

COMMITTEE: Service Learning Committee

MEETING DATE: April 9, 2013

PERSON PRESIDING: Kylie Dotson-Blake

REGULAR MEMBERS IN ATTENDANCE: Dotson-Blake, Weitz, Sasnett, Boyer, Kavanagh, Quinn

EX-OFFICIO MEMBERS IN ATTENDANCE: McCunney, Fazzone

OTHERS IN ATTENDANCE: McCunney

ACTIONS OF MEETING

Agenda Item: Old Business: Reporting back on Ethics for Public Service Symposium

Discussion:

McCunney and Kavanagh reported on the main themes of the Ethics for Public Service Symposium, which resulted in discussion about the topic of faculty rewards and service at the university.

Action Taken: None

Assigned additional duties to: Kavanagh will send out the bibliography to anyone interested in further reading on the topic.

Agenda Item: Service Learning Designation Proposals

Discussion:

Dotson-Blake introduced the Service Learning proposals that had been submitted for Fall 2013. The subcommittee already met to review these. Completed rubrics were provided with the agenda for three courses. Two are from the College of Nursing, and one is COAD. One was more of an internship; one did not integrate it in to the syllabus fully.

Due to the difficulty in finding some of the information in the submitted syllabi, a discussion about including service learning as a course objective followed. As the Service Learning Committee, Dotson-Blake posited that we cannot ask the submitting faculty to touch course objectives, otherwise it needs to go through the curriculum approval process again. Fazzone put forward the idea that a "grandfather clause" of sorts could be instated to bypass this issue: all future service learning designated courses would need to have an objective that specifically stated that service learning was a priority. We can put it on record that the Service Learning opportunity has to be an objective in future classes. One issue with this is that certain sections may be service learning designated, and others not, or the instructor may change. A discussion ensued as to whether this should be an objective (which some felt were supposed to be broad), or if the syllabus should say it elsewhere. There was no consensus on the issue.

Next, in the same vein, the idea of requiring standard boilerplate for syllabi was floated amongst the committee members. This could include a definition of Service Learning followed by a section such as “Goals for Service Learning in this Course” instead of requiring it in the objectives. Reflection would also be stressed to the students. Some concern was expressed by Dotson-Blake that students would not read it since there is so much other standard boilerplate, but Fazzone said it was up to the instructor to go over the syllabus at the beginning of the course. The point of including the service learning section on the syllabus would not be in order to be overly restrictive, rather to help faculty with some guidelines of how to correctly incorporate service learning in to their courses. This idea can be tabled until a later meeting, since we cannot require it for this semester and we do not constitute a quorum. Sasnett suggested a checklist of sorts to help faculty plan for inclusion of service learning, however McCunney said there was a planning guide already on our website that serves that purpose. Committee members expressed concerns that this process was very arduous for both applicants and committee members, and expressed an interest in speeding up the process for applicants. The required questionnaire could be updated in order to ease the work of the Designation Subcommittee. Additionally, Fazzone recommended conducting shorter workshops through faculty organizations or meetings to reach out to more faculty about Service Learning.

Action Taken: As we did not constitute a quorum, a vote on the three proposals was not a possibility. Instead, the proposals will be sent out for an email vote by Kylie Dotson-Blake.

Assigned additional duties to: Dennis McCunney said he would work on the boilerplate over the summer if the committee accepted the idea.

New Business:

Before we concluded, Dennis McCunney said that the Assessment Subcommittee had completed a draft of the Qualtrics assessment for course evaluation. He will send it via email for feedback and a vote.

Meeting ended at 4:37 PM

NEXT MEETING: Next semester, this is the last meeting for this committee until the next school year.

ITEMS TO BE DISCUSSED: Boilerplate for syllabi, Assessment, etc.