

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802  
(213) 590-5501

Date: December 30, 1983

To: Presidents

From: W. Ann Reynolds  
Chancellor

*W. Ann Reynolds*

Subject: Instructionally Related Activities Fee – Executive Order No. 429

I am transmitting to you five copies of Executive Order No. 429 which revises Executive Order No. 290. Executive Order No. 290 implemented action taken by the Board of Trustees at the January 25, 1978 meeting. (See RFIN 1-78-1, part of which is codified in Section 41800.2 of Title 5.) Also enclosed is coded memorandum EP&R 83-58, which with BA 82-38 sets forth the procedures for administration of the fee and hence replaces BA 78-13/EP&R 78-15. Please note that this coded memorandum requires filing of campus procedures by March 1, 1984.

Executive Order 290 required that its provisions and implementing procedures be reviewed by the Chancellor no later than fall 1981, and a report thereon be provided to the Board of Trustees. A committee, which included faculty, student, and administrative representation, was appointed to perform the review.

The committee submitted its report in November 1981, and the report was sent to the Trustees. That review centered on administrative and procedural concerns. A second review phase, also conducted by a broadly representative committee, addressed programmatic issues. The revisions embodied in the attached documents reflect the committee recommendations and remove provisions applicable only to years preceding 1981. The only substantive revision in the Executive Order occurs in paragraph number 7.

As before, funds generated by this fee or from the General Fund appropriation may not be used for any kind of grants-in-aid.

Fiscal procedures associated with the IRA fee are described in BA 82-38.

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**Distribution:** Vice Presidents for Academic Affairs  
Vice Presidents for Administration  
Deans of Students  
Business Managers  
Chairs of Campus Academic Senates  
Associated Students Presidents  
Legislative Analyst  
CSSA Liaison Office  
Chancellor's Office Staff

Presidents  
December 30, 1983  
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Please address questions concerning this Executive Order or the accompanying coded memorandum to the Chancellor with copies to the Assistant Vice Chancellor, Budget Planning and Administration, and the Assistant Vice Chancellor, Educational Programs and Resources. The campus President is responsible for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

WAR:md

Attachments

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802


**Executive Order No.:** 429  
**Title:** Instructionally Related Activities Fee  
**Effective Date:** December 30, 1983  
**Supersedes:** Executive Order No. 290

This Executive Order is issued pursuant to action of the Board of Trustees in RFIN 1-78-1, part of which is codified in Title 5, California Administrative Code, Section 41800.2. The following procedures shall govern implementation of the Instructionally Related Activities Fee in accordance with guidelines adopted by the Board of Trustees.

1. Upon a timely request therefor by the campus President, the Chancellor shall establish an Instructionally Related Activities (IRA) fee for the campus.
2. When so established, the fee shall be assessed of all regularly enrolled students. The fee shall be waived in cases where the Student Services fee is waived.
3. All funds collected by the campus shall be allocated to that campus and used solely for the support of instructionally related activities as defined in Education Code Section 89230 and by systemwide policy.
4. Income from the IRA fee as distinguished from other revenues shall not be expended on matters which are tuitional. Thus such income shall not be used to support faculty positions.
5. The level of the fee shall be established for each campus by the Chancellor upon recommendation of the campus President.
6. An advisory committee on instructionally related activities shall be formed on each campus to advise the campus President regarding both the level of the fee and allocation of fee revenue. The President shall establish the advisory committee with the number of students equaling the number of faculty and administrators combined. Faculty and administrators shall be appointed by the campus President after appropriate consultation. Student members shall be appointed by the President of the Associated Students according to established campus procedures. The President of the Associated Students or designee, as one of the student representatives, shall serve as Chair. On those campuses lacking an Associated Students' organization, procedures shall be developed by the campus President to provide for elected student representatives to serve on the advisory committee.
7. Should the campus wish to increase the fee beyond \$10 per academic year, a student referendum, called by the advisory committee, shall be held. The referendum shall be advisory to the committee and the campus President. It shall apply to the next budget cycle. An advisory initiative, on the ballot of a duly conducted student election, that addresses a change in the IRA fee level shall be regarded as meeting the requirement for a student referendum.
8. The Associated Students are not expected to provide support for instructionally related activities on a regular basis. Any contracts between the Associated Students and the campus concerning such funding should be considered in light of the Instructionally Related Activities

fee. It is understood, however, that the Associated Students may, at their discretion, support individual instructionally related projects.

9. When an IRA fee is implemented for a campus, the cost of insurance for extramural athletic activities formerly borne by the Associated Students of that campus (Education Code, Section 32220 *et seq.*; RFIN 61-3, October 6, 1961) shall be paid from the fee revenue.
10. Should any major change in instructionally related activities programming occur, the Chancellor, upon recommendation of the campus President, may reduce the fee to an appropriate support level.
11. Procedures for the collection and allocation of the IRA fee shall be developed by the Chancellor and issued by coded memorandum.

