COMMITTEE:  Service Learning Committee

MEETING DATE:  11/11/2014

PERSON PRESIDING:  Donna Hollar, Chair

REGULAR MEMBERS IN ATTENDANCE:
Tara Gallien, Donna Hollar, Hal Holloman, Marissa Nesbit, Michael Scholtz

EX-OFFICIO MEMBERS IN ATTENDANCE:
Sharon Paynter, Representative of the Chancellor; Rebecca Dumlao, Rep. of Provost/VC for Academic Affairs; Patricia Fazzone, VCHS; Dennis McCunney, Director of Volunteer and Service Learning Center

OTHERS IN ATTENDANCE:  N/A

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ACTIONS OF MEETING

Agenda Item:  Approval of the minutes for October 21, 2014 meeting

Discussion:  Motion (Fazzone) and second (Gallien) to approve minutes

Action Taken:  Minutes were approved and will be submitted to Lori Lee

Assigned additional duties to:
N/A

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Agenda Item:  Consideration of new SL Course Designation Applications

Discussion:  McCunney suggested we table the Nursing 6622 SL Course Designation application to December meeting.  Fazzone suggested we include a folder on SharePoint specifically for Pending SL Course Applications.

Discussed ANTH 6865 and HIST 6865.  The syllabus for each course needs to include the service learning components.  The syllabus also needs to include a specific method for assessing the service learning component.  (i.e. How will the SL component be graded?)

Action Taken:  A motion was made (Dumlao) and seconded (Fazzone) to “not approve” the ANTH 6865 and HIST 6865 applications and send them back to professor for revision and resubmission.  Everyone agreed.

Assigned additional duties to:  McCunney will draft response letter and send it to Hollar.  Hollar will send official letter to the professor/applicant with the committee’s decision and recommendations for additional support and how to revise and resubmit.
Agenda Item: Responsibilities for the SL Course Designation Subcommittee

Discussion: Proposal (McCunney) for the subcommittee to address: 1) CBL designation/continuum, and 2) modifications to the application process and needs for future applicants. The CBL designation provides quantitative data which helps measure, assess, and evaluate public service and engagement.

Considerations for future applicants:
SLC discussed if applicants need to receive SL Course Designation Application Evaluation Rubric, samples of SL Course Designation Applications, and a specific list of recommendations/questions that need to be addressed in the syllabus. For example, course objectives need to accommodate the SL component. The syllabus needs to show how students are trained to work with the community partner?

Action Taken: Motion was made and seconded. The proposal was approved 8-1.

Assigned additional duties to: N/A

Agenda Item: Consideration of new SL Course Designation Application

Discussion: Discussed EDTC 4001. Questions were raised about the SL component: Is it optional or is it required for all students in the course? How will the SL component be graded? Are the objectives (shaded and bold letters) revised and approved, or do they show how the objectives will be met? How is this course different from a traditional practice course?

Action Taken: A motion was made (Paynter) and seconded (Fazzone) to “approve with minor revisions” the EDTC 4001 application and send the SLC’s recommendations back to professor for revision and resubmission. Everyone agreed.

Assigned additional duties to: McCunney will draft response letter and send it to Hollar. Hollar will send official letter to the professor/applicant with the committee’s decision and recommendations for additional support and how to revise and resubmit. Hollar will also notify Lori Lee about approval of course and the need to be on the Faculty Senate’s meeting agenda.

Agenda Item: Consideration of new SL Course Designation Application

Discussion: Discussed the ENGL 1100 application.

Action Taken: A motion was made (Dumlao) and seconded (Fazzone) to “approve” the ENGL 1100 application. Everyone agreed.

Assigned additional duties to: McCunney will draft response letter and send it to Hollar. Hollar will send official letter to the professor/applicant with the committee’s decision and recommendations for additional support and how to revise and resubmit. Hollar will also notify Lori Lee about approval of course and the need to be on the Faculty Senate’s meeting agenda.

Agenda Item: Consideration of new SL Course Designation Application
Discussion: Discussed the THEA 3021 application. Questions were raised: How do you determine the community needs and the community partner benefits?; How will students be trained to meet with interviewees?

Action Taken: A motion was made (Dumlao) and seconded (Hollar) to “approve with minor revisions” the THEA 3021 application and to send the SLC’s recommendations back to the professor for revision and resubmission. Everyone agreed.

Assigned additional duties to: McCunney will draft response letter and send it to Hollar. Hollar will send official letter to the professor/applicant with the committee’s decision and recommendations for additional support and how to revise and resubmit. Hollar will also notify Lori Lee about approval of course and the need to be on the Faculty Senate’s meeting agenda.

NEXT MEETING: December 9, 2014

ITEMS TO BE DISCUSSED:
- Consideration of new SL Course Designation Applications (Nursing 6622)
- Discuss responsibilities of the SLC’s subcommittee

ATTACHMENTS: N/A