Revised

COMMITTEE: Service Learning Committee

MEETING DATE: 11/12/2013

PERSON PRESIDING: Dotson-Blake

REGULAR MEMBERS IN ATTENDANCE: Weitz, Kavanagh, Gallien, Paynter, Dotson-Blake, Sasnett
EX-OFFICIO MEMBERS IN ATTENDANCE: McCunney, Fazzone

OTHERS IN ATTENDANCE: Smith

Minutes were approved unanimously from the last meeting.

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ACTIONS OF MEETING

Agenda Item: Service Learning Faculty Fellows Retreat Report

Discussion: Dennis McCunney reported on the Service Learning Faculty Fellows weekend-long event that occurred November 1-3. Fourteen of the fifteen 2013-14 Service-Learning Faculty Fellows participated in the event, which included presentations by ECU Faculty and Administrators and interactive group work sessions. This event was incredibly successful. Surveys will be sent out this afternoon to the faculty members that attended the retreat.

Action Taken: N/A

Assigned additional duties to: N/A

Agenda Item: Prior Year Approvals

Discussion: Dotson-Blake explained that in past years, there were a few courses were approved by the Service-Learning committee but the minutes were not forwarded to the Diane Coltrain. Consequently, these courses were not updated in the Undergraduate and/or Graduate Catalogs. After conferring with Mrs. Coltraine, the decision was made to have these courses brought before the committee for a vote. No new proposals were brought forward for these courses. These courses are PSYC 3206, BUSI 2200, HLTH 2500, HLTH 3020, COAD 6406. Dotson-Blake ask the committee to vote to approve for the SL Designation to be added to the catalogs for these courses.

Gallien brought up that the HLTH 3020 course is one that she teaches as a non-service learning course. Gallien would like to discuss this at a faculty meeting and with her chair.

Action Taken:
The committee voted to table the discussion of:
1. HLTH 3020: Health Problems II/Health Disparities, primarily taught by Barry Elmore
The committee unanimously voted to approve the following prior course designations to be included in the catalog. The asterisk indicates that only some sections will be designated as SL (this is consistent with catalog procedures):

1. PSYC 3206: Developmental Psychology, SL*
2. BUSI 2200: Leadership I: Team Building and Interpersonal Skills, SL*
3. HLTH 2500: Peer Health Education Training, SL*
4. COAD 6406: Counseling in Schools, SL (All sections)

Assigned additional duties to: Gallien will discuss this with her faculty group and bring this back to the committee.

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**Agenda Item: Fall 2013 Service Learning Designation Decisions**

**Discussion:**
The committee engaged in a discussion about whether it is fair to students if the only community partner listed on an application is a faith-based organization and no options for a non-religious organization are given. An ancillary discussion was whether the committee should be involved in the selection of community partners. Since community partners can change from semester to semester, perhaps we should ask for the applicants to give the criteria for selection of the partners.

Designation sub-committee will take this on for future designation processes.

The following courses were brought to the committee for approval, the asterisk indicates that only some sections will be designated as SL (this is consistent with catalog procedures):

Two with revisions:
1. ART 3851: Art in the Elementary School, Some sections, Approve with revisions
2. BIOL 3150: Plant Biology, Some sections, Revisions requested

Revisions are requested in the area of reflection and clarifying evaluation for students. The committee will write a letter with advice for the applicant in updating the application.

Six were brought to the committee for approval:
1. ENGL 3880: Writing for Business and Industry, Some Sections, Approve
2. ENGL 4950: Children’s Literature, Some sections, Approve
3. NURS 3340/3341: Nursing Care of Children, All sections, Approve
4. THEA 3031: Youth Theatre II, All sections, Approve
5. THEA 4141: Internship in Production and Performance in Theatre for Youth II, All sections, Approve
6. THEA 3032: Constructing Performance Projects in Theatre for Youth, All sections, Approve

The committee discussed ENGL 3880 and 4950 together. The sub-committee voted to approve the application pending signature of the chair, since they have this as a requirement for course/curriculum updates in the English department.

