

## SERVICE-LEARNING COMMITTEE MINUTES, AY 2022-2023

**COMMITTEE:** Service-Learning Committee

**MEETING DATE/TIME:** 2/14/2023 9:00am - 10:00am

**LOCATION:** Microsoft Teams

**PERSON PRESIDING:** Jill Twark

**REGULAR MEMBERS IN ATTENDANCE:** Jennifer Sisk, Craig Becker, Tristin Carpenter, Karen Jones, Renee Spain, Kim Cherry, Abby Schwartz

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Roxanne Wilder, Almitra Medina, Renee Spain

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

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**Agenda Item:** Approval of Minutes

**Discussion:** Nov 8th minutes- Medina moved to approve, Schwartz 2nd  
Jan 10th minutes - Schwartz moved to approve, Carpenter 2nd

**Action Taken:** Minutes from Nov. 8, 2022 and Jan 10, 2022 approved

**Assigned Additional Duties:** N/A

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**Agenda Item:** Announcement of SL Courses to be banked in the Catalog

**Discussion:** Jeni Parker, Assistant Director of the School of Theatre and Dance, informs the SLC that the School is banking the following SL courses to reduce content redundancy with other courses: · THEA 3031 – Youth Theatre II · THEA 3032 – Constructing Performance Projects in Theatre for Youth · THEA 4141 - Internship in Production and Performance in Theatre for Youth II

**Action Taken:** N/A

**Assigned Additional Duties:** N/A

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**Agenda Item:** Discussion of Committee Charge Revisions

**Discussion:** - Vote on Committee Charge revisions, focused on letter B, related to SL Committee's relationship to the CLCE.

**Revised 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:** Medina moved and Jones 2<sup>nd</sup>; Committee Charge revisions approved unanimously

**Assigned Additional Duties:** Final Revisions to be submitted by Twark to the Committee on Committees and Faculty Senate for approval.

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**Agenda Item:** Discussion of Tristin Carpenter's Application for SL Course Designation

**Discussion:** SL Course Designation Application from Tristin Carpenter for NURS4906: Community Health Nursing (see email to SLC containing the application or attached .pdf file sent to Committee with this Agenda via Outlook Calendar).

The committee agreed that this syllabus fits the advocacy, research, and reflection components.

**Action Taken:** Becker moved to approve, Cherry 2<sup>nd</sup>; SL designation for NURS4906 Approved unanimously

**Assigned Additional Duties:** Rachel Baker will submit this action to Faculty Senate for approval.

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

**Discussion:** Video production to begin in March 2023. Video to include:

- ECU SL definition
- how to apply for SL course designation
- faculty, student, and community partner perspectives on SL benefits.

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 (Jenn Sisk and any other SL Committee Volunteers)

**Actions to Be Taken:** Sisk will contact former students; Karen Jones is reaching out to several students, Jones' Department Chair and Jones will also be on video; will send all contact info to Twark. Will pick students who live in and around Pitt County for live video taping.

Thank you to Craig, Tristian, and Jill for putting this together.

Video person (Reed) asked that someone from Committee be there during video recording.  
*(March 15 video shoot, 10am-noon, Center for Leadership and Civic Engagement, Room 208 Main Student Center)*

**Assigned Additional Duties:** Tristian Carpenter is composing an email to send out, Jones will send information to Twark for students to video. Howard will link video to CLCE website once complete.

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

**Discussion:** · Report from Subcommittee and 2023 Plans:

- Emails to be sent to students promoting SL course certificate in spring 2023
- Committee needs to upload sample IPAR in SL Microsoft Teams folder

Suggestions for Subcommittee for Spring 2023:

- Add name and date to Certificate and undergrad/grad status to Letter (see both docs from Fall 2022 in Microsoft Teams Folder "SL Certificate and Honor Cord Docs", subfolder "2022-2023").
- Reuse signatures from Fall 2022 Certificate and Letter for Spring 2023 documents.
- Send fully completed Certificates and Letters to SL Committee Chair for forwarding to recipients.
- Upload all letters in Teams folder: "SL Certificate and Honor Cord Docs" in the Subfolder labeled "2022-2023."

Update from Abby: IPAR was contacted in Fall 2022 approximately a month prior to graduation; it took about 1 week to get IPAR report.

Twark asked: How do we contact or inform students that the certificate exists - how do we market the certificate and taking SL classes?

Schwartz and Jones will determine how to market certificates and create and send emails to students/advisors.

**Action Taken:** N/A

**Assigned Additional Duties:** Jones, Schwartz, and Harrigan will connect and complete certificates and letters by end of April.

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**Agenda Item:** Upcoming SL Application Reviews from Honors College

**Discussion:** Report from Subcommittee on Honors College SL course application review (Almitra Medina)

Twark asked: Who are the other members of this Subcommittee?

Kim Cherry and Timothy Harrigan will serve on subcommittee.

Medina reached out to George Bailey.

Some honors college courses have SL designation; waiting for a response from George Bailey as to whether the proposed Honors courses will be offered under an existing SL course number.

Currently, 4 courses from various disciplines exist with Honors Service Learning Designation.

**Action Taken:** N/A

**Assigned Additional Duties:** Medina and Subcommittee members will review Honors SL course submissions as needed.

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

**Discussion:** Report from Dr. Twark on meeting with General Education and Instructional Effectiveness Committee Chair Mary Tucker-McLaughlin and other professors to discuss integrating (or abbreviating) SL course designation application in Curriculog to make it less burdensome for instructors to create a new SL course.

Can add link into Curriculog, or they may have to break out the survey into individual questions/components so that applicants can see questions within application all at once.

Webmaster is integrating SL Designation information into Curriculog.

**Action Taken:** N/A

**Assigned Additional Duties:** Twark will stay in contact with Tucker-McLaughlin and help guide this effort as it pertains to SL designation applications.

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**Agenda Item: New Business**

**Discussion:** Request to reinstate 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.

Howard said that the last survey sent out in Spring 2022 only had 4 responses. Surveys have not been sent out for Fall 2022.

Howard needs an updated list of SL courses taught in Fall 2022 and Spring 2023 from Registrar.

Committee requested that Howard share the survey with SLC, make sure surveys are sent out to active service-learning course attendees.

IPAR can pull a Banner report of what SLC classes are taught each semester.

Does CLCE recognize community partners? Student recognition will take place this year and CLCE will invite some community partners to the ceremony.

**Action Taken:** N/A

**Assigned Additional Duties:** Sisk will meet with Lauren Howard to facilitate distribution of student SL surveys.

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Adjourned at 10:07am.

**Next meeting:** Tuesday, March 14, 2023, 9:00-10:00 am on Microsoft Teams