COMMITTEE: Service Learning Committee  
MEETING DATE: 12/08/2015

PERSON PRESIDING: Chair; Tara Gallien  
SLC chair REGULAR MEMBERS IN ATTENDANCE: Tara Gallien, Jennifer Sisk, Alberto Gonzalez Valdes, Jihoun “AJ” An, Donna Hollar, Michele Mendes

EX-OFFICIO MEMBERS IN ATTENDANCE:  
Dennis McCunney, Director of Office of Leadership and Service Learning  
Carol Goodwillie, Rep of Faculty Senate

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ACTIONS OF MEETING

**Agenda Item:** Approval of Minutes

**Discussion:** N/A

**Action Taken:** Tara moves to approve  
All approved

**Assigned Additional Duties:** N/A

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**Agenda Item:** Sub-committee Reports

**Discussion:** No reports

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**Agenda Item:** Course Designation Application Process

Designating new courses

**Discussion:**  
Need to make clear that March Deadline would not match UCC deadlines, therefore new courses would not be approved until Fall. Existing courses would be assessed.

Can post timelines online for applicants.

**Action Taken:** Vote- Donna makes motion that we amend procedure to clarify service learning designation can include existing and new courses.

Donna makes motion, Michele seconds (vote for point #3)

**Assigned Additional Duties:** N/A
**Agenda Item**: Proposal Deadlines
Proposal Deadlines for SL Designation- (Attachment 1)

**Discussion:**
9/15, 10/15, 1/15, 3/15

March 15th deadline would need comment that March 15th deadline would roll over to UCC for new course proposals.

**Action Taken**: Vote on 4 submission dates, Tara makes motion, Donna seconds.
All vote to approve.

**Assigned Additional Duties**: N/A

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**Agenda Item**: Chair Signature

**Discussion**:
What does that look like? Email or chair’s signature/letter

**Action Taken**: N/A

**Assigned Additional Duties**: N/A

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**Agenda Item**: Process for Reviewing Orgsync online application

**Discussion**: All committee members would be reviewers, chair of sub-committee would be final reviewer.

How to add comments in from reviewers? Need comment field for narrative sections.

Electronic documents about procedure for submission updated by 3/15

Start in Fall 2016

Add our timeline for submission to Faculty Senate webpage, and SL Univ Committee page. Would need to be updated each year by SL committee, based on UCC/GCC dates. (Course Designation Timeline)

**Action Taken**: 

**Assigned Additional Duties**: Tara will email about updating SL Univ webpage in Faculty Senate, add our Course Designation Timeline
Single link to Leadership and Service Learning Webpage

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**Agenda Item**

New Business….N/A

Tara motion to adjourn 4:14...