

**COMMITTEE:** Service Learning Committee

**MEETING DATE:** December 11, 2012

**PERSON PRESIDING:** Kylie Dotson-Blake

**REGULAR MEMBERS IN ATTENDANCE:** Dotson-Blake, Weitz, Long, Sasnett, Goodman, Boyer, Fazzone, Hegde, Kavanagh

**EX-OFFICIO MEMBERS IN ATTENDANCE:** McCunney, Quinn, Velde, Ballard

**OTHERS IN ATTENDANCE:**

Minutes Approved from November 2012.

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## **ACTIONS OF MEETING**

Agenda Item: Old Business: Seminar

Discussion:

Dennis McCunney, Director of the Volunteer and Service Learning Center addressed the committee:

- Members of the committee are moving ahead with the plan to hold a workshop for improving quality and demystifying the process of the Service Learning application.
- Dennis McCunney and Katy Kavanagh met to work out the details of this workshop.
- It is scheduled for February 6, and the time for the workshop is 2-3:30.
- Topics will include: brief overview of definition of service learning, then an overview of the process of applying and quality controls, as well as 30 minutes of work session with proposals.
- Paired with Office for Faculty Excellence, this will be marketed through their emails and
- McCunney has discussed the format with some of the planners of the Honors College workshop, but timeline is a bit different for Honors College.

The floor was opened to discussion of the workshop:

- More people than signed up came to the Honors College workshop. (Ballard)
- Plan targeted invites to people who have gone through the process. Invites to the committee are welcomed. (McCunney)
- Work time can be individual or in groups and once we know who is coming, we can make the decision then. Can also invite the committee members, as needed. (Dotson-Blake)
- Article with Barry Elmore—*Developing a Service Learning Syllabus*. That might be some useful information for those who are just at the very beginning of this. There will be a whole spectrum. Will send to the whole committee. (Ballard)
- Post-workshop follow ups one on one with Dennis. (Dotson-Blake)

Action Taken: The committee thanked Dennis McCunney and Katy Kavanagh for taking the lead on the project. Dennis asked people to spread the word via word of mouth recruiting and other means, including those available to the Office for Faculty Excellence. Ballard will send the article she wrote with Barry Elmore. (This has already been completed.)

Assigned additional duties to:

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Agenda Item: Old Business: Letters of Commendation from Dr. Sheerer—Dennis McCunney

Discussion:

Dennis McCunney addressed the committee:

- Small win for Service Learning: a small way to add something to Faculty PADs and recognize the process. Qualitative feedback process. (McCunney)
- Hard to document in your PAD, this really helps faculty. (Ballard)
- Does this represent just this semester's service learning designations? Yes. Dr. Hardy helpful in moving this forward. (Sasnett and McCunney)

Dotson-Blake moved the discussion to the next topic of an Evaluation component of the designation by saying that we are raising the awareness of the administrators.

Action Taken: None.

Assigned additional duties to: None.

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Agenda Item: Old Business: Evaluation Component of Service Learning Designation—Dennis McCunney

Discussion:

Chair Kylie Dotson-Blake asks the committee: Should evaluation component be added to the Service Learning Designation Application for Spring?

Discussion of the committee was, as follows:

- Forwards the idea of breaking up in to sub-committees: Assessment sub-committee. What other data is out there, service learning products coming out of these courses? Student experience and connecting it is what we want to know. Enhance teaching. (McCunney)
- Are we going to add it for the Spring cycle of proposals? We need to make a decision for training purposes and for application purposes. (Dotson-Blake)
- I don't want to rush this, but I think that evaluation is incredibly important. It would be a requirement, but what if it discourages someone to apply? (Kavanagh) Dotson-Blake agreed.
- Pilot or trial runs? (Ballard)
- If we are asking to prove quality, this should be a requirement. (Boyer)
- Prudent and scholarly thing to do, to demonstrate efficacy and that standards have been met. (Fazzone)
- Baseline, or a bank of questions to ask about the experience. Agreeing to include it in the course, but will also tailor it to fit the course. (McCunney).

- Sasnett uses evaluation in a different way. Evaluate the project on a scale from 1-10, did it meet the service population? Then have the community group rate it. Hard to have a standard form. (Sasnett)
- Learning objectives, key is to keep it flexible. Learning contract with a student, did they meet their goal? (Fazzone)
- Really hard to come up with a standard form. How it is delivered in their course, a short assessment could be devised based on that. (Sasnett)
- Meaningful for students, that is an important process. Data collected on what kinds of service learning are occurring on this campus. Survey covers a couple of areas. Collect some basic information on service that the students did, demographics and reflection. Prescriptive about reflection but data may not be useable for the center. Have to add another portion, may not bring my course to be designated. (Dotson-Blake)
- Three questions that you could embed in to what you already have. (Sasnett)
- Was not a deterrent for me. Important to make it a useable product. (Sasnett)
- Needs to be piloted, integrate into existing courses. Balancing act when we have not had people apply for designation. (Velde)
- As a result of your experience, would you still do service learning after the course is completed or in future courses? (Sasnett)
- How are they currently doing it? Are there themes? How can we capitalize on it and make it work? (Velde)
- We should do that first then, and wait (Goodman)
- Modeling partnership, will you share what you are doing and how it is working? We will learn about how you are doing evaluation. (Fazzone)
- Might want to clarify: evaluating student learning, but evaluating process and the partnerships, and also the long term impact: effected career choice? Different kinds of indicators for success. (Ballard)
- Is it enough to have a check box that says, "I agree to evaluate"? (Kavanagh)
- General question about how to evaluate, and see what they come up with. More open-ended question. (Ballard)
- Confident that all faculty are able to do this? (Fazzone)
- Could be part of the tutorial session, having examples. Could see, is there a great need here? (Ballard)
- Uncomfortable doing it, why are they not doing it? Barriers. Heard people it was a big deal, more work. (Fazzone)
- Connection between research and publication (Ballard)
- If there is a standardized portion that you must fill out, committee still gets some data, but I can also use it as a jumping off point and include more (Hegde)
- Mandatory, obligatory to tie it to the goals of the university (Fazzone)
- Concerned about another requirement that will cause people not to apply. If there are good measurable learning objectives, evaluation is implied within that. Course objectives: how are they measurable and evaluate later. Start with all new course proposals. Look back at courses already approved. Already some things we can do before we create a standardized instrument. (Weitz)
- We can't change anything about the course, the curriculum, because this is an add-on designation to a class. (Dotson-Blake)
- Metrics that show that our application numbers are low because of the application process? (Boyer)
- Issues are time commitment (applying and keeping it up), lack of knowledge/awareness, not knowing if something is service learning or not, etc. Increase awareness of expectations, definitions. (Ballard/Dotson-Blake)
- We need an elevator speech. (McCunney)
- Facilitate buddying, enhance cross-communication, give the positive impression that it is do-able. (Fazzone)
- What are the indicators of success? (Ballard)

