estimated Involvement

Number of students projected to be active participants in this activity from each college
CAFES 6 , CAED _____ , OCOB _____ , CENG _____ , CLA _____ , CSM _____

9. 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 No

If Yes: Name of club N/A


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? N/A

10. Approvals. All signatures are required. Forms with missing signatures will not be considered by the committee.

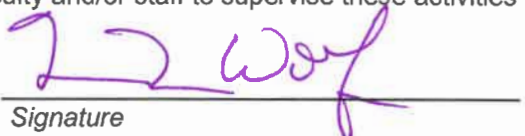
By signing below, I confirm that this activity is aligned with the academic mission(s) of the department, college, division, or university, and that I will advise/supervise/support these activities consistent with university policies and procedures.


Proposer/Advisor signature (from section 2)

1/2/20
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.

Marianne M Wolf
Department Chair/Head or Program Director
(Name)


Signature

1/2/20
Date

Richard Cavaletto
College Dean/Associate Dean/Vice President
(Name)


Signature

10 Feb 20
Date

For more information, see the IRA page at Academic Programs and Planning
<https://academicprograms.calpoly.edu/content/IRA/index>

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 1/31/2020**.

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 **Monday 2/10/2020**. Forms may be scanned and emailed to carson@calpoly.edu or sent through campus mail to Jessica Carson, Academic Programs and Planning.

The IRA Advisory Committee will review all proposals and determine recognitions no later than **3/23/2020**, after which all proposers, colleges, and VP Student Affairs will be notified.

**Instructionally Related Activities (IRA)
Budget Proposal - Effective Fiscal Year 2020-21**



Proposed IRA Name National Grocers Association Student Case Study Competition

Department Name: Agribusiness

DEPT ID Number: 100300

Important - Complete this form only if seeking FIRST time recognition.

This proposed budget should demonstrate how IRA funds, if approved, will be utilized. Budget should align with the Purpose and Goals provided in section 4 of the Proposal for New Recognition.

Note: Balances on June 30th in excess of 20% of the year's allocation may require a written explanation and spending plan. Unexpended balances in excess of the 20% may be subject to transfer to division level accounts.

Complete the detailed expense budget below and on the following pages.

Note the two boxes at the top of each category: "Total" and "Portion to be funded with IRA subsidy". Enter your budget values for "Total" where the boxes are shaded slightly darker than the surrounding cells and are surrounded by a thick box. Boxes surrounded by a thin line and not shaded darker are auto-filled from the detailed entries requested for that category.

All categories require "Portion to be funded with IRA subsidy". These may be the same as or less than the "Total".

Expenditure Guidelines are available on the IRA website at
http://www.academicprograms.calpoly.edu/content/IRA/ira_budget_guidelines_032405

Detailed Expenses - Uses of IRA Funds

Please provide detailed explanations of planned expenditures. Double click in any box to begin typing.

To Program Reserve:
Total: <input type="text" value="\$0.00"/> Portion to be funded with IRA subsidy: <input type="text" value="\$0.00"/>

Explain below why funds will be held in reserve.

Salaries & Wages:

Total:

Portion to be funded with IRA subsidy:

To whom are salaries and wages paid? What is the role of these individuals for this IRA? Note that salaries, stipends, or wages for faculty, students, or others to participate in IRA programs/activities may not be paid using IRA funds. However, a case may be made to pay employees such as lab technicians or truck drivers to perform tasks essential to the IRA.

1. Who/Description:				Total:	\$0.00
# people	<input type="text"/>	# hours	<input type="text"/>	Hourly wage	<input type="text"/>
2. Who/Description:				Total:	\$0.00
# people	<input type="text"/>	# hours	<input type="text"/>	Hourly wage	<input type="text"/>
3. Who/Description:				Total:	\$0.00
# people	<input type="text"/>	# hours	<input type="text"/>	Hourly wage	<input type="text"/>
4. Who/Description:				Total:	\$0.00
# people	<input type="text"/>	# hours	<input type="text"/>	Hourly wage	<input type="text"/>
5. Who/Description:				Total:	\$0.00
# people	<input type="text"/>	# hours	<input type="text"/>	Hourly wage	<input type="text"/>
6. Who/Description:				Total:	\$0.00
# people	<input type="text"/>	# hours	<input type="text"/>	Hourly wage	<input type="text"/>
7. Who/Description:				Total:	\$0.00
# people	<input type="text"/>	# hours	<input type="text"/>	Hourly wage	<input type="text"/>
8. Who/Description:				Total:	\$0.00
# people	<input type="text"/>	# hours	<input type="text"/>	Hourly wage	<input type="text"/>
9. Who/Description:				Total:	\$0.00
# people	<input type="text"/>	# hours	<input type="text"/>	Hourly wage	<input type="text"/>
				Grand Total:	\$0.00

Supplies & Services:

Total:

Portion to be funded with IRA subsidy:

Explain below how these supplies and services support, or will be used for, the activities of this IRA.

Provide below a detailed list of supplies & services and costs for each. Attach additional sheets of necessary.

