University Academic Service-Learning Committee
Service-Learning (SL) Designation Course Process

1. Faculty member goes to [http://www.ecu.edu/cs-studentaffairs/volunteer/faculty-course_designation.cfm](http://www.ecu.edu/cs-studentaffairs/volunteer/faculty-course_designation.cfm) and fills out the Service-Learning Course Designation Application through the online application system.

2. The associate director of the Center for Leadership and Civic Engagement (CLCE), gets notified of the submission and informs the chair of the Service-Learning Committee (SLC), who then requests that the full SLC (Service Learning Committee) view the submission directly through the online application system.

3. SL Designation Subcommittee (2-3 members of the SLC on rotation selected by the SLC chair) reviews proposal, fills out the evaluation rubric, and provides the following information to the SLC chair to be added to the agenda: course, SL or SL*, and the SL Designation Subcommittee’s recommendation.

4. SL Designation Subcommittee discusses satisfaction of the rubric with the full SLC. If the decision is that the applicant needs to make modifications, the SLC chair will notify the applicant and review the subsequent modifications. The SLC chair will then score the application in the online application system.

5. SLC votes to recommend approval of the proposal.

6. SLC secretary clearly notes the course title, number, SL or SL*, and committee decision in the meeting minutes.

7. SLC chair notifies the provost and the provost’s assistants that a course will be sent to the Faculty Senate for consideration and presents committee decisions to the Faculty Senate.

8. Faculty Senate votes on SL designation (via approval of the SLC’s minutes).

9. The Faculty Senate resolution is sent to the chancellor.

10. Chancellor approves or denies resolution.

11. Faculty Senate notifies SLC of resolution decisions.

12. SLC chair forwards resolution to Diane Coltraine (Catalog Copy Editor in Office of the Registrar), who updates the course catalog with the approved resolutions, forwards resolution to the provost, and sends email notifying the faculty, course scheduler for the department, and the department chair that the course has been approved as either SL or SL* and reminds them to select SL as an attribute when scheduling each semester.

13. Provost sends letter of commendation to the faculty member, with copy to the college dean and department chair.