

(4 page limit, please)
**EAST CAROLINA UNIVERSITY FACULTY SENATE
ACADEMIC AND APPELLATE COMMITTEE ANNUAL REPORT
2021-2022 Academic Year
COMMITTEE: Service-Learning Committee (SLC)**

Note: SL = Service-learning; CLCE = Center for Leadership and Civic Engagement

Membership (include ex-officio members).

MEMBERS: Regular—Priti Desai, Vera Tabakova, Craig Becker, Abby Schwartz, Jill Twark, Karen Jones, Tristin Carpenter, Timothy Harrigan, Linda May **Ex-officio (with vote)**— Patricia (Patch) Clark, Misun Hur, Roxanne Wilder, Katherine Ford, Rebecca Bagley, Shelby VanHoozer **Ex-officio (without vote)**— Lauren Howard

Meeting Dates (include members present).

9/7/2021

PERSON PRESIDING: Purificación Martínez (Chair of the Faculty)

REGULAR MEMBERS IN ATTENDANCE: Priti Desai, Vera Tabakova, Craig Becker, Abby Schwartz, Jill Twark, Karen Jones, Tristin Carpenter

EX-OFFICIO MEMBERS IN ATTENDANCE: Patch Clark, Misun Hur, Roxanne Wilder, Katherine Ford, Rebecca Bagley, Abby Wojciechowski

OTHERS IN ATTENDANCE: Rachel Baker

10/19/2021

PERSON PRESIDING: Priti Desai

REGULAR MEMBERS IN ATTENDANCE: Vera Tabakova, Abby Schwartz, Tristin Carpenter, Karen Jones, Craig Becker, Priti Desai

EX-OFFICIO MEMBERS IN ATTENDANCE: Patch Clark, Misun Hur, Roxanne Wilder, Katherine Ford, Rebecca Bagley, Kelsey Simpson, Dennis McCunney (temporary Ex-Officio member)

11/9/2021

PERSON PRESIDING: Priti Desai

REGULAR MEMBERS IN ATTENDANCE: Vera Tabakova, Jill Twark, Abby Schwartz, Tristin Carpenter, Craig Becker, Priti Desai

EX-OFFICIO MEMBERS IN ATTENDANCE: Patch Clark, Misun Hur, Katherine Ford, Rebecca Bagley, Shelby VanHoozer

OTHERS IN ATTENDANCE: Purificación Martínez

1/11/2022

PERSON PRESIDING: Priti Desai

REGULAR MEMBERS IN ATTENDANCE: Vera Tabakova, Abby Schwartz, Jill Twark, Timothy Harrigan, Linda May, Priti Desai

EX-OFFICIO MEMBERS IN ATTENDANCE: Misun Hur, Roxanne Wilder, Katherine Ford, Shelby VanHoozer

EX-OFFICIO MEMBERS (without vote) IN ATTENDANCE: Lauren Howard

2/8/2022

PERSON PRESIDING: Priti Desai

REGULAR MEMBERS IN ATTENDANCE: Tristin Carpenter, Timothy Harrigan, Karen Jones, Linda May, Vera Tabakova, Priti Desai

EX-OFFICIO MEMBERS IN ATTENDANCE: Rebecca Bagley, Patch Clark, Katherine Ford, Roxanne Wilder

EX-OFFICIO MEMBERS (without vote) IN ATTENDANCE: Lauren Howard

3/1/2022

PERSON PRESIDING: Priti Desai

REGULAR MEMBERS IN ATTENDANCE: Vera Tabakova, Abby Schwartz, Jill Twark, Karen Jones, Tristin Carpenter, Timothy Harrigan, Linda May, Craig Becker, Priti Desai

EX-OFFICIO MEMBERS IN ATTENDANCE: Patricia (Patch) Clark, Roxanne Wilder, Katherine Ford, Rebecca Bagley, Shelby VanHoozer

EX-OFFICIO MEMBERS IN ATTENDANCE (without vote): Lauren Howard

OTHERS IN ATTENDANCE: Rachel Baker

4/12/2022

LOCATION: Rivers 154

PERSON PRESIDING: Priti Desai

REGULAR MEMBERS IN ATTENDANCE: Vera Tabakova, Abby Schwartz, Jill Twark, Tristin Carpenter, Priti Desai

EX-OFFICIO MEMBERS IN ATTENDANCE: Patricia (Patch) Clark, Misun Hur, Roxanne Wilder

EX-OFFICIO MEMBERS IN ATTENDANCE: (without vote)— Lauren Howard

Subcommittees established during the year (include progress and/or completion of work).

SL Redefinition Subcommittee

- Researched, discussed, and proposed a new and more inclusive definition of Service-Learning.
- Voted and approved by SLC during January 2022 meeting to adopt the proposed definition.
- Presented to Faculty Senate in March for their information.
- Will be updated on CLCE website during summer 2022.

Revision of the SL Course Designation Application Subcommittee

- Discussed and updated the application form subsequent to new definition of SL at ECU.
- Revised form presented to full committee and affirmative vote recorded during SLC meeting in March 2022.

Student Recognition Subcommittee

- Obtained and analyzed the data from IPAR to examine the numbers of qualifying students for SL recognition.
- Discussed the procedures for which the SL recognition and honor cords can be implemented.
- Voted on certificate design and letter to be sent to honorees.
- Decided that honorees will be able to purchase own SL graduation honor cords.
- Reconfirmed Silver and White double cords for SL recognition honor cords at Dowdy bookstore
- Contacted ECU's Dowdy Bookstore regarding purchase of SL designation cords.

