MINUTES OF THE SERVICE-LEARNING SUBCOMMITTEE

CALIFORNIA STATE UNIVERSITY, FRESNO

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March 2, 2018

Present: Zhanna Bagdasarov, Nicole Smith, Chris Fiorentino, Evelyn Gonzalez, Betsy Hays, Sharlet Rafacz, Aimee Rickman, Nancy VanLeuven, Steve Hart, Wei Wu

Absent: Xuanning Fu, Matthew Jendian, Alex Diaz

The meeting was called to order by the chair, Zhanna Bagdasarov, at 1:37pm

It was moved, seconded and carried (MSC) to approve the meeting agenda, with the addition of a brief discussion regarding the SL Summer Intensive.

MSC to approve the minutes from the February 2, 2018 meeting.

Chris reported that he recently spoke with Jim Schmidtke, Chair of the Management Department. ENTR 163S, which is up for 5-year S review this semester, is no longer being taught and Dr. Schmidtke does not see the possibility of it being taught in the near future. Therefore, he would like to let the course be discontinued and would speak with Xuanning Fu about this class directly.

The subcommittee discussed the newly proposed CRIM 120S course. While the course materials submitted for review were satisfactory in most regards, there are a number of requested changes and recommendations, which include:

1. Request that the syllabus explicitly state the mechanism(s) for introducing SL to the students and when this introduction will take place. We suggest one mechanism that be considered are the Student SL Modules that can be found at <http://fresnostate.edu/academics/cesl/servicelearning/studentservice-learning/index.html>.
2. Request that additional clarification on what the service (mentoring) entails be included in the syllabus. The current syllabus provides some description, but will leave many students with questions about what is expected of them. For example, does mentoring specifically include or not include activities such as tutoring, homework help, advising, guided discussions, etc.? Furthermore, the committee requests that there be a statement in the syllabus that specifically refers to when students will be trained on their duties, responsibilities, policies, and procedures related to their role as mentors. (See item 4 below.)
3. Per CSU and Fresno State policy, all students are required to complete the Service-Learning Plan prior to starting their service hours. This requirement should be included in the syllabus and Learning Plan form should be attached to the syllabus as an appendix.
4. Recommend that the faculty member prepare a robust set of ancillary materials related to the mentoring service and responsibilities. This may include, but not limited to, materials outlining confidentiality, mandatory reporting policies/laws, best practices and recommended activities for mentors, school district policies for mentors, etc. The Fresno Unified School District Mentoring Program is one resource for compiling such a guide. Contact Darrin Person (559.457.3369 or darrin.person@fresnounified.org) and/or Judy Reynoso (559.457.3369 and/or [judy.reynoso@fresnounified.org](mailto:judy.reynoso@fresnounified.org)) for assistance.
5. Recommend that the deadline for reporting concerns about passing TB test and background screening be revised, as many students may not know whether or not they will pass those screenings before going through the process.
6. Recommend having clear and specific alternatives for students who do not pass their TB test or background screening, as it is likely that some will not.
7. Recommend that the SL Tracking and Verification form be used by students to verify their service hours and be referenced in the syllabus and included as an appendix.
8. Since two different versions of the syllabus were included in the materials the SL Subcommittee received from UGC, it is requested that the instructor provide the most recent version of the syllabus to ensure all evaluations are based on the correct syllabus.
9. Recommend meeting with Betsy Hays and Chris Fiorentino to discuss these and other issues that may come up in this course and possibilities for addressing those issues.

While the committee believes this will be an outstanding S course, and that most of the S requirements are met by the current syllabus, we ask that the revised syllabus, based on the requests and recommendations cited above, be submitted to the SL Subcommittee for review prior to any recommendation to UGC.

MSC to add a requirement that all S courses reference the requirement that all students complete a Service-Learning Plan prior to starting their service hours and that all S syllabi include this form as an appendix.

Remaining spring 2018 meetings will be held on:

Friday, April 13, 2018, 1:30-2:30pm, Thomas 117

Friday, May 4, 2018, 1:30-2:30pm, Thomas 117

The meeting was adjourned at 2:15pm

Minutes respectfully submitted by Chris Fiorentino on March 2, 2018.