- Do we put in to this designation now that they have to include some piece of evaluation? (Dotson-Blake) Many agreed.
- How will you evaluate effectiveness of service learning component? This will be telling because they will see how it is being defined. (Group)

Action Taken: The group was in agreement that evaluation is an important component and forwarded the idea of the inclusion of an element of evaluation in the Service Learning Designation Application.

Assigned additional duties to: Dotson-Blake will write suggested language for the application and circulate to the group.

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Agenda Item: New Business: Conference Planning—Beth Velde

Discussion:

Beth Velde, Director, Public Service and Community Relations, Chancellor's Division, addressed the committee:

- Ethics of Public Service conference planned-focus on the scholarship piece (\$7,700 of state money, meaning no food or gifts)
- March 7: 8:30-4
- Preliminary Schedule:
  - Opening Keynote: Framing the issue. What is the university's ethical responsibility to its community. Panel: Community partners and faculty.
  - Lunch: Still looking for luncheon funding, could move keynote up in this case.
  - Afternoon: Ethics workshops in the East Carolina Heart Institute. IRB Responsibility, Tenure and Promotion, Ethics Community Based Research, Forming and maintaining partnerships.
  - Talked to Dennis: Could day 2 be around ethics and learning, students, partners.

*Some ideas for speakers for both days:*

- Kelly Ann O'Meara: Engaged scholarship and faculty rewards.
- Peter Mather: Used to work here, Student Affairs. International service learning, community perspective.
- Stephen B. Thomas: University of Maryland, Velde saw him give a keynote at a recent conference.
- Judith Ramaley: Has been here before.
- John Saltmarsh: New England Clearinghouse for Engagement
- Bob Brinkle: now at Appalachian State

Discussion:

- So many ethical issues surrounding service learning, interesting piece (Ballard)
- What would you see Day 2 being if this was accepted as Day 1? (Velde)
- Frame the issue: Judith and John
- Who is the audience? (Kavanagh) Students, faculty, and even maybe people from other campuses, Campus Compact (Velde)
- Community partners? We have involved them in the past (Ballard)
- Can we get people for 2 days? Or is one day is all that they can handle? (Sasnett)
- We could sponsor the keynote lunch as the Volunteer and Service Learning Center (Dotson-Blake)
- Idea forwarded of an evening talk and reception (Multiple)

- Possible expansion of afternoon interactive workshops—can only do 3 concurrent workshops at once because of space, but we could move somewhere else in the community. Also suggested was moving the keynote to lunch, which would allow for another workshop timeslot. (Velde, Dotson-Blake, Ballard)
- Add student focus, would have to pick 2 of 6 or 3 of 6. Likes the idea of expanding offerings but only 3 at a time, with the possibility to repeat one? (Velde)
- We could add a community focus by adding and facilitating the additional workshops, and don't take anything away from Beth's plan, and we wouldn't have to go in to the evening, either. End at 5.
- Gives faculty a chance to work with people to partner in the community.
- Velde has emailed her co-planners during the meeting to solicit feedback for the idea and they are fine with this.
- Running concurrent with this Ethics conference and paired with Faculty Senate are a series of "lunch-and-learns" to open conversation, centered around faculty rewards issues, and will be introduced 2 months prior. (Velde)

Action Taken: The Symposium will be a partnership between the Office of Public Service and Community Relations, the Faculty Senate Service Learning Committee, the Volunteer and Service Learning Center, and the Office of Human Research Integrity. Beth Velde will call a meeting next week to discuss the Symposium schedule, the contributions and role of each partner. Kavanagh, Dotson-Blake, and McCunney from this committee will represent the SL Committee and the VSLC.

Assigned additional duties to:

**Three subcommittees were formed: Designation, Assessment, Professional Development**

**Designation:** Sasnett, Dotson-Blake, Quinn

**Assessment:** Ballard, Weitz, Fazzone, McCunney

**Professional Development:** Kavanagh, Dotson-Blake, McCunney

**Meeting adjourned at 4:45 PM**

**NEXT MEETING:** Will be decided by Doodle Poll

**ITEMS TO BE DISCUSSED:**