Promotion/Outreach Subcommittee

- Deliberated to put this on hold until new SL definition and SL designation form are approved and can be used to promote more SL course applications by ECU faculty during next academic year.

Accomplishments during the year. Please include recommendations made to any University agency other than the Faculty Senate.

1. Adopted a revised and more inclusive definition of Service-Learning for ECU.

- a. *Service-learning is a form of experiential engaged learning whereby students address meaningful civic needs as defined by the community. Students also formally connect their service activities to student learning outcomes and to broader social issues through reflective methods.*

- b. This definition will be updated on the CLCE website and will be included in the new SL course designation approval form.

2. Revised Service-Learning Course Application form approved by faculty senate and chancellor.

- a. This form will be available as a Qualtrics form through the CLCE website in fall 2022.
- b. An announcement about the new definition and revised form will be sent out by Rachel Baker on faculty listserv the week of 5/9/22.

3. Recognizing graduating students who have completed at least 3 SL designated courses.

- a. Communicated with Mr. HoKun Lee at IPAR to generate list of students who have taken SL and SL* courses during their academic tenure.
- b. Subcommittee reviewed list to confirm about 42 students who qualify for SL honor cords.
- c. Contacted ECU's Dowdy bookstore under the new B & N oversight to confirm that Silver and White Double Cords are available for students graduating in Spring 2022 and beyond.
- d. Updated procedures to provide SL recognition and SL honor cord purchase options for qualifying students in Spring 2022 and beyond.
- e. Finalized and emailed letter and certificate to eligible SL student honorees.

4. Reviewed the Charge.

- a. Charge was reviewed in February 2022 by SLC, and no concerns were noted.

5. Reconciling and updating catalog and IPAR lists for most current SL courses.

- a. While reviewing the SL charge, the committee agreed that they had not completed the task of examining the SL designated courses in the catalog and would like to pursue this task. Chair noted that there is inconsistency between the lists in IPAR, registrar's office, and the catalog.
- b. All lists were obtained from the above three sources as were best available to different SLC members and a cross-referenced list of SL courses was compiled in an excel sheet, with the discrepancies notable.
- c. Chair shared this with registrar's office, IPAR in April 2022. Next steps to reconcile and update lists is moved to business carried to next academic year.

6. Promotional materials to promote SL on campus

- a. Decision was made to postpone to business accrued over to next academic year after the new definition and revised SL course application are in place.

7. Other ECU Awards related to Service-Learning.

- a. A representative from SLC served on the selection committee of the University Service-Learning Teaching Excellence Award.

Reports to the Faculty Senate (include dates and resolution numbers).

Faculty Senate Resolution #22-22: Revisions to the Service-Learning Course Application.

Presented to and approved by the Faculty Senate: 3/29/22 and Approved by the Chancellor: 4/18/22

Please note: Information about Service-Learning Certificates of Recognition for students/ community partnerships, and the new SL definition were also presented for information purposes only.

Business carried over to next year (list in priority order).

1. Encourage faculty to apply courses for SL designation.

- a. Resend the announcement to faculty members, chairs, deans via ECU announce/ faculty listserv regarding the new SL definition, and this time include the link to the revised application form for SL course designation.

- b. SLC members to communicate in various formats (attend meetings, college listservs) to encourage colleagues within own departments/ college to apply for SL designation.
- c. Explore if one of the teaching grants offered through ECU can be reserved for a SL course as an incentive for faculty to submit their courses for SL designation.

2. Continue committee's efforts to promote SL efforts on ECU campus.

- a. Increase overall number of SL designated courses offered on ECU campus, so more students can take these courses.
- b. Consider developing the marketing video for faculty with updated definition of SL and link for revised S-L course application.
- c. Submit SL engagement stories of faculty/ students/ community in ECU media outlets.

3. Recognize SL engagement initiatives with four constituents: students, faculty, administration/department/college, and community.

- a. Students: Letter, certificate and honor cords for students completing 3 or more courses. Inform eligible students and Dowdy bookstore in a timely manner. For fall graduates check IPAR list in mid-October, and for Spring graduates check IPAR list in mid-March for obtaining names of eligible students.
- b. Faculty: Feature in ECU's media (e.g. First Monday), possibly establish another award.
- c. Department/College: Consider providing awards at the college or department level to reward the unit that offers many SL designated courses.
- d. Community: Send them a certificate. Consider other ways to recognize community partnership organizations (the agency) or community partners (individuals within agency).

4. Update SL designated course lists in ECU catalogs.

- a. Follow up with Diane Coltraine with ECU catalogs regarding this task.

5. SLC Meeting time: Consider a different meeting time on Tuesdays, so that chair can attend the Faculty Chairs meeting which otherwise overlaps. Or consider a different Tuesday (e.g., not 2nd Tuesday of each month when the Faculty chairs group usually meets).

Evaluation of the committee (include anything that hindered or assisted the committee's work during the year).

- A. Charge: No concerns noted.
- B. Personnel: No concerns noted.
- C. Attendance: Graduate student representative unable to attend most meetings due to schedule conflicts.
- D. Responsibilities: No concerns noted.
- E. Activities: We were able to carry out our tasks productively with very engaged teamwork.

Suggestion(s) to the Chair of the Faculty for improving the effectiveness of the committee. None
 Does the Committee's organizational meeting next year need to be earlier than the date set this year?

If yes, when do you prefer: N/A

Signed: Chairperson: Priti P. Desai (Priti P. Desai)

Vice Chair V. Tabakova (Vera Tabakova)

Secretary Abby Schwartz (Abby Schwartz)

Submitted on 5/10/2022.

Please forward the completed, approved annual report to the Faculty Senate office via email (faculty senate@ecu.edu) no later than May 15, 2022.