

COMMITTEE: Faculty Senate Service-Learning Committee

MEETING DATE: 12-11-2018

PERSON PRESIDING: Almitra Medina

REGULAR MEMBERS IN ATTENDANCE:

Sachiyo Shearman, Delta Smith, Janee Avent Harris, Marion Eppler

EX-OFFICIO MEMBERS IN ATTENDANCE: Misun Hur, Dennis McCunney

OTHERS IN ATTENDANCE: none

ACTIONS OF MEETING

Agenda Item: Student evaluations

Discussion: CLCE student survey does not evaluate course or instructor. It is a self-assessment of student learning through the service-learning component of a course. This survey was created by SLC several years ago. CLCE produces a summary report that is shared with the SLC. Need to change title of the survey because it implies that this is a course evaluation.

Action Taken: None

Assigned additional duties to:

SLC chair will upload a pdf file of the survey for SLC members to review.

Agenda Item: Service-learning award

Discussion: Proposal for SL award was sent to the Academic Awards Committee and on to the Faculty Senate. Currently there are no funds to support this award, and it was suggested that the CLCE provide funds for the award. The application procedure will involve faculty submitting their SL course via the SL designation process so that the SLC has access to materials to review. Applications will be due Nov 1.

Action Taken: None

Assigned additional duties to:

SLC chair will provide updates as they become available.

Agenda Item: ECU credit/contact hours guidelines

Discussion: Discussed the proposed definitions of credit hours and contact hours for various forms of instruction, with consideration of where SL fits in this scheme. Decided that the SL component of a course does not equate to a certain number of credit hours.

Action Taken: None

Assigned additional duties to:

SLC chair will send forward the message that SLC has reviewed and discussed this document, and we do not have any recommended changes.

At this point we had a quorum so were able to proceed to items that required a committee vote

Agenda Item: Approval of minutes for September, October, and November meetings.

Action Taken: All three sets of minutes were approved.

Agenda Item: Rubric for SL course designation application

Discussion: Need to edit scoring rubric to match information required for application packet. Also considered other ways to clarify criteria that SLC uses when scoring SL course proposals.

- ADD: definition of SL included on syllabus
- Discussed adding that specific number of required contact hours needs to be specified in the syllabus and/or application packet. Decided to remove this in order to maintain flexibility. The number of SL hours varies widely (e.g., depends on whether SL is project based or placement based). It is difficult to come up with a minimum number of hours to qualify for SL designation.
- [Added this change later in the meeting.] Discussed whether to add that specific community partners need to be defined in the application. Trying to also keep this flexible because sometimes community partners are not determined in advance.

Action Taken: Revisions to scoring rubric were approved.

Assigned additional duties to: none

Agenda Item: SL course designation process

Discussion: Discussed changes to the review process for SL course designation applications. In a previous meeting, SLC recommended changing from a single review sub-committee to rotating groups of review sub-committees. Worked out the remaining details.

Action Taken: The revised procedure for reviewing SL course proposals was approved.

Assigned additional duties to: none

Before adjourning, discussed possibility of changing the meeting time for next semester. SLC chair will send out doodle poll to see what works best for most committee members.

Meeting was adjourned at 4:45 pm.