  
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W. Ann Reynolds, Chancellor

Date: December 30, 1983

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802  
(213) 590- 5708

Code: EP&R 83-58

Date: December 30, 1983

To: Presidents

From: *WV*  
William E. Vandament  
Acting Provost and Vice Chancellor  
for Academic Affairs

Response Required Campus Procedures per Item II-H By March 1, 1984
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Subject: Administrative Procedures: Instructionally Related  
Activities Fee

These procedures are issued in accordance with E.O. 429.

I. Objectives

The Instructionally Related Activities Fee was established to provide support for essential educational experiences and activities that aid and supplement the fundamental educational mission of the institution.

The objectives of the Fee were:

- A. To ensure stable and adequate funding for instructionally related activities as defined herein.
- B. To reduce the demand on Associated Student Body funds for instructionally related activities so that the Student Body Fee can be used to underwrite authorized programs and services based on student priorities.
- C. To supplement General Fund appropriated instructionally related activity funds.

(Continued)

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Vice Presidents for Administration  
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Chairs of Campus Academic Senates  
Associated Student Presidents

Legislative Analyst  
CSSA Liaison Office  
Chancellor's Office Staff

II. Definition\*

"Instructionally related activities" are those activities and laboratory experiences listed below which are at least partially sponsored by an academic discipline or department and which are, in the judgment of the president, integrally related to its formal instructional offerings.

Activities which are considered to be essential to a quality educational program and an important instructional experience for any student enrolled in the respective program may be considered instructionally related.

Instructionally related activities include, but are not limited to, the following categories. Inclusion of a particular activity on this list or in Education Code Section 89230 does not require a campus to fund that activity.

- A. Intercollegiate athletics: costs which are necessary for a basic competitive program, including equipment and supplies and scheduled travel, not now provided by the state. Athletic grants should not be included.
- B. Radio, television, film: costs related to the provisions of basic "hands-on" experience not now provided by the state. Purchase or rental of films as instructional aids shall not be included.
- C. Music and dance performance: costs to provide experience in individual and group performance, including recitals, before audiences and in settings sufficiently varied to familiarize students with the performance facet of the field.
- D. Drama and musical productions: basic support of theatrical and operatic activities sufficient to permit experience not only in actual performance but production, direction, set design and other elements considered a part of professional training in these fields.

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\*This definition of instructionally related activities is consistent with that contained in Education Code Section 89230. However, that code section legally applies only to instructionally related activities funds appropriated by the Legislature.

- E. Art exhibits: support for student art shows given in connection with degree programs.
- F. Publications: the costs to support and operate basic publication programs including a periodic newspaper and other laboratory experience basic to journalism and literary training. Additional publications designed primarily to inform or entertain should not be included.
- G. Forensics: activities designed to provide experience in debate, public speaking, and related programs, including travel required for a competitive debate program.
- H. Other activities: activities associated with other instructional areas which are consistent with purposes included in the above may be added as they are identified and approved by the campus President. Already identified and approved systemwide are:
  - (1) Model United Nations activities;
  - (2) Agricultural judging.

Each campus shall develop and promulgate explicit procedures for evaluating and documenting the eligibility of activities for IRA fee funding. The procedures shall be consistent with the definition of an IRA and distinct from procedures for determining the level of funding of eligible activities. A copy of the campus procedures for determining eligibility shall be filed with the Assistant Vice Chancellor, Educational Programs and Resources.

### III. Fiscal Procedures

Applicable fiscal procedures are described in BA 82-38.

### IV. Change in Level of Fee

A request to the Chancellor by the campus President to raise or lower the level of the IRA fee shall be

accompanied by the following information:

- A. Budget information in the form given in the attachment. "Proposed" columns shall be included for each year for which a fee change is recommended.
- B. Brief statement of the reasons for augmenting or reducing the fee.
- C. Report of the campus IRA Fee Advisory Committee recommendation.
- D. Information about the advisory referendum (required if the request is to raise the fee level to an amount greater than \$10 per academic year):
  1. Date(s) held
  2. Text of the referendum
  3. Number of students eligible to vote
  4. Number of students voting
  5. Number of voters approving the fee change
  6. Number of voters opposing the fee change.

WV:sp

Attachment



INSTRUCTIONALLY RELATED ACTIVITIES

Program:	Expenditures (all sources)		
	Actual (Previous Year)	Estimated (Current Year)	Proposed (Year of Implementation)
Intercollegiate athletics			
Radio, television, film			
Music and dance performance			
Drama and musical productions			
Art exhibits			
Publications			
Forensics			
Model U.N.			
Agricultural Judging			
Other			
<b>TOTAL</b>	_____	_____	_____

Sources of Funds

Source:			
General Fund			
IRA			
Other (Supplies and Services)			
Associated Student Body			
Program Revenue			
Foundations			
Private			
Other (Specify)			
IRA Fee			
<b>TOTAL</b>	_____	_____	_____

Proposed Expenditures from the  
Instructionally Related Activities Fee

Program:	<u>Expenditures</u> <u>Proposed</u> <u>(Year of Implementation)</u>
Intercollegiate athletics	
Radio, television, film	
Music and dance performance	
Drama and musical productions	
Art exhibits	
Publications	
Forensics	
Model U.N.	
Agricultural Judging	
Other	
TOTAL	<hr/>