November 14, 2017 Service Learning Committee


Absent- Nancy Winterbauer, David Paquette, Kelly Russell

Agenda Item: CLCE Review

Discussion: Dennis reviewed CLCE Annual Report, and breakdown of his office and major activities/events that they coordinate, house within their office.

Agenda Item: CLCE Academic Service Learning

Discussion: -Review of Assessment tool, Academic Service Learning Summary
-Missing how students grew, or what they learned about themselves, how they were impacted (needed in Assessment tool)
-Looking for committee feedback on Assessment

Action Item: Feedback from committee before our next meeting about Assessment tool (12/3/2017)

Agenda Item: Review Protocol for SL Course Proposal Process

Discussion: Review of process for SL Designation
Tara and Almitra walked through the process

See Handout (SL Designation Process)

Step #10- SL Designation Letter- See additional duties.

SL Designation on transcript- certificate? Or other recognition of SL classes on transcript, etc.
Aji suggested a cord at graduation

Discuss SL Designation showing up on transcript, reach out to Diane Coltraine.

List of sections/classes- can an email be sent out prior to each semester/year to ask if classes are being taught as SL? CLCE is working to refine process to create accurate reporting of SL Classes, and a next step would be to reach out to each class/section to inquire if being taught as SL.

Action Item:
Suggestion was made to include the Word Document of the Application process linked at the top of Orgsync application form. Tara Kermiet can create link in Orgsync.
**Additional Assigned Duties:**
Patch Clark will send letter to Rebecca Dumlao, and Rebecca Dumlao will reach out to Provost Dumlao will  
reach out to Provost Almitra Medina will contact Diane Coltraine about SL Designation showing up on Transcript.

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**Agenda Item:** Logic Model Review

**Discussion:** Review of Action Items

1- SLC Letter (this letter is different from a potential letter from Provost- letter for Designation) would be sent once faculty member has taught SL Course.

2- edits to letter- “educational”
   Paragraph 3- include something about participating in “community based engaged research”

Edits made during meeting- See SL Teaching Thank You Letter-

**Action Item:** Motion to approve by Vera, seconded by Rose Bailey - All approved

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**Agenda Item:** SL Promotion Activities

**Discussion:**

1- SL Thank You Letter
2- SLC Teaching Award- should recommendation come from us, rather than CLCE  
   SLC can help with criteria for award.

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**Agenda Item:** Minutes

**Discussion:** Edits needed-  
Revision of minutes- add in Aji (student rep) in to last 2 set of minutes (September and October). Also, fix Mike to Alex Dennis in October minutes. .

-Add Rose Bailey was absent from October Meeting  
-Clarify global service learning, 12.5% currently, Chancellor wants 25%

Information about how SL benefits students (Can Dennis pull resources (past presentations, from retreat) to help with Global SL

**Action Item:** Motion by Patch Clark, Second by Rebecca Dumlao

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Adjourn at 4:45