

COMMITTEE: Service-Learning Committee

MEETING DATE/TIME:3/1/2022

PERSON PRESIDING: Priti Desai

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

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

ACTIONS OF MEETING

Agenda Item: Approval of minutes of meeting held on 2/8/2022

Discussion: none

Action Taken: Jones 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) SL faculty and Student

Discussion: Tabakova confirmed that Dr. Melissa Hudson will be featured in First Monday, and the committee agreed to postpone featuring a student in the 22-23 Academic Year.

Action Taken: None

Assigned additional duties to: None

ACTIONS OF MEETING

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

Discussion: Hur provided an update/list of students who would be eligible for this recognition. The majority were graduate students. The committee reviewed the Certificate that Tabakova developed for students in recognition of completing requirements for the SL honor. The committee discussed and decided the following edits for the certificate:

- Use phrasing "at least 3 or more service-learning courses."
- Desai to e-sign the certificates and seeking second signature.
- Undergrad and graduate students should have the same criteria for eligibility. The committee will monitor how things go and change criteria if necessary.

Baker was uncertain if the act of issuing certificates would require approval of the Faculty Senate. Her understanding at the time of the meeting was that once criteria were developed to be “awarded” a certificate and the ability to purchase SL honor cords, that it would be presented to Faculty Senate. Baker suggested if Faculty Senate approval isn’t needed, it may be advantageous to still present the information at the March 29th meeting to disseminate information to faculty and develop interest in creating more SL courses.

Schwartz shared the letter she developed with the committee. Edits made during the meeting concerned phrasing and grammatical changes.

Action Taken: Baker checked with Martínez and determined that Desai to present to Faculty Senate on March 29 regarding edits to SL course application, and to include eligibility criteria for SL Certificate and Honor cords. Tabakova and Schwartz to provide updated certificate and letter, to Desai for March 29th presentation at Faculty Senate. Howard to provide application form with track changes, and to be present at Faculty Senate meeting on March 29th if needed to provide clarification about the form.

Assigned additional duties to: Desai to present to Faculty Senate on March 29th regarding: 1) information re: new SL definition, Honor cords eligibility criteria for students, certificate, and letter as well as 2) the revised SL course designation form for approval. Howard will be present for additional clarification if needed regarding the SL designation form revision and updating it on CLCE website.

ACTIONS OF MEETING

Agenda Item: Review of the existing lists of SLC designated courses

Discussion: Jones reviewed the online catalog, IPAR, and Registrar lists of SL courses. She showed the group via screenshare how there is not much alignment between the three lists and what is designated as a SL Course. Committee decided Jones should combine the three lists into one list, and indicate the source of each course (e.g., IPAR list).

Action Taken: After combining the three sources into one long list, Jones to send to Desai. Desai will then send the list to all appropriate campus offices in one email (IPAR, Registrar, ECU Catalog).

Assigned additional duties to: Desai to send the lists as noted in the Action Taken items and will report back feedback during next committee meeting.

ACTIONS OF MEETING

Agenda Item: SL course designation application form and process revision

Discussion: Sub-committee (Carpenter, Ford, Desai, & Howard) met on 2/22/22 and updated the application form. The course designation form was shared with, and reviewed by, all attendees – grammatical changes were made. Baker shared the process of getting Faculty Senate approval as more than editorial changes were made (e.g., definition of service-learning). The changes included:

1. The new definition of SL in the form (as was approved by the committee in our January 2022 meeting). *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.*
2. Clarifications to items c and d in the form as below:
 - c. A description of the community partner and how the service-learning component of the course

will address the civic needs as defined by the community.

- d. Descriptions of activities included in the course, how they are evaluated, and the relationship to the final course grade. Structured reflection related to the service activities must be included. Specifically describe the **type** of engagement with community (e.g., time spent, service provided), and the **subsequent impact** of these service activities (e.g., funds raised, goods provided, training provided, research, media advocacy- public service announcement, other: please specify).
3. Added a Service-learning student outcomes summary table (If approved by Faculty Senate, Lauren Howard in CLCE, will work with Qualtrics/ Engage technical team to format within the application portal).

Also, guidance will be provided on the CLCE website for the applicant/they will be requested to provide the following:

1. Course Description (in the syllabus)
2. Who is/are the community partner(s) How are the partners identified?
3. How are the partners engaged with to collaboratively identify their needs?
4. Service-learning activity/assignments to address need assignment alignment with University Service-Learning definition
5. Service-learning student outcomes summary table (includes student personal development)
6. Syllabus

Howard explained difference between platforms for application submission. Currently lives on CLCE website and the form is through the ENGAGE platform (used by departments, student orgs, student affairs, etc.). The recommendation was in redeveloping the form, Qualtrics might be the easiest platform.

Ford made a motion to approve the content of the form understanding that the formatting may change, and Tabakova seconded. No further discussion. All committee members approved. Motion passed.

Action Taken: Baker will put this on the March Faculty Senate agenda, including the certificate and cord information.

Assigned additional duties to: Baker needs to review the document and for faculty senate any additions are in red (tracked) and then deletions are in highlighted/strike through. Howard will modify a couple of things to ensure that strikethrough and tracks are included where necessary then send to Baker for review. Desai and Howard will attend the March Faculty Senate meeting.

ACTIONS OF MEETING

Agenda Item: Reexamine SL committee's charge.

Discussion: SLC deliberated, decided, and voted not to make any change to the charge at this time. No changes means that we do not have to present anything to the Committee on Committees.

Action Taken: None

Assigned additional duties to: None

ACTIONS OF MEETING

Agenda Item: Promoting SL with various constituents - Clark/Tabakova

Discussion: Desai explained that our April meeting will include discussion of what the SLC has achieved this year and plans moving forward next academic year. Clark recommended doing something to honor our community partners (e.g., Certificate), and shared how this was discussed a few years ago by the SLC. Showing appreciation to community partners would also continue to promote service learning within ECU and the greater community. Tabakova volunteered to make the certificate and said that the library would print the certificates for us. Several committee members agreed this was a good idea but expressed concern regarding the logistics of completing appreciation certificates/letters. Desai felt with all that the SLC has been working on/completing this year, that recognition of community partnership organization could begin next academic year. Tabakova and Clark have worked on their recognition certificate template. The committee will discuss this further at the next meeting in April. SLC members were asked to alert their respective units/ faculty teaching SL courses to get some preliminary information pulled together.

Action Taken: It was suggested to present the plan to recognize community partnership organizations with a certificate to Faculty Senate for their information as well at the March 29th meeting.

Assigned additional duties to: Desai to present the information noted in Action Taken section to Faculty Senate on 3/29/22.

Adjournment

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

NEXT MEETING: April 12, 2022, Rivers 154. 3:30-4:30pm (to 4:45pm if needed)