1. Name: Service-Learning Committee

2. Membership:
The committee membership, including ex-officio members, should encompass a wide variety of disciplinary expertise.

   9 elected faculty members

   Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research, Economic Development and Engagement or an appointed representative, the Chair of the Faculty or an appointed representative, one Faculty Senator selected by the Chair of the Faculty, the one student member from the Student Government Association, and one member from the Graduate and Professional Student Senate.

   Ex-officio (without vote): The administrative leader of the Center for Leadership and Civic Engagement or an appointed representative.

   The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 5 elected members exclusive of ex-officio.

4. Committee Responsibilities:
   A. The committee makes recommendations to the Faculty Senate regarding proposed changes in the service-learning requirements and regarding the service-learning designation for individual courses. The committee makes recommendations to the Faculty Senate regarding individual courses carrying service-learning designation and reports those recommendations to the Undergraduate Curriculum Committee and the Graduate Curriculum Committee.

   B. The committee serves as a liaison between the Center for Leadership and Civic Engagement and the Faculty Senate, reviews the activities of the Center for Leadership and Civic Engagement and advises the administrative leadership of that center about service-learning.

   C. The Committee reviews at least annually those sections within the University Undergraduate Catalog and University Graduate Catalog that correspond to the Committee’s charge and recommends changes as necessary.

   D. The committee promotes and advocates for service-learning across the curriculum, including learning outcomes and development of service-learning courses.

   E. The committee reviews honors seminar proposals for service-learning credit.

   F. The chair or appointed representative serves as an ex-officio member of the Honors College Faculty Advisory Committee.
5. **To Whom The Committee Reports:**
The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited in 4, above. The committee recommends curricular changes to the university’s service-learning requirement to the Faculty Senate.

6. **How Often The Committee Reports:**
The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. **Power Of The Committee To Act Without Faculty Senate Approval:**
The committee is empowered to advise the Center for Leadership and Civic Engagement as described in 4.B. above.

8. **Standard Meeting Time:**
The committee meeting time is scheduled for the second Tuesday of each month.