**NURS 3340/3341:** This course is being brought forward for a second time for approval after not being approved in a recent semester. The applicant met with stakeholders on the committee and the VSLC and made revisions. Sasnett felt that there was not enough weight put on service learning in the syllabus, but Fazzone, who met with the applicant, explained that if we expect more weight, we should make a
statement, or specify a percentage. Sasnett says this was a concern, but that due to other strengths, we should still approve it. The committee unanimously approved to approve all sections of NURS 3340/3341 as a service-learning designated course.

**THEA 3031:** This was a model for service-learning applications; the faculty member met with members of the committee.
The committee unanimously approved to approve all sections of THEA 3031 as a service-learning designated course.

**THEA 3032:** The committee unanimously approved to approve all sections of THEA 3032 as a service-learning designated course.

**THEA 4141:** Not all internships are service-learning, but the faculty member made great strides to include service-oriented elements. The committee unanimously approved to approve all sections of THEA 4141 as a service-learning designated course.

**Action Taken:**
The following courses were approved by the committee for designation:
1. **NURS 3340/3341:** Nursing Care of Children, SL, All sections
2. **THEA 3031:** Youth Theatre II, SL, All sections
3. **THEA 4141:** Internship in Production and Performance in Theatre for Youth II, SL, All sections
4. **THEA 3032:** Constructing Performance Projects in Theatre for Youth, SL, All sections

The following courses were tabled for future discussion, or pending signatures, and letters will go out to the applicants.
1. **ART 3851:** Art in the Elementary School, Some sections, Approve with revisions
2. **BIOL 3150:** Plant Biology, Some sections, Revisions requested
3. **ENGL 3880:** Writing for Business and Industry, Some Sections, Approve
4. **ENGL 4950:** Children’s Literature, Some sections, Approve

**Assigned additional activities to:** Designation sub-committee will take on adding criteria for the selection of community partners in future in designation cycles.

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**Agenda Item: Evaluation and Assessment Sub-Committee Report**

**Discussion:** The sub-committee met 11/11/13. There are not many assessment tools to assess instructor/faculty effectiveness.
The wording of one question was a point of contention in this committee. Additionally, the Faculty Senate did not approve the committee assessment tool. If we could strip this out and it was just about student experience, then we could take it back to Faculty Senate.

Who will be looking at the results of these evaluations (Fazzone)? This information will be for us, and for the monitoring of these courses. Weitz stated that he believes that the monitoring piece for SL is vital to ensuring that SL is still being done well.
The concern is that this tool has the potential of being used in ways other than intended without careful, intentional construction.

An assessment of the state of things is different than looking at faculty performance, such as an annual profile of Service-Learning. It may not be appropriate for us to look at feedback about faculty as a committee. Fazzone suggested that we talk to IPAR about this to strip out identifying information if we need it. Our job is not to evaluate the faculty. We cannot require multiple surveys, but we need an organized
approach to tracking data about these courses. Fazzone posited that the Student Affairs side of things, like lessons learned and how many service-learning courses that a student has taken is important information, but it is very different than asking about learning outcomes and the curriculum. McCunney disagreed. Fazzone said there are two types of questions being asked here. Dotson-Blake asked if it would be helpful to have an online feedback forum for the instrument? Multiple committee members agreed. Many of these questions are not tied to the course (Gallien). Could we delete some of these questions and then meet with people from FS who offered feedback? McCunney is meeting with Alex White Monday. We have to all be on the same page and be behind this to get this approved. Make it anonymous and aggregate the data, as a suggestion. We have to think about ways that this data might be used in a way that we do not intend it to be used. Suggestion that faculty take at least one SL workshop if you have a SL designation.

Action Taken: N/A

Assigned additional duties to:
Sub-committee will review the instrument and bring it back to the committee.

NEXT MEETING: December 10, at 3:30 p.m. (location to be determined)

ITEMS TO BE DISCUSSED: