**Service-Learning Subcommittee**

**Meeting Minutes**

**March 3, 2023**

Present: Alison Mandaville, Susan Alteri, Aaron Hoskins, Chris Fiorentino