

**COMMITTEE:** Service Learning Committee

**MEETING DATE:** 12/10/2013

**PERSON PRESIDING:** Dotson-Blake

**REGULAR MEMBERS IN ATTENDANCE:** Kavanagh, Dotson-Blake, Schultz, Sasnett, Gallien, Paynter

**EX-OFFICIO MEMBERS IN ATTENDANCE:** McCunney, Dumlao, Velde

**OTHERS IN ATTENDANCE:** Smith

Minutes were approved unanimously from the last meeting.

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## **ACTIONS OF MEETING**

Agenda Item: Faculty Senate Report Update

Discussion: Katy Kavanagh presented to the Faculty Senate at their December meeting. The report was prepared by Kylie Dotson-Blake. Kavanagh read the report and approval decisions of the committee. The report was accepted unanimously by the Faculty Senate in a vote.

Dotson-Blake added that the English courses (ENGL 3880 & ENGL 4950) did not make it into the approvals for Faculty Senate because at that date, we were still waiting on the signature from the ENGL chair.

Action Taken:

N/A

Assigned additional duties to:

N/A

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Agenda Item: Designation Revised Proposals

Discussion: During the designation process, revisions to a few courses were requested by the professors submitting them to improve upon their application. Revisions were received for these 4 courses:

- i. ART 3851: Art in the Elementary School, SL\*
  1. Revisions Submitted
  2. Fully approved by committee, will be forwarded to Faculty Senate
- ii. BIOL 3150: Plant Biology, SL\*
  1. Revisions Submitted
  2. Fully approved by committee, will be forwarded to Faculty Senate
- iii. ENGL 3880: Writing for Business and Industry, SL\*,
  1. Final signature sheet submitted
  2. Fully approved by committee, will be forwarded to Faculty Senate
- iv. ENGL 4950: Children's Literature , SL\*

1. Final signature sheet submitted
2. Fully approved by committee, will be forwarded to Faculty Senate

ART 3851: The committee received the revised syllabus. The integration of course content was met, but the term Service Learning was not transparent throughout. The committee asked for clear linkages between the syllabus and service requirements, community needs addressed, and clarity for the reflection piece. This has been much improved; however the syllabus lacks some of the depth of other courses. The changes that he made are the ones we asked for, but he could add some explanation of the integration of content. Had he submitted the questionnaire, this may be clearer to the committee. Community partners could be asked to evaluate the service. As of the end of December 2013, this has been completed and necessary changes were made.

BIOL 3150: The professor who submitted this application addressed the concerns of the committee in many ways.

Action Taken: The committee unanimously voted to designate BIOL 3150 and ART 3851. The committee had already voted on the ENGL 3880 and 4950 as designated, so another vote is not required.

Assigned additional duties to: Dumlao will reach out to Dr. Quinn about adding the definition of Service Learning to his syllabus, as well as a better way to tie it all together.

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

Discussion: McCunney distributed the revised assessment of Student Learning and Community Impact. McCunney spoke with the chair, vice chair, and secretary of the committee, as well as Trish Fazzone about the instrument. The instrument was improved by taking out all identifying information, but questions about learning outcomes were largely left alone. Kavanagh said that this assessment was a bit long in her feedback. Dotson-Blake agreed and suggested splitting this in to two assessment tools: one targeted to students enrolled in SL Designated courses and is short and addresses issues important to faculty. The other could be sent out to people who visited the VSLC or for students who were highly engaged. When we voted on this in April, the committee suggested that this would be required of designated SL courses. This could also be seen as an option for assessing service learning. Velde asked how the answers are going to be used to improve service learning at ECU; if they are not necessary, then we should get rid of those question. Dotson-Blake felt that the pieces on pages 4 & 5 can be kept, but that the part on page 6 about objectives could be interpreted as faculty assessment by Faculty Senate and should be removed. Dumlao suggested that there are two different audiences here, but we are trying to fit this in to one questionnaire. Smith suggested that they used OrgSync, a software product used by the VSLC, to have students provide some of this information. A standardized instrument for faculty to give to students is needed, however, so the committee felt that we should go ahead with the continued revision of the tool. Velde had a concern that the information in the text boxes would be difficult to look at if it was in prose.

Kavanagh brought up the fact that Qualtrics does not make it easy to pull out individual courses to send to professors after the survey is taken. Dotson-Blake suggested that a copy would be made for individual instructors and a link sent to them, but that the information could be sent back to one large dataset for the use of this committee.

Action Taken: The instrument was sent back to the sub-committee for more revisions.

Assigned additional activities to:

The sub-committee was encouraged to continue their work on the Student Learning and Community Impact assessment. Questions that can be answered somewhere else should be removed, and then the audience for each question should be clarified, and questions could be split in to two surveys.

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**Agenda Item: Professional Development Sub-Committee Report**

Discussion: The sub-committee will meet at the beginning of the next semester to discuss follow-up for the Faculty Fellows Retreat. Dumlao suggested that VSLC or the committee should send out information about the PACE conference coming up in Wilmington on February 5, 2014. It is too late to submit, but many people may be interested in attending.

Action Taken: N/A

Assigned additional duties to: N/A

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**NEXT MEETING:** January 14, 2014 at 3:30 p.m. at Old Cafeteria Building 1632

**ITEMS TO BE DISCUSSED:**