Service Learning University Committee:
04/11/2017
Rawl Annex 129

Attendance: Marissa Nesbit, Jennifer Sisk, An Jihoun, Donna Hollar, Joseph Lee

Tara Kermiet- Associate Director of Center for Leadership and Civic Engagement
Dennis McCunney- Director Center of Leadership and Civic Engagement

Agenda Item: Approval of Minutes

Discussion: Correction to spelling of name in past minutes ….

Action Taken: Move to approve by Donna Hollar, Second by Joseph Lee

Assigned Additional Duties: N/A

Agenda Item: Announcements

Discussion:
- Global Service Learning Workshop- Joyner 2409, 9am-2pm on April 12th

Agenda Item: Sub Committee Reports….SL Designation

Discussion: Changes made- met with Tara

Assigned Additional Duties: Tara will add to Orgsync, Jenn will update document, and send to whole committee.

Need procedure/ steps posted, email to faculty member that info has been received (Procedure handout on Faculty Senate)

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

Discussion:
- Time-line provided last meeting, will have more info to share at end of semester
- Can we embed SL into BLUE/SPOTS scores…working on
- Think about how we can use this Assessment info, primary use to faculty, but can be used by SL Univ Committee and the CLCE.
**Agenda Item**: Sub Committee Report...Strategic Initiative

**Discussion**: Letter, Joseph sent us a draft. Need to include Faculty Senate to last paragraph to differentiate between this being a document from Faculty Senate, rather than from CLCE.

Sharon sent edits over email. Joseph will re-work and send out to committee.

Need to include Course Instructor and Name at the topic of the document to make it clear to administrators.

**Agenda Item**: New Business-

A-Edit Charge

Discussion: Marissa talked to Lori Lee about our current Charge, and any changes made would need to go to Committee on Committees.

Changes to the Charge:

Hyphenate Service-Learning (can this be done as an editorial change rather than sending it to the Committee on Committees?)

Change name of Office- VSLC to CLCE- this change was made editorially 10-25-2017.

Item B- “reviews the activities with respect to Service-learning.”

Could replicate statement B, to include Office of Community Engagement- need to check with Sharon (faculty rewards, senate, acknowledgment…)

Because there was mention of Office of Community Engagement, in the strategic plan, do we need to include something about our connection with them on the Charge.

This is something we can address in the Fall. Possible sub-committee developed for Fall.

Item C- review University Undergraduate Catalog and University Graduate Catalog-

Item D- Promote Service-Learning Fellows program is on our strategic plan, Delete "sponsors and coordinates the annual ECU S-L Conference and"

Do we need to include “advises on SL events”?

**Assigned Additional Duties**: It seems that we have more questions than answers for several of the items on our Charge. Should table this until we have time to research and a full committee is present.

Substantive changes to Charge in relation to Office of (Sharon Paynter)
Role and purview of this committee on any SL events on campus
Marissa will reach out to Lori Lee about editorial changes.
Need to make sure most recent updated (editorially) copy of Charge is on Faculty Senate page.

B. SL Faculty Awards (Dennis, Marissa)
   I. Engaged Faculty Award, then last year was Service Learning Faculty Standout.
      Criteria: 2016 CLCE Awards Celebration
      - Dennis and Sharon are in the process of looking further into current awards, are planning to clean up the current criteria. Think about marketing strategy, time-line, prize money, etc.
      Moving these awards under University Teaching Awards.

      Agreed that it will carry more weight to have connection between SL Faculty Committee, Office (Paynter),

C. Curriculum Process for 2017-2018. Marissa reached out to Karen Summey.... About curriculog and the new process of course proposals, and how that will impact our SL Designation process. Will get updates over email. Where does SL fall in approval process?

D. Annual Report- need to pull info from minutes to put together Annual Report. Will add and send to group to approve over email, by May 1st.

Logic model...

Orgsync updates- Need procedure/ steps posted, email to faculty member that info has been received.

Do we need to adjust our first meeting date? Do we need to change Sept 15th SL Designation review date? Make a proposal to eliminate the Sept 15th deadline.
Keep Sept 15th deadline- current sub-committee will check for any new submission, and review prior to first meeting
Good with time-line of our submission process.

Marissa Nesbit and Jenn Sisk will get together to compile Annual Report.

____________________________________________________________________________

Motion to adjourn at Joseph Lee 4:50, seconded