University Service Learning Committee  
Meeting of 3/14/2017  
Rawl Annex 129

Attendance: Marissa Nesbit, Jennifer Sisk, Donna Hollar, Joseph Lee, Michelle Mendes, Nancy Winterbauer

An Jihoun- Rep. of Chair of the Faculty  
Sharon Paynter- Rep. of Chancellor  
Rebecca Dumlao- Rep. of Provost

Agenda Item: Approval of Minutes

Action Taken: Move to approve by Joseph Lee, Second by Rebecca Dumlao

Agenda Item: Announcements

Discussion:  
-Global Service Learning Workshop- April 12th  
-Engaged Scholarship Grant Workshop- March 17th

Agenda Item: Sub Committee Reports….SL Designation

Discussion: Rubric used by the sub-committee to determine Service Learning Designation needs some revision to match the new Orgsync online submission policy. Jennifer Sisk and Tara Kermiet will meet on March 20th to review the document and the Orgsync site.

Agenda Item: Sub Committee Report...Assessment sub-committee

Discussion: The Assessment Survey is on Orgsync. It was modified last spring. This will be the second attempt to collect Assessment data with this instrument.

Agenda Item: Sub Committee Report...Strategic Initiative

Discussion: At the last meeting, the Action Plan/Logic Model (created by Joseph Lee) was discussed. Once analyzed, the top action items were identified. These top actions include:
1- **Provide letters of acknowledgment to faculty**- This is something we can work on right away. We will work with CLCE to begin drafting a letter that would be sent to faculty, Department Chari and Dean.

2- **Research and Review SL Awards**- There is currently an Awards Faculty Senate Committee. Would this type of award fall within our committee or would we need to turn it over to the Awards Committee? There is also a “standout” award through the CLCE. We don’t want to take away from current awards, and possibly need to look into marketing existing awards before adding new ones.

Sharon suggested that it would fit within the Teaching Awards. She gave us some insight into the Scholarship and Engagement award process, and her involvement with the Awards committee in helping them understand the goals of that specific award.

3- **Update Faculty Senate Charge**- In our next meeting, we need to discuss the charge of the committee and where the Strategic Planning committee’s concerns might fit. Charge should be reviewed with CLCE and OPSCE. Updating the Charge will likely include, Revisions and Record Keeping, Updates for the Annual Report, suggestions for 1st meeting of the new academic year. Providing a brief overview from Sharon Paynter and Dennis McCunney at the start of the year would help new committee members understand the Charge.

We also need to review the UCC process of approval, to make sure our process aligns with theirs. Need to clarify pre-approved vs new course proposals. Think ahead about Curriculog and how that will change our approval process. Research SL Graduate classes? How will that fit into process, UCC and GCC?

**Action Taken:** N/A

**Assigned Additional Duties:**
1-Joseph Lee will create draft of SL Letter, Jenn Sisk will talk to Tara Kermiet about the list of SL faculty, and when that list can be provided to SL University Committee. Marissa will ask Lori Lee about updated SL University Committee letterhead.

2- We need to do more research about current awards. Marissa will talk to Dennis about the current CLCE awards (including process of nomination, and involvement of SL Univ Committee). Sharon Paynter will talk to Kathy Kerbanic, Awards Committee, about establishing a new award, criteria, and selection process.

3- At the next meeting, we will review editorial changes needed for the Charge, as well as preparation of the Annual Report.

Motion to adjourn at 4:15