**Service-Learning Subcommittee**

**Meeting Minutes**

**May 7, 2021**

(Meeting held Via Zoom)

Present: Sharlet Rafacz, Aaron Hoskins, Ana Soltero-Lopez, Alison Mandaville, Ben Boone, Bernadette Muscat, Chris Fiorentino, Fernando Parra, Jamie Levitt, Marcus Shaw, Nicole Smith

Meeting was called to order at 1:30 pm.

Moved, seconded, and carried (MSC) to approve the agenda for the 5/7/21 meeting.

MSC to approve the minutes from 4/16/21.

Ben shared that he has been in communication with CM 7S faculty members and is arranging to meet with them about the newly recertified syllabus and suggestions for the integrating best practices. That meeting will likely take place after the semester ends.

Chris shared that he received the revised syllabus for RA 77S and all required and recommended changes had been included. As such, the course was approved for recertification.

Aaron shared his working group’s review of the newly proposed CSCI 198S course. MSC to have Chris speak to the instructor about adjusting the syllabus to better articulate how this course will connect diverse content and learning from past courses as well as helping to “professionalize” past learning through the service component. This might be articulated in the syllabus through the course description and/or learning outcomes. Also, the syllabus should: (1) Provide multiple examples of sample projects and the tasks associated with them, (2) In addition to reflecting on the technical work provided, add additional, specific reflection prompts regarding the service itself and connections to personal and professional/career impacts of the service experience, and (3) Specify that students may not begin their service hours before submitting the Learning Plan. The working group will then review the revised syllabus.

A discussion regarding the possibility of setting a maximum limit on the number of service hours in a service-learning class was held. Based on various factors, it was agreed that setting a maximum number of hours is not recommended at this time. However, we will continue to discuss this as appropriate during the fall semester.

As a follow-up to a previous discussion about the word “clarity” being used in the S evaluation matrix, Chris drafted a change to the matrix that requests examples of reflection topics, activities, and/or prompts be included in the syllabus. MSC to approve revised form.

Sharlet shared an update regarding subcommittee membership for the 2021-22 AY. Ana’s and Marcus’ terms of service were extended and are now set to end in May 2024. AP&P also appointed Suzan Alteri to the committee representing the library. Our committee charge does not mention a spot for a representative from the library so Sharlet will follow-up with AP&P to determine why this individual has been appointed. However, there are no concerns about a representative of the library being added to the subcommittee, if that is what AP&P says is necessary.

A conversation about fall 2021 meetings was held. MSC to continue with virtual meetings for the fall semester. The following meeting dates and times was also approved.

 Friday, September 10, 1:30-2:30

 Friday, October 8, 1:30-2:30

 Friday, November 12, 1:30-2:30

 Friday, December 3, 1:30-2:30

Chris will send Google Calendar meeting invitations with the appropriate Zoom link information.

Chris shared highlights of the subcommittee’s accomplishments this academic year, including:

* The review and approval of six new S courses
* The review and recertification of 16 S courses
* A revised S Evaluation Matrix was approved

Chris and Sharlet thanked committee members for their outstanding service, despite the challenges of COVID and virtual meetings. The committee thanked Sharlet for her stellar leadership throughout the year and Chris for his work as staff for the committee.

Meeting adjourned at 2:30pm.

Minutes respectfully submitted by Chris Fiorentino on May 7, 2021.