

COMMITTEE: Faculty Senate Service-Learning Committee

MEETING DATE: 2/8/2022

PERSON PRESIDING: Priti Desai

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

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

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

ACTIONS OF MEETING

Agenda Item: Approval of minutes of meeting held on 1/11/2022

Discussion: none

Action Taken: Tabakova made a motion to approve, Harrigan seconded. Minutes were approved as distributed.

Assigned additional duties to: None

ACTIONS OF MEETING

Agenda Item: Update on recognitions (Media & Academic Award): SL faculty for pirate profile/ or First Monday, Student –highlight.

Discussion: Tabakova reached out to Dr. Melissa Hudson and received a very enthusiastic response about being featured on First Monday. We are still waiting for student nomination for Pirate Profile and will likely not have one for this academic term.

Action Taken: Committee agreed to highlight Dr. Melissa Hudson in First Monday.

Assigned additional duties to: Tabakova will prepare a profile for Dr. Hudson and share with the recognitions committee.

ACTIONS OF MEETING

Agenda Item: Students graduating in Spring 2022 and SL Recognition/Honor Cords

Discussion: Desai confirmed that B&N have designated the double silver and white cords for service-learning recognition. SLC chair will send list of honorees to the B&N store manager. Students can purchase the cords directly from the store. B&N will keep record for us of who purchased them. We can provide information to eligible students about purchasing cords in the recognition letter sent to them. Hur will provide the list of eligible students to receive cords at end of Spring 2022. Tabakova contacted the

copyright office at ECU about approved logos to use for our certificate but has not received a reply yet. The discussion about eligibility of graduate students for SL recognition was postponed till the next meeting.

Action Taken: Committee will finalize the list of students and certificate of recognition at the next meeting.

Assigned additional duties to: Tabakova will develop a certificate and distribute to the committee for review before our next meeting. Schwartz is preparing the letter to be sent to the students. Hur will confirm the list of eligible students.

ACTIONS OF MEETING

Agenda Item: Redefinition discussion of Service-Learning at ECU -update

Discussion: Desai had provided the redefinition materials to Rachel Baker and Dr. Purificación Martínez for review and asked about next steps for approval. Desai shared Baker's feedback from 1/18/22 as follows:

- *The update to the definition on the CLCE website would not need to be approved by the Faculty Senate unless it will result in a change to the [Committee charge](#), or the SL course designation application.*
- *If changing the definition would force a change to the Committee's charge and SL designation application materials, then the updated definition could be announced once those other materials are approved.*
- *Since the Committee charge does not include the definition of SL—so we may only need to revise the SL designation materials (which is a much shorter process)*
- *A charge revision requires approval by Committee on Committees and two readings in the Faculty Senate before going forward for Chancellor approval.*

Action Taken: None

Assigned additional duties to: None

ACTIONS OF MEETING

Agenda Item: SL course designation application form and process revision

Discussion: The subcommittee (Carpenter, Ford, Desai, and Howard) met and made progress adding definition and SL outcomes. This is still work in progress and will be presented at the Match meeting.

Action Taken: None.

Assigned additional duties to: None.

ACTIONS OF MEETING

Agenda Item: Reexamine SL committee's charge

Discussion: SLC members discussed the charge document, and the following points merited some deliberation while discussing the charge.

- **Revision of committee responsibilities:**

- 4A – No additional discussion
- 4B - Howard expressed concern that the charge states that the SL committee reviews the activities of the Center for Leadership and Civic Engagement, whereas we are only reviewing SL activities. Committee agreed that as the charge is written, it is clear that we are only involved reviewing the service-learning aspects. Thus, no change in the language was recommended.
- 4C – While reviewing this item, committee agreed that they had not completed the task of examining the SLC designated courses in the catalog. Desai reported that she had explored it, and there is inconsistency between the lists in IPAR, registrar’s office, and the catalog. Some suggestions were as follows: Bagley: we need to review the catalog to make sure that the courses are listed accurately. Jones: need to have the correct list of SL courses to fulfil the charge, can ask colleges for master list. Howard: can contact the registrar’s office each semester for list of faculty members offering SL courses. Clark: could look at the end of year report. Desai: need to keep 4C in the charge and have a separate discussion on how to do it.
- 4D – Desai: the new definition helps fulfil that.
- **Standard meeting time:**
 - Desai suggested that moving forward with next academic term, the committee could discuss change in SLC meeting time, because it overlaps with faculty senate committee chairs’ meeting. Desai has not been able to attend any of those meetings fully, since she was presiding the SLC meeting, therefore unable to fully represent SLC at the faculty senate chairs meeting. Baker has stated that faculty senate chairs meet from 4-5 PM on second Tuesdays. SLC can consider changing their meeting time of 3:30- 4:30 PM to some other time, so future chair can attend the other meeting.

Action Taken: Jones made a motion to keep the current charge as it is written, without proposing any further changes to it at this time. Bagley seconded. The motion passed.

Assigned additional duties to: Desai to follow up and communicate with Rachel Baker and Purificación Martinez that the SLC reviewed the charge and agreed not to make any changes to it at this time.

Howard to provide the list of courses from the registrar’s office to Jones. Hur/Desai to obtain the list from IPAR. Jones to cross-reference the three sources and compile a list of SL courses and share with the committee at the next meeting.

ACTIONS OF MEETING

Agenda Item: Ongoing tasks: Promoting SL with various constituents

Discussion: Desai brought back the discussion about promoting SL. We need to recognize colleges/departments/units that offer a lot of SL courses as well as community partners. Jones suggested to contact departments with SL activities (once we have the correct list) and ask them for nominations of community partners. Ford suggested to complement that activity by checking if REDE is also recognizing community partners.

Action Taken: The committee agreed that if feasible and if the revised SLC designated form is finalized, then after getting approval from Baker and Dr. Martinez, it would be helpful to communicate the updates regarding our changes to the SL definition/ form with college deans before the end of spring semester. This would enable them to communicate with their departmental chairs/ directors/ program coordinators/ faculty to plan for submitting more courses for SLC designation review in 2022-2023.

Assigned additional duties to: None

ACTIONS OF MEETING

Agenda Item: Action Items/other items

Discussion:

- Tabakova needs to be replaced as the SL honors college representative because of time conflict this semester.
- The committee discussed having the last (April 12) meeting in person instead of a separate social event.

Action Taken:

- Timothy Harrigan volunteered to be the SL representative to the Honors College Advisory Committee.
- We will discuss details about meeting in person at the March 1st committee meeting.

Assigned additional duties to: Tabakova will provide Harrigan's contact information to the Honors College. Desai to confirm with Baker about meeting room availability in Rawl, or Desai can reserve a room in the Rivers Building.

Adjournment

Desai made a motion to adjourn, Clark seconded. Meeting was adjourned.

NEXT MEETING: March 1, 2022, 3:30-4:30 pm (to 4:45 PM if needed)