COMMITTEE: Service Learning Committee

MEETING DATE: 9/8/2015

PERSON PRESIDING: John Stiller, Faculty Senate, Chair; Tara Gallien, newly elected SLC chair

REGULAR MEMBERS IN ATTENDANCE: Tara Gallien, Donna Hollar, Hal Holloman, Michelle Mendez, Marissa Nesbit, Jennifer Sisk, Alberto Gonzalez Valdes

EX-OFFICIO MEMBERS IN ATTENDANCE: Nicole Cort, Rep. of Student Body Carol Goodwillie, Rep. of Faculty Senate An Jihoun, Rep. Of Chair of the Faculty Dennis McCunney, Director of Volunteer and Service Learning Center Sharon Paynter, Rep. of Chancellor

OTHERS IN ATTENDANCE: John Stiller, Faculty Senate, Chair

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ACTIONS OF MEETING

Agenda Item: Election of New Officers for 2015-2016

Discussion: Tara Gallien was nominated for Chair, Marissa Nesbit was nominated for Vice-Chair, and Hal Holloman was nominated for Secretary

Action Taken: The following individuals were elected as officers for 2015-2016:
   Tara Gallien, Chair
   Marissa Nesbit, Vice-Chair
   Hal Holloman, Secretary

Assigned additional duties to: Former Chair Hollar will submit list of new officers to Lori Lee

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Agenda Item: Finalize Meeting Dates for 2015-2016

Discussion: Newly elected Chair Gallien facilitated a discussion to finalize our meeting dates for 2015-2016. D. Hollar suggested an earlier March meeting (March 1, 2016) to allow time for reviewing proposals in the spring.

Action Taken: The committee decided to have our October meeting on October 20, 2015 at 3:30pm and our March meeting on March 1, 2016 at 3:30pm.

Assigned additional duties to: Former Chair Hollar will submit meeting dates to Lori Lee
Agenda Item: Approval of the Meeting Minutes for April 21, 2015

Discussion: D. McCunney asked about items in the minutes that were not completed and finalized. The committee discussed whether or not to amend the April minutes to reflect which action items were completed and which action items still needed to be addressed. The committee decided not to amend the April minutes.

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

Assigned additional duties to: Chair Gallien will submit April 2015 minutes to Lori Lee


Discussion: Our committee’s 2014-2015 Annual Report needs to be submitted to Lori Lee. The committee reviewed the report and discussed the need for edits. A suggestion was made to delete Item 4.2 on the Annual Report (Established 6-15-15 as the target date for new process launch of application materials.) and move it under Section 6—Business carried over to next year. Another suggestion was made to include the Service Learning Fellows Retreat as a Faculty Development item.

Action Taken: The committee approved the 2014-2015 Annual Report and deleted Item 4.2 and moved it to Section 6. The committee also included the Service-Learning Fellows Retreat as a Faculty Development item.

Assigned additional duties to: Former Chair Hollar will submit 2014-2015 Annual Report to Lori Lee

Agenda Item: Establishing Sub-Committees

Discussion: Chair Gallien facilitated a discussion about our sub-committees.

Course Outcomes and Assessment Sub-Committee
D. McCunney described the work of the Outcomes and Assessment Sub-Committee. One goal for this committee is to generate a plan to capture the impact and effectiveness of the Service-Learning courses at ECU. Another goal for this committee is to answer the question: “How do we articulate Service-Learning outcomes at ECU?” Another goal is to capture and share the high-quality work and relationships with our community partners.

Course Designation Sub-Committee
Members of this sub-committee will participate in the review and approval process for Service Learning Designated courses at ECU. Members will also attend to the needs of current and future applicants. One goal of this sub-committee is to highlight the great work that is being done, not only in SL designated courses, but also in many other Community-Based Learning (CBL) courses and planned activities across the university. Another goal for this sub-committee includes: to develop a CBL designation/continuum for ECU. The CBL designation provides quantitative data which helps measure, assess, and evaluate public service and engagement.

Other discussion: Chair Gallien suggested multiple review teams to distribute the review work. D. McCunney will provide technical support from this office during this review process (i.e. student staff will provide assistance). The review process will include the checklist that was developed last year.
Action Taken:

Sub-Committees were established. (see below)

**Course Outcomes and Assessment Sub-Committee**
Carol Goodwillie  
Donna Hollar  
Hal Holloman  
Dennis McCunney  
Sharon Paynter

**Course Designation Sub-Committee**
Nicole Cort  
Rebecca Dumlao  
Patricia Fazzone  
Tara Gallien  
An Jihoun  
Michelle Mendez  
Marissa Nesbit  
Jennifer Sisk  
Meagan Smith  
Alberto Gonzales Valdes

Assigned additional duties to: Chair Gallien will meet with D. McCunney and M. Smith to discuss this year’s review process.

Initial meetings for the sub-committees.
Course Outcomes and Assessment Sub-Committee, September 15, 2015 2-3pm, Spilman 203  
Course Designation Sub-Committee, September 15, 2015, 3:30-4:30pm, Roulston Room, Messick

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**Agenda Item:** Goal Setting for 2015-2016

**Discussion:** The committee's goals for this coming year are described in Section 6 of the 2014-2015 Annual Report. The committee will launch the online SL course designation review process this fall. The committee will develop and align SL assessments with ECU’s commitment to Public Service and Engagement (more specifically, alignment with an Assessment of Institutional Public Service and Engagement). The committee will develop a communication plan to articulate what Service-Learning is at ECU and how to implement it. The committee will support the recognition of Service Learning research across campus (i.e. with RCAW events, additional SL awards, incorporating SL language into existing award criteria, posters across campus, etc.) The committee will design a Service-Learning continuum.

**Action Taken:** The goals for 2015-2016 were unanimously approved.

Assigned additional duties to: Chair Gallien will submit the 2015-2016 goals to Lori Lee.
Agenda Item: Announcements

Discussion: Committee members had questions about the “blanket release form” on OrgSync. It covers club sports, CBE activities, etc. The committee discussed possible scenarios for requiring the OrgSync portal for SL and CBL courses. We need communicate and strongly encourage participation in the “blanket release form” for all students. A suggestion was made to add support and guideline information on the OrgSync portal.

Academic Planning Workshop, September 21, 2015


Action Taken: No action taken

Assigned additional duties to: N/A

Motion to adjourn by M. Nesbitt.
Meeting adjourned at 4:56pm.

NEXT REGULAR MEETING: October 20, 2015

ITEMS TO BE DISCUSSED:
  • Sub-committee updates

ATTACHMENTS: N/A