MINUTES OF THE SERVICE-LEARNING SUBCOMMITTEE

CALIFORNIA STATE UNIVERSITY, FRESNO

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**Meeting Minutes**

**March 12, 2021**

(Meeting held Via Zoom)

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

Meeting was called to order at 1:32 pm.

Moved, seconded, and carried (MSC)to approve the agenda for the 3/12/21 meeting.

MSC to officially approve Subcommittee business handled electronically in place of a full meeting on 2/12/21. This included unanimous votes to approve minutes from the 12/11/20 meeting and approve NUTR 166S for recertification.

Chris shared that he received the revised syllabi for CHEM 165SH and MGT 133S and that all of the subcommittee’s required changes were made. Therefore, the courses were approved for recertification.

Chris shared his working group’s review of CLAS 172S. MSC to approve the course for recertification pending the addition of required changes to the syllabus related to the Learning Plan.

Ana shared her working group’s review of RA 77S. There were several required changes including: (1) clarifying the mechanism(s) used to introduce SL to students; (2) provide more details on the types of agencies served and the typical service activities; (3) provide more clarity and depth to the reflection component; (4) clarify which assignments are directly related to SL, indicate points for each assignment such that the percentage of the final grade that is made up from all SL components is discernable from the syllabus. There were also a number of recommendations offered for consideration by the instructor/department. MSC to recertify the course pending those changes to the syllabus.

Sharlet shared her working group’s review of CFS 143S. There are several areas of the syllabus that are unclear and require changes before the course can be recertified: (1) add details regarding the method for introducing service-learning to students; (2) clarify specific content of the reflection assignments; (3) clarify that the Learning Plan is due before beginning service. MSC to recertify the course pending those changes to the syllabus.

Chris shared his working group’s review of PSYCH 178S. There are three changes required before the course can be recertified: (1) clarify how service hours will be verified; (2) the syllabus must reference the fact that all students must submit a Learning Plan prior to starting their service hours; (3) a copy of the Learning Plan must be included as an appendix to the syllabus. MSC to approve the course for recertification pending these changes be made to the syllabus.

Marcus shared his working group’s review of CSDS 168S. For the course to be recertified two revisions are required: (1) add more information about how/when service-learning will be introduced, perhaps in the SL section of the syllabus and/or in the course schedule; (2) the syllabus should state that the Learning Plan must be completed prior to starting service. There is also a suggestion that the faculty member meet with Ben Boone to review the reflection component of the course and seek ways to enhance this component. MSC to approve the course for recertification pending these changes.

Fernando shared his working group’s review of CM 7S. Several changes to the syllabus are required before the course can be recertified: (1) provide a table or description of points allocated for each type of learning experience in the course so the proportion of the course allocated to service learning is clear; (2) as high-quality reflection experiences is perhaps **the** critical ingredient in providing students with meaningful service and learning experience, please integrate multiple ongoing reflections, perhaps in conjunction with student site-visit reports; (3) provide criteria or guidance to define the typical activities and the necessary scope of the service-learning project to satisfactorily meet the class expectations. There is also a suggestion that the faculty member meet with Ben Boone to review the reflection component of the course and seek ways to enhance this component. MSC to request a revised syllabus that will be reviewed by the working group.

Sharlet shared an update regarding proposed SL Subcommittee membership for the 2021-22 academic year. Ana’s and Marcus’ term of service expires this May. Both have elected to return to the Subcommittee and submitted the required Academic Senate form. Sharlet has shared the preference to extend their terms of service with Jim Mullooly, Chair of AP&P.

Chris shared information about the semi-regular Spotlight on Service-Learning feature that is now part of the bi-weekly Academic Affairs Leadership Team meeting. So far, presenters have included Jennifer Roos (Physical Therapy) and Don Simmons (Sociology). Alison Mandaville is scheduled to present at the next AALT meeting and Chris will work to include at least one representative of each school/college prior to the end of the academic year.

The following spring meeting dates were proposed and accepted.

**Friday, April 16, 1:30-2:30 (Revised Date)**

Friday, May 7, 1:30-2:30

Meeting adjourned at 2:35pm.

Minutes respectfully submitted by Chris Fiorentino on March 12, 2021.