Service-Learning Committee Meeting 10/20/2015
Person Presiding- Tara Gallien

Regular Members In Attendance- Marissa Nesbit, Jenn Sisk, Donna Hollar, Michele Mendes, Alberto Gonzalez Valdes, Tara Gallien, Carol Goodwillie

Briana Fields- Student Staff Support from Office of Leadership and Service Learning

EX-OFFICIO MEMBERS IN ATTENDANCE:
Nicole Cort, Rep. of Student Body
Jihoun “AJ” An, Rep. Of Chair of the Faculty
Dennis McCunney, Director of Office of Leadership and Service-Learning
Patricia “Trish” Fazzone, Rep. of VC for Health Sciences

Agenda Item: Approval of minutes from 9/8/2015

Discussion: N/A

Action Taken: Motion to approve by Nicole, second by Michele
Minutes were unanimously approved and will be submitted to Lori Lee

Assigned Additional Duties: N/A

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Agenda Item: Announcements

Dennis- Introduced Briana Fields junior, nutrition educator with Campus Kitchen, Public Health major student staff support for online applications process (get her a name tag)

SL Faculty Fellows Retreat-
13 attendants, Pocosin Arts Nov 6-8th
Trish and Brit are doing “Who am I” lead off session
Will get list of participants for minutes

Office of Leadership and SL- looking for 2 staff positions, similar to Meagan’s position, focus on leadership in the classroom
Meagan will be leaving us in December
Updating staff position/listings, and will need help with search committee

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Agenda Item: Reports from Subcommittees
Marissa-
  a. Course Designation Subcommittee
i. Update on application process, looked at samples - what needs to be in syllabus, and that narrative matches the language in syllabus
ii. Received 3 applications. Tara will post to Sharepoint. Use old criteria since the new criteria was just approved.

Discussion:
SL Definition was difficult to locate, needs to be on LSL/OrgSync website for an easy cut and paste.

Short statement in student friendly language that shows students how SL matches course objectives,
Description of Community Partner, etc
Reviewed Attachment 1 - Report from SL Designation Subcommittee

One thing that we took off, question about evaluation - what we are asking for is reflection, some structure to reflection...issue of giving the students to evaluate course, and that wouldn't necessarily be reflected in course - difference between course evaluation and evaluation of service experience.

Concern that these courses are already made, embedding SL into curriculum
SL Designation is not about whole course, but more about SL component in course
Are we looking at SL evaluation, or whole course evaluation?

Assessment instrument does evaluate the SL experience, not course

Don't need to make assessment/evaluation a requirement of application for designation, that is a separate concern...

Dennis ?- at what point do we talk about expectation that SL Designated courses will share their course eval/assessment?

Assessment instruments?
Appropriate in SL Designation app- committee requires sampling of reflection, etc., to be able to call on faculty to provide samples of reflection for assessment

Is it our responsibility to assess class activities, or evaluate the experience
SL Committee or faculty members responsibility to assess
Guidance- quality improvement model, rather than collecting samples of reflection

Agreement that students will fill out assessment tool....
click of button that we are reading statement about assessment...but can't force to do so

This has been missing in the past - efficacy of student experience.
Can we ask for a summary of what they are evaluating, rather than actual reflections
Evaluation should be something faculty can submit so that committee can review to make sure that SL course is matching our goals, rather than assessment.

Do we need to add a question to application about how SL experiences are evaluated? Rubric? or some other form.

Student assessment and course evaluation- 2 different things
Do we need to add course evaluation, since we already have student assessment?

We encourage, or we will reach out in the future for evaluation- we give them that format (to be determined in the future)

Evaluation- how is student learning taking place based on SL activities?

Accountability of instructor comes from assessment… This should not be course evaluation.

We took that piece out (evaluation), is the application now enough?

**Action Taken**: Leave out evaluation question, approve attachment # 1
Trish motions, Donna 2nds
All in favor- approved attachment 1

**Assigned Additional Duties**:

Statement in Orgsync- check the box that you understand what we are looking for assessment, and further info may be requested for evaluation and put in letter, SL Orientation, etc…

**Agenda Item**: Dennis – Outcome and Assessment SubCommittee

**Discussion**: met twice, looked at global learning outcomes from other schools, decided to focus on outcomes of ECU (student success, etc…) measure based on ECU 3 commitments

**Action Taken**: N/A

**Assigned Additional Duties**: N/A

**Agenda Item**: Resubmitted application from Spring 2015: EXSS 1010- Melanie Sartore-
Discussion: Concerns from Spring 2015: What was in narrative was not in syllabus, not a clear connection to students how dog walking was meeting course objectives. Narrative disconnected from syllabus. Did not change objectives, but what students do...need to be meaningful objective, beyond walking...how are they meeting community need? Efficacy? Application has been revised.

Are these new objectives? SL Designation needs to come first by UCC, and we think UCC should come first
Service embedded helps to meet course objectives, or specific SL objectives need to be in course syllabus

Action Taken: Vote to approve KINE 1010 003 (previously EXSS 1010). Votes submitted through email by committee members, from 10/28-10/30.

Assigned Additional Duties:
Tara will reach out to Sartore-Baldwin
Need to know if this is new course, or revised.
Need to clarify issue of objective changed
Needs to reflect KINE 1010 course description and objectives.

Agenda Item: New Business UCC/GCC guidance documents attachment 3

Discussion: New Course vs Existing Course,
What do they need to have in total as a package when it is searching SL Designation? Is that how they do WI?
We need to make sure that it is ready to go to Curriculum Committee. Need a conversation with UCC for easy process to get new course and SL designation...
Joint timed submission in collaboration with UCC schedule
Should SL courses that are not designated?

Action Taken: Contact Kim, we need a discussion about this
Come up with guidance sheets for the process

Assigned Additional Duties: Can we invite UCC representatives to our next meeting?
Move to adjourn, M. Nesbitt
Meeting adjourned at 4:56

Next Regular Meeting: November 10, 2015

revised