

COMMITTEE: Service-Learning Committee

MEETING DATE/TIME: 4/12/2022, 3:30–4:45 PM

LOCATION: Rivers 154

PERSON PRESIDING: Priti Desai

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

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

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

ACTIONS OF MEETING

Agenda Item: Approval of minutes of meeting held on 3/1/2022

Discussion: None

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

Assigned additional duties to: None

ACTIONS OF MEETING

Agenda Item: Update from presentation to Faculty Senate in March regarding revised SL definition for ECU, recognition of students via honor cords/ certificate, as well as recognition of community partners; and the revised SL course designation application form/ and process.

Discussion:

- Desai and Howard present at meeting. Desai made the presentations.
- The revised SL definition and the Honor cords/certificate for student recognition and recognition of community partners was presented for information but did not need to be voted on by Faculty Senate. There were no questions from audience.
- SL Course Form was up for Faculty Senate vote. There were no questions regarding the revised SL form and moving it to Qualtrics platform. The SL course application form passed with one edit- changing “community partner” to “community partnership organization(s).”
- Form is now with the Chancellor who has until May 11 to respond. Baker will send an email to SLC inform us of the Chancellor’s decision.
- Committee can draft a communication; Baker can send it through faculty listserv to all faculty after the Chancellor approves.

Action Taken: None

Assigned additional duties to: If/when revised application form passed by chancellor, Howard will update the application form. All SLC members to inform own Deans, Chairs, and faculty at start of next academic year about the updated form and encourage application submissions. Committee chair to send short note to Baker who will send the announcement on ECU official/announce.

ACTIONS OF MEETING

Agenda Item: Students graduating at end of Spring 2022- honor cords

Discussion:

- Hur provided updated list of graduates qualified for SL honor cords.
- Hur to email list of students to Tabakova and Desai.
- Letter set/ready to go, Tabakova to email each student and individualize each certificate. Will add signatures (waiting to receive those).
- Community partner certificates ready as well if anyone chooses to send them to email Tabakova.
- Honor cords are now available for purchase at Dowdy store. Memo from B & N, honor cords process document will be posted on SLC Teams site for future reference. Desai to send information to Baker, who will post it on Teams.
- Tabakova's term end on committee (in third year), will share the certificate file with committee members who will be here next year.
- After semester ends, Desai to update information on TEAMS (via Baker), including the process the committee developed to contact students and purchase of cords.

Action Taken: None

Assigned additional duties to: Tabakova to send certificates with letters to students and will send the certificate and letter files to the committee. Desai to send list of honorees to bookstore.

ACTIONS OF MEETING

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

Discussion:

- Jones previously compiled and presented at last SLC meeting the lists of SLC designated courses (IPAR, registrar, & catalog lists).
- Desai sent compiled list to IPAR, the Registrar's office, and Diane Coltraine.
 - Coltraine indicated the list generated from the catalog was not accurate. Those accepted this year would be reflected in the catalog next year. The graduate catalog SL courses were not included.
 - Coltraine also indicated that if SLC wants a comprehensive list of SL courses, 20 courses will need to be added to the catalog list (graduate and undergraduate catalog)

Action Taken: Desai to reach out to Jones to follow up with Diane Coltraine.

Assigned additional duties to: Jones to follow up with Diane Coltraine. This action will likely be ongoing during next academic year.

ACTIONS OF MEETING

Agenda Item: Update on faculty recognition (Media)

Discussion:

- Did not see Dr. Melissa Hudson featured in last First Monday. Reconsider for next academic year.

Action Taken: None

Assigned additional duties to: None

ACTIONS OF MEETING

Agenda Item: Word of Gratitude for all committee members, lessons learned and accomplishments

Discussion:

- New SL definition and revised form presented to the Faculty Senate.
- Student recognition certificates and honor cords process presented to Faculty senate and students will be recognized for this spring 2022 graduation and onward.
- List of SL Courses that need reconciling- work initiated and in progress.
- Hur's research through IPAR showed that 1100 students will have at least 1 designated SL course by spring or summer of 2022. SLC hope to increase applications for SL courses given changes made. Based on Hur's research, Desai will include a short document re: State of SL courses at ECU as of March 2022 on Teams.
- Suggestion all SLC members present new inclusive SL definition and the form to own department, school, college – get the word out to encourage more faculty members to apply for their courses to be designated as SL course, to truly capture the work being done at ECU.
- Desai to complete annual report, will send to Tabakova and Schwartz to sign- due by May 15th, 2022.
- Gratitude and kudos extended to all for their roles and contributions for a productive SLC year.

Action Taken: None

Assigned additional duties to: Tabakova and Schwartz to sign annual report after completed by Desai

ACTIONS OF MEETING

Agenda Item: Business carried over to next academic year

Discussion:

- After receiving chancellor's approval on pending items SL forms, promote SL with various constituents. Schwartz to send the new/approved form link and application process through the HHP listserv next year
- Encourage faculty to apply courses for SL designation.
- Consider developing the marketing video- with updated definition of SL and revised application.
- Updating SL designated course lists in catalogs.
- Next group of students graduating in December, check IPAR in October for SL honor eligible students and send them letters/ certificate, and their list of names to the Dowdy bookstore.
- 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).
- Teaching grants are offered through ECU and Hur proposed that one be focused on SL as a possibility/collaboration.
- Desai and Tabakova SLC terms are over at end of this semester, Schwartz will continue on SLC committee for final year next academic year, but only as a member (not in leadership role). SLC members to consider serving in leadership role next academic year.

Action Taken: None

Assigned additional duties to: None

Adjournment

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

NEXT MEETING: Will be held in the academic year 2022-2023.