1. Item & purpose:	<input type="text"/>		
	Quantity <input type="text"/>	Cost each <input type="text"/>	Total: <input type="text" value="\$0.00"/>
2. Item & purpose:	<input type="text"/>		
	Quantity <input type="text"/>	Cost each <input type="text"/>	Total: <input type="text" value="\$0.00"/>
3. Item & purpose:	<input type="text"/>		
	Quantity <input type="text"/>	Cost each <input type="text"/>	Total: <input type="text" value="\$0.00"/>
4. Item & purpose:	<input type="text"/>		
	Quantity <input type="text"/>	Cost each <input type="text"/>	Total: <input type="text" value="\$0.00"/>
5. Item & purpose:	<input type="text"/>		
	Quantity <input type="text"/>	Cost each <input type="text"/>	Total: <input type="text" value="\$0.00"/>
6. Item & purpose:	<input type="text"/>		
	Quantity <input type="text"/>	Cost each <input type="text"/>	Total: <input type="text" value="\$0.00"/>
7. Item & purpose:	<input type="text"/>		
	Quantity <input type="text"/>	Cost each <input type="text"/>	Total: <input type="text" value="\$0.00"/>
8. Item & purpose:	<input type="text"/>		
	Quantity <input type="text"/>	Cost each <input type="text"/>	Total: <input type="text" value="\$0.00"/>
9. Item & purpose:	<input type="text"/>		
	Quantity <input type="text"/>	Cost each <input type="text"/>	Total: <input type="text" value="\$0.00"/>
10. Item & purpose:	<input type="text"/>		
	Quantity <input type="text"/>	Cost each <input type="text"/>	Total: <input type="text" value="\$0.00"/>
11. Item & purpose:	<input type="text"/>		
	Quantity <input type="text"/>	Cost each <input type="text"/>	Total: <input type="text" value="\$0.00"/>
		Grand Total:	<input type="text" value="\$0.00"/>

Travel:			
Total:	\$4,740.00	Portion to be funded with IRA subsidy:	\$2,740.00
<p>Explain below who is traveling, what and where they are traveling to, and why. Then provide a brief description for each category, such as, for Personal Car Milage: "Drive personal car to Fresno and back" or for Vehicle Rental: "Rent 7 person van to drive team to competition in Los Angeles"</p>			
Air Travel:	In 2021 the NGA show is in Las Vegas and we intend to fly in order to reduce travel time. The drive, including stops for food, will take at least 7 hours and in order to attend all stages of the		
# people	6	cost per person	\$250.00 Total: \$1,500.00
Personal Car Mileage:			
# people	# miles	cost per mile	Total: \$0.00
Vehicle Rental:			
# vehicles	# days	cost per day	Total: \$0.00
Transportation Other:			
# people		cost per person	Total: \$0.00
Lodging:	I am listing three people because we will require 3 rooms, for 6 people. 1 room for the advisor and		
# people	3	# nights	4 cost/person/night \$220.00 Total: \$2,640.00
Food:	The NGA program includes many meals but I estimate an average of one meal per day per person will not be included.		
# people	6	# days	5 cost/person/day \$20.00 Total: \$600.00
Conference / Competition Fee:			
# people		cost per person	Total: \$0.00
Other (describe):			
# people		cost per person	Total: \$0.00
Other (describe):			
# people		cost per person	Total: \$0.00
Other (describe):			
# people		cost per person	Total: \$0.00
Other (describe):			
# people		cost per person	Total: \$0.00
Grand Total:			\$4,740.00

Other:

Total: \$0.00

Portion to be funded with IRA subsidy: \$0.00

Explain in detail any other expenses and how they relate to this IRA.

Expense Budget Summary and Approvals

USES OF FUNDS	Total	IRA Subsidy
To Program Reserve:	\$0.00	\$0.00
Salaries & Wages:	\$0.00	\$0.00
Supplies & Services:	\$0.00	\$0.00
Travel:	\$4,740.00	\$2,740.00
Other:	\$0.00	\$0.00
Total uses of funds:	\$4,740.00	\$2,740.00

SOURCES OF FUNDS 2020-21 Projected Amount

Requested IRA subsidy:	\$2,740.00
College/Department discretionary funds:	
College-based fees:	
*Other (explain below):	\$2,000.00
Total sources of funds:	\$4,740.00

Total sources of funds:	Planned total uses of funds = total sources, perfect!
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*Provide detailed explanation of "Other" sources of funds.

The National Grocers Association typically provides \$2,000 to each competing university to offset travel costs.

I verify this budget report is accurate and submit this proposal to request funding. Both Signatures REQUIRED

Richard Volpe		1/2/20
Proposer / Advisor (print)	Signature	Date
Maricenne M Wolf		1/2/20
Department Chair/Head or equivalent (print)	Signature	Date

Below to be completed during the funding phase in Spring Quarter:

Recommended IRA subsidy: _____

College Dean / VP Student

Affairs / IRAAC co-chair or
designate: **Richard Cavaletto**

Name

Signature

Date

Student Council Chair
(college) or ASI President
(Univ Interest):

Laila Rollin

Name

Signature

Date

Budget Analyst:

Sally Guess

Name

Signature

Date

*Signature indicates projected uses
of funds are within expenditure
guidelines*