COMMITTEE: Service Learning Committee

MEETING DATE: 2/10/2015

PERSON PRESIDING: Donna Hollar, Chair

REGULAR MEMBERS IN ATTENDANCE: Alleah Crawford, Tara Gallien, Donna Hollar, Hal Holloman, Jerry Weitz

EX-OFFICIO MEMBERS IN ATTENDANCE: Dennis McCunney, Director of Volunteer and Service Learning Center; Sharon Paynter, Rep. of Chancellor; Meagan Smith, VSLC; Katy Webb, Rep. of Chair of the Faculty

OTHERS IN ATTENDANCE: N/A

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ACTIONS OF MEETING

Agenda Item: Approval of the Meeting Minutes for January 13, 2015

Discussion: No discussion

Action Taken: Minutes were unanimously approved and will be submitted to Lori Lee

Assigned additional duties to: Minutes will be submitted to Lori Lee

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Agenda Item: Announcements

Discussion:

New committee member, Katy Webb (Rep. of Chair of Faculty)

Faculty Fellows SL Designation Workshop, Wednesday, 2/11/15, noon to 2pm.

SLC reference book will be purchased with Faculty Senate funds.

NC Campus Compact’s upcoming PACE conference on February 18, 2015 at Elon. The VSLC office will sponsor 3-4 faculty members to attend the conference.

Paynter mentioned the upcoming ECU Engagement Symposium on April 13th and 14th.

Action Taken: No discussion

Assigned additional duties to: N/A
Agenda Item: January 27, 2015 work session on SL Designation Course Application Evaluation Rubric

Discussion:
We are moving toward a more streamlined review process. Chair Hollar provided a summary of the work session. The goal was to incorporate the rubric into the questionnaire.

Action Taken: N/A

Assigned additional duties to: N/A

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Agenda Item: Review Process via OrgSync Portal

Discussion: Meagan Smith (VSLC) provided an overview of possible tools (via OrgSync) to help streamline the course review process. She shared a sample portal for the committee to view. Committee members commended Meagan on her development of the portal and offered recommendations for improvements. The committee recommended to include a copy of the rubric at the beginning of the questionnaire, then include "additional instructions" throughout the questionnaire, and a checklist for applicants to complete at the end of application process.

Action Taken: The SL Committee voted—unanimously—to authorize the Volunteer and Service Learning Center to proceed utilizing OrgSync for the platform for our Service Learning Course Designation application.

Assigned additional duties to: SL Committee’s goal is to launch the new test site portal by May 2015. The SL Committee will approve the content of the revised review process by our April 2015 meeting.

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Agenda Item: Discuss the possible need for a working group to document SL accomplishments

Discussion: Members discussed the purpose and value for this working group. There is a need to summarize accomplishments so new members will know what is expected. The university community also needs to know the work of the SL Committee.

McCunney mentioned a possible name change for the VSCLC and plans to submit a proposal to the SL Committee at the April 2015 meeting. Members suggested contacting previous members of the SL Committee to access this type of information and history. (Possible members of the working group: Dotson-Blake, Dumlaot, Fazzone)

Action Taken: Recommendation to ask Dotson-Blake, Dumlaot, and Fazzone to consider serving on this working group.

Assigned additional duties to: Chair Hollar will ask Dotson-Blake, Dumlaot, and Fazzone to consider serving on this working group.
Agenda Item: Create subcommittee to review 2015 SL Designation proposals

Discussion: The deadline for SL Course Designation applications is March 15, 2015. This sub-committee will need to review proposals (March 24th from 3:30-5:00pm) and submit recommendations to the full SL Committee.

SL Designation Sub-committee: Hollar, Gallien, Scholtz, Holloman, Fazzone, Webb, Smith

Action Taken: Sub-committee was established and will meet on March 24, 2015.

Assigned additional duties to: Hollar will contact sub-committee members

Agenda Item: Email from Committee on Committees recommending committee changes

Discussion: Hollar shared the three options provided from the Committee on Committees:

1. Restrict fixed-term membership on your committee to one.
2. Increase our elected membership by one.
3. Remove the vote from one or more of our appointed (ex-officio) members.

The committee agreed to increase our elected membership by one.

Action Taken: SL Committee approved the addition of one regular member.

Assigned additional duties to: Hollar will contact Faculty Senate (Chuck Boklage) to share the SL Committee’s decision

NEXT REGULAR MEETING: March 31, 2015 (3:30pm)

Working Session on Evaluation Rubric: March 24, 2015

ITEMS TO BE DISCUSSED:
- SL course designations recommendations from SL subcommittee
- Finalize and approve the SL course review process for existing SL Designated courses.

ATTACHMENTS: N/A