COMMITTEE: Service Learning Committee

MEETING DATE: 12/09/2014

PERSON PRESIDING: Donna Hollar, Chair

REGULAR MEMBERS IN ATTENDANCE:
Alleah Crawford, Tara Gallien, Donna Hollar, Hal Holloman, Marissa Nesbit, Jerry Weitz

EX-OFFICIO MEMBERS IN ATTENDANCE:
Kylie Dotson-Blake, Faculty Senate Representative; Sharon Paynter, Representative of the Chancellor; Patricia Fazzone, VCHS; Dennis McCunney, Director of Volunteer and Service Learning Center; Meagan Smith, Volunteer and Service Learning Center.

OTHERS IN ATTENDANCE: N/A

ACTIONS OF MEETING

Agenda Item: Consideration of Approval of the Meeting Minutes for November 11, 2014

Discussion: Dotson-Blake reminded committee of the need to include "SL*" distinction for specific SL course sections.

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

Assigned additional duties to:
N/A

Agenda Item: Committee on Committees' request to review SLC committee's charge and fixed term membership

Discussion: Dotson-Blake provided a summary of why fixed-term faculty membership is being discussed at the faculty senate level.

Action Taken: Motion was made and seconded to allow fixed-term faculty members to serve as elected members of the Service Learning Committee. Everyone agreed.

Assigned additional duties to: N/A

Agenda Item: Updates on SL Course Designation Applications

Discussion: Letters will be sent to applicants with recommended revisions from the November 11, 2014 SL Committee meeting.

Action Taken: No action at this time.

Assigned additional duties to: Official letter from Chair to professor/applicant with committee decision and recommendations for additional support and how to revise and resubmit.

Agenda Item: Consideration of new SL Course Designation Application

Discussion: Discussed NURS 6622. We are not clear about what needs to be included in the application based on how the campus community defines "service learning". Our committee needs to provide specific critical elements/components that must be in the syllabus. Should we provide some sample clinical course syllabi (both ECU, and outside ECU) as examples to use for future applicants? Should we post the rubric on the Service Learning Committee website with additional explanation? The clinical courses with service learning components will have distinct differences from the traditional clinical courses.

Action Taken: A motion was made (Dotson-Blake) and seconded (Paynter) to "not approve" the NURS 6622 application at this time. Everyone agreed.

Assigned additional duties to: McCunney will draft response letter and send it to Hollar. Official letter from Chair to professor/applicant with committee decision and recommendations for additional support and how to revise and resubmit. Fazzone will meet with the professor/applicant to share recommendations from the Service Learning Committee. These recommendations include: the syllabus needs to describe a reflection component for students; the syllabus needs to describe how the project includes service learning components; how service learning components are incorporated to meet other objectives for the course.

Agenda Item: Clarification on the review of Clinical Courses, Internships, and Preceptorships

Discussion: Discussed the need to clarify The SL Committee's stance that clinical courses, internships, and preceptorships can meet the criteria for a Service Learning designated course.

Action Taken: A motion was made and seconded. Everyone agreed.

Assigned additional duties to: N/A

Agenda Item: Explanations of SL Course Designation Review criteria

Discussion: Committee members will read and review the SL Course Designation rubric and share examples and explanations at our January committee meeting. The goal of this process is to provide support to current and future applicants during the application process.

Action Taken: N/A

Assigned additional duties to: SL Committee members will read, review, and share feedback on SL Course Designation rubric.

Agenda Item: Report from Service Learning sub-committee

Discussion: McCunney shared a summary of the SL sub-committee. Discussed guidelines for SL courses. Reviewed outcomes of other SL courses at other institutions.

Action Taken: N/A

Assigned additional duties to: N/A

NEXT MEETING: January 13, 2015

ITEMS TO BE DISCUSSED:

- The SL course review process for existing SL Designated courses.
- Members will share feedback on the SL Course Designation rubric.
- Request for funding to purchase reference book for SLC. (Service Learning Essentials, by Barbara C. Jacoby)

ATTACHMENTS: N/A