

SERVICE-LEARNING COMMITTEE MINUTES, AY 2022-2023

COMMITTEE: Service-Learning Committee

MEETING DATE/TIME: 01/10/2023, 9:00–10:05 am

LOCATION: Microsoft Teams

PERSON PRESIDING: Jill Twark

REGULAR MEMBERS IN ATTENDANCE: Jennifer Sisk, Tristin Carpenter,

EX-OFFICIO MEMBERS IN ATTENDANCE — Almitra Medina

EX-OFFICIO MEMBERS IN ATTENDANCE (without vote) —

Committee did not have a quorum

Agenda Item: Approval of Minutes

Discussion: Approval of Minutes from Nov. 8, 2022 meeting

Action Taken: N/A

Assigned Additional Duties: Twark will send minutes to committee over email for approval since we did not have quorum

Agenda Item: Completion of Old Business

Discussion: Rachel Baker linked the UG and Grad. Catalog Service-Learning Course list webpages to our Faculty Senate SL Committee website and will update all 3 links annually when the new catalogs appear. The links are: UG SL courses; UG SL courses with some sections only; and Grad SL courses.

Rachel will continue to maintain updating these lists, as changes to committee members may slow this process. Thank you, Rachel!

Applications will be emailed automatically to all SL Committee members at svc@ecu.edu upon submission.

Twark created a Word Doc with instructions for accessing the Qualtrics SL Course Application Survey from our email Inboxes, so that a clean .pdf file is created for review. Instruction doc is on Microsoft Teams and also includes link to Qualtrics Survey template/draft, in case revisions are needed in future.

Action Taken: N/A

Assigned Additional Duties: N/A

Agenda Item: Discussion of Committee Charge Revisions

Discussion: Further Discussion of Committee Charge revisions, focused on letter B, related to SL Committee relationship to the CLCE. Donna Roberson from the Committee on Committees had commented on our Charge revisions with the following statement: “CoC recommends staying in a reviewing and advisory role with this Center. The committee should feel empowered to embrace this role. There is no rationale for this requested change and removes the faculty senate from this important Center.” Dr. Twark met with Faculty Senate Chair Anne Ticknor on Jan. 9 to discuss how best to formulate SL Committee responsibilities in letter B. This is the language both Twark and Ticknor agreed on, which was presented to the SLC. Dr. Medina suggested addition of “curricular” to “academic matters” at the end of the statement. The SLC members present at this meeting approved of this language:

- B. The committee serves as a liaison between the Faculty Senate and the Center for Leadership and Civic Engagement. In reviewing curricular and other academic matters related to service-learning, it consults with and advises the administrative leadership of the Center regarding these curricular and academic matters.

Action Taken: N/A

Assigned Additional Duties: Twark will send the document to Committee on Committees and Faculty Senate for approval, after a quorum of the SLC votes on this new language.

Agenda Item: Approval of Emily Yeager’s Application for SL Course Designation

Discussion: SL Course Designation Application from Emily Yeager for RCSC6121 / RCSC4121: Tourism Planning & Entrepreneurship was approved unanimously by the SL Committee was approved.

Action Taken: N/A

Assigned Additional Duties: N/A

Agenda Item: Report from Subcommittee 1: Promotion of SL to Faculty

Discussion: Video request sent by Prof. Becker to University Communications Creative Services, and approved for creation in February 2023.

Video to include ECU SL definition, steps to apply for SL course designation, and feature faculty, student, and community partner perspectives.

Emails to ECU faculty promoting SL course application need to be sent prior to Mar. 15 deadline.

Professors and students need to be recruited for Pirate Profiles. Prof. Jenn Sisk volunteered to be featured in a Pirate Profile (**Seeking other SL Committee Volunteers**)

Action Taken: Craig Becker has questions to send to creative services for video; need volunteers to be interviewed for the video.

Assigned Additional Duties: Twark will give Sisk contact info, and Sisk will reach out to these contacts and suggest students that may be good candidates to highlight for successful service-learning projects. Sisk will also submit info for a possible Pirate Profile of SL faculty.

Agenda Item: Report from Subcommittee 2: Promotion to Students and SL Certificates

Discussion: Emails to be sent to students promoting SL course certificate in spring 2023.

