COMMITTEE: Service Learning Committee
MEETING DATE: 02/09/2016

PERSON PRESIDING: Chair; Tara Gallien
SLC chair REGULAR MEMBERS IN ATTENDANCE: Tara Gallien, Jennifer Sisk, Alberto Gonzalez Valdes, Donna Hollar

EX-OFFICIO MEMBERS IN ATTENDANCE: N/A

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ACTIONS OF MEETING

Agenda Item: No Approval of Minutes (January meeting canceled)

Discussion: N/A

Action Taken: N/A

Assigned Additional Duties: N/A

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Agenda Item: Announcements

Discussion: Name change of CLCE, New assistant director hired, CLEC Director of Curricular programs needed

SL workshops with OFE updates

Action Taken: N/A

Assigned Additional Duties: N/A

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Agenda Item: Sub-committee Reports- Course Designation Subcommittee

Discussion: Setup instructions for review process

Action Taken: Meeting on February 18th at 2pm (?)

Assigned Additional Duties: We need field for reviewer to need comments, instructions for those submitting, sample syllabi, upload files
Agenda Item: Course Design Timeline

Discussion: Review timeline for feedback

Action Taken: Tara will send out email requesting feedback by March 1st

Assigned Additional Duties: Tara will meet with Mona (student w/ CLCE) about Orgsync page

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Agenda Item: Chair Signature

Discussion: uploadable document

Action Taken: Need Instructions, Tara will review current template

Assigned Additional Duties: modify signature page

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Meeting adjourned by Tara Gallien at 4:00pm.

*Donna can take minutes on March 1st if Hal is not available.