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**EAST CAROLINA UNIVERSITY FACULTY SENATE
ACADEMIC COMMITTEE ANNUAL REPORT**

Academic Year: 2022-2023

COMMITTEE: Service-Learning Committee

Membership (including ex-officio members). Renee Spain, Abby Schwartz, Jill Twark **Chair**, Karen Jones **Vice Chair**, Tristin Carpenter, Timothy Harrigan, Jennifer Sisk **Secretary**, Kim Cherry, Craig Becker; Ex-officio: Roxanne Wilder, Lauren Sastre, Renee Spain, Almitra Medina, Lauren Howard

Meeting Dates (including members present)

09/06/2022, 3:00pm-3:45pm: Organizational Meeting

10/18/2022, 3:00–3:42pm: **PERSON PRESIDING:** Jill Twark **REGULAR MEMBERS IN ATTENDANCE:** Jennifer Sisk, Craig Becker, Tristin Carpenter, Timothy Harrigan, Karen Jones, Abby Schwartz, Kim Cherry, Renee Spain **EX-OFFICIO MEMBERS IN ATTENDANCE** — Roxanne Wilder, Almitra Medina, Renee Spain **EX-OFFICIO MEMBERS IN ATTENDANCE (without vote)**— Lauren Howard

11/08/2022, 3:00–4:05pm: **PERSON PRESIDING:** Jill Twark **REGULAR MEMBERS IN ATTENDANCE:** Jennifer Sisk, Craig Becker, Tristin Carpenter, Karen Jones, Renee Spain, Kim Cherry **EX-OFFICIO MEMBERS IN ATTENDANCE** — Roxanne Wilder, Almitra Medina, Renee Spain **EX-OFFICIO MEMBERS IN ATTENDANCE (without vote)** — Katherine Ford

01/10/2023, 9:00–10:05 am: **PERSON PRESIDING:** Jill Twark **REGULAR MEMBERS IN ATTENDANCE:** Jennifer Sisk, Tristin Carpenter, **EX-OFFICIO MEMBERS IN ATTENDANCE** — Almitra Medina

02/14/2023, 9:00-10:00am: **PERSON PRESIDING:** Jill Twark **REGULAR MEMBERS IN ATTENDANCE:** Jennifer Sisk, Craig Becker, Tristin Carpenter, Karen Jones, Renee Spain, Kim Cherry, Abby Schwartz **EX-OFFICIO MEMBERS IN ATTENDANCE:** Roxanne Wilder, Almitra Medina, Renee Spain **EX OFFICIO MEMBERS IN ATTENDANCE (without vote):** Lauren Howard

04/11/2023, 9:00-10:09am: **PERSON PRESIDING:** Jill Twark **REGULAR MEMBERS IN ATTENDANCE:** Jennifer Sisk, Craig Becker, Tristin Carpenter, Timothy Harrigan, Karen Jones, Renee Spain **EX-OFFICIO MEMBERS IN ATTENDANCE** — Roxanne Wilder, Almitra Medina, Renee Spain **EX-OFFICIO MEMBERS IN ATTENDANCE (without vote)**— Lauren Howard

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

Promotion to Faculty Subcommittee: Tristin Carpenter, Craig Becker, Jill Twark

- See reference to promotional video created, below in Accomplishments section.
- Promotional and SL Application/Information email was sent to all ECU Faculty on May 5, 2023, and will be resent in August 2023, so that the Committee receives more SL course applications.

Promotion to Students/SL Certificate and Honor Cord Subcommittee: Abby Schwartz, Karen Jones, Timothy Harrigan

(SL Certificates were created by subcommittee after they contacted IPAR to find eligible students. Certificates were then emailed by Chair Twark to students who graduated in December and May, to recognize their having completed, with a “C” grade or higher, at least three SL courses at ECU.)

Honors College SL Course Application Review Subcommittee: Almitra Medina, Kim Cherry, Timothy Harrigan

Subcommittee got in touch with Honors College regarding any Honors SL courses to be taught or created, but they received no information about such courses for AY 2022/2023. Dr. George Bailey had contacted the SLC about needing to review such courses, but this did not actually happen.

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

Committee approved the following two new Service-Learning courses:

- RCSC6121/RCSC4121 submitted by Emily Yeager
- NURS 4906 submitted by Tristin Carpenter

Committee created a promotional video to motivate faculty members to add SL designation to their courses, and also to motivate students to take SL courses at ECU. See video at YouTube link here: <https://youtu.be/EdFBcrG-6QE>

Committee recommended to Dr. Ticknor that the Assistant Vice Chancellor of Economic & Community Engagement be invited to our SL Committee meetings to maintain communication regarding SL/CE courses.

Committee recommended to Curriculog maintenance (Rex Rose) that the SL Application be integrated into Curriculog, and he has done this.

Committee Chair Twark and other members created new folders and documents in Microsoft Teams to make it easier to find and to navigate our shared SLC Teams documents.

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

New SL courses:

- RCSC6121/RCSC4121 submitted by Emily Yeager
- NURS 4906 submitted by Tristin Carpenter

Request for FS to review SL Committee Charge revisions at September and October 2023 meetings for eventual approval.

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

1. Revisions to Committee Charge must be shepherded through the two Faculty Senate readings for final approval and adoption.

2. Committee must contact Angela Lamson, Interim Assistant Vice Chancellor of Economic & Community Engagement, and discuss Carnegie Foundation Community Engagement requirements and how they relate to Service Learning on our campus. A decision should be made to implement one of the following changes:

- A. All existing Community Engagement courses at ECU undergo review and receive a designation as Service Learning.
- B. All existing Community Engagement courses at ECU undergo review and receive a CE designation in the Catalog/Banner, so that we have both CE and SL courses.

- C. All existing Community Engagement courses at ECU undergo review and receive a CE designation in the Catalog/Banner, and all existing SL courses change designation to become CE courses, as well.**

The easiest way to streamline documentation and assessment of CE and SL courses would be to designate them all as CE (Community Engagement) courses. The Carnegie definition of Community Engagement is broader than the ECU definition of Service Learning, and thus our SL courses can fit under this CE umbrella.

There was no opportunity to discuss how to document CE vs. SL courses at ECU, and thus this must be discussed by SL Committee in AY2023-2024 before any decision is made.

According to Angela Lamson, the number of for-credit community engaged courses UG/G at ECU, based on the Carnegie definition for community engagement, is:

Undergraduate: 127 courses
Graduate: 133 courses
Total: 260 courses

3. Committee must review all SL-designated courses submitted prior to our redefinition of SL and revision of Qualtrics Survey in 2021-2022 to ensure syllabi contain updated SL definition and required Objectives. There are currently only circa 50 SL courses, so perhaps they could be divided among all committee members and reviewed in their entirety in AY 2023-2024.

4. Committee will need to stay informed about the process of integrating our SL designation application in Curriculog. Currently, the SL designation qualtrics survey has been linked in Curriculog, so that applicants creating new courses, or revising them, can access it there. This fall, however, the process will need to be changed/simplified as the Curriculog software gains the capability of creating flow charts directly in the course application portal. Committee chair or a designee should contact Mary Tucker-McLaughlin (tuckermclaughlinm@ecu.edu) and Rex Rose (rosere18@ecu.edu) to keep in touch with them as this update takes place.

A group of other Committee Chairs, including Lisa Ellison of the Writing Intensive Committee, worked on this last year. We considered streamlining all of our applications (for example, creating a course Objectives section that could work for all new course designations). The SL Committee will need to think about how to work with other designation committees (e.g., Research Intensive [RI], Environmental Sustainability [ES], Writing Intensive [WI]) to make it easier for applicants to work in Curriculog to complete and submit applications.

5. With support of CLCE/Lauren Howard, Committee will evaluate and reinstate the practice of surveying students and faculty who have engaged in SL to assess Learning Outcomes.

6. Committee should request regular reporting from CLCE representative at our meetings, either at each meeting or at least once per semester. CLCE Report should be included as a standing item in the Agenda along with Subcommittee reports.

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

- A. Charge: **needed to be revised significantly to include all tasks we are currently performing; it has been revised and will undergo Faculty Senate review and approval in September and October 2023.**
- B. Personnel: **was adequate for our tasks this fall, but will likely not be sufficient to carry out task 2 listed above in "Business carried over to next year."**
- C. Attendance: **was acceptable, but scheduling conflicts led to excess absences.**
- D. Responsibilities: **they were heavy this year, but we managed to take care of a lot of business to move the Committee forward. It hindered us not to have learned about the Carnegie Engaged University Reapplication until March 2023, when the process had been started in fall 2022. We could have focused our attention on considering CE vs. SL designations, and we will likely need to revise our Charge yet again in AY2023-2024. We spent a significant amount of time setting up and revising our SL Designation Qualtrics Survey, and we may need to overhaul it again next year.**
- E. Activities: **Lauren Howard of the CLCE was helpful in getting SL courses linked to our Faculty Senate Committee website, as well as in making our revised Qualtrics Survey for SL Course Designation Application live online; ECU Video Services helped us complete our promotional video.**

Suggestion(s) to the Chair of the Faculty for improving the effectiveness of the committee.

Because the Service-Learning Committee will likely need to review all Community Engaged courses over the next few years and get them entered into the Catalog, either as CE or SL, we will need more faculty to be involved in this extensive process.

As stated above, the number of for-credit community engaged courses UG/G at ECU, based on the Carnegie definition for community engagement, is:

Undergraduate: 127 courses, Graduate: 133 courses, Total: 260 courses

It would be difficult for our committee of 9 official voting members to carry out this task in a reasonable amount of time.

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: **Jill Twark** 
Vice Chair: **N/A** (Vice Chair Karen Jones is currently on Family Leave and could not assist with this Annual Report.)

Secretary: **Jennifer Sisk** 

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