- Fall report from IPAR was received, with 2 students eligible for SL certificate.
- Subcommittee sent Dr. Twark the 2 certificates; she revised and signed them; sent the certificates to Dr. Ticknor for signing; sent them to students.
- **IPAR letter uploaded in SL Microsoft Teams folder?**
-May need to create/submit text of letter to SL Teams Folder/Sharepoint
- Suggestions for Subcommittee for Spring 2023
 - o Add name, date, and undergrad/grad status to Certificate and Letter (revised in Fall 2022 by SL Chair Twark and uploaded to Microsoft Teams Folder "SL Student Certificates 2022-2023)
 - o Use signatures from Fall 2022 Certificate and Letter for Spring 2023 ones
 - o Forward completed Certificates and Letters to SL Committee Chair for forwarding to recipients and upload all letters in the appropriate folder ("Student Certificates 2022-2023") on Microsoft Teams.

- Subcommittee Plans for Spring 2023

Action Taken: N/A- Subcommittee members not present at meeting.

Assigned Additional Duties: Subcommittee needs to update IPAR letter request into Teams folder.

Agenda Item: Upcoming SL Application Reviews from Honors College

Discussion: Do we need an abbreviated approval process for reviewing Honors College SL course applications?

- What form should it take?
- **Subcommittee to be created on Honors College application review.**

Possible ways to handle the review of Honors College Service-Learning Applications:

- Option 1 - send syllabi course info/designation- there is an honors course already SL designated, they can use this course and just update SL components (honors course #-HNRS
- Option 2- has a diff course #, and then may need them to apply through Qualtrics form

Current Honors Seminar Designations-

Rachel Baker provided this Honors College SL course information:

| | | |
|---|---|---|
| HNRS 2011 - Honors Seminar in the Humanities | 3 | SL*: Selected Sections are Service-Learning |
| HNRS 2012 - Honors Seminar in the Fine Arts | 3 | SL*: Selected Sections are Service-Learning |
| HNRS 2013 - Honors Seminar in the Social Sciences | 3 | SL*: Selected Sections are Service-Learning |
| HNRS 2116 - Interdisciplinary Honors Seminar | 3 | SL*: Selected Sections are Service-Learning |

Action Taken: Almitra Medina will serve as chair of Honors Designation Subcommittee

Assigned Additional Duties: Ask George Baily for advice, as he has previously reviewed honors college info and writing intensive designation, Medina will contact Bailey and ask if all classes to be reviewed by SLC are already categorized as HNRS SL. In this case, the Subcommittee may only need to review course syllabi to ensure SL designation requirements (such as a reflection paper assignment) are met.

Agenda Item: Integrating SL Applications into Curriculog for new course creation.

Discussion: Dr. Twark is meeting General Education and Instructional Effectiveness Committee Chair Mary Tucker-McLaughlin and other professors to discuss integrating (and perhaps abbreviating) SL course designation application in Curriculog to make it less burdensome for instructors to create a new SL course. Meeting scheduled for Friday, Jan. 13.

This is for new courses, may help to encourage new designations

This would help for approval of updated SL courses, and would add Qualtrics form to Curriculog

Action Taken: N/A

Assigned Additional Duties: N/A

Agenda Item: Action Items/Any other items & Adjourn

Discussion: Reinstating CLCE student learning outcomes surveys and faculty course reports.

- CLCE recognition of Community Partners?
- CLCE recognition of Departments and Colleges for SL courses/student participation?

Any other suggestions/ideas?

- Should CLCE member be given a vote on our committee?
- CLCE person would be an ex officio member
- Would need to be included in Charge
- Could replace or be appointed by an empty position on this committee

Rachel gave a brief history of committee and several examples of other non-voting ex officio members, writing foundations as example. Need # of elected members to be more than ex officio members. Committee would have to propose a revision of charge, would go to Committee on Committees and to Faculty Senate for approval.

SLC should include an agenda item for CLCE reports on SLC Agenda, either monthly or as deemed necessary, for good communication between SLC and CLCE initiatives/concerns.

Reminder: NEXT MEETING: Tuesday, February 14, 2023, 9:00-10:00 am, Microsoft Teams

Action Taken: N/A

Assigned Additional Duties: Twark will add agenda item to March meeting for CLCE Report, because February Agenda is currently full.

Meeting Adjourned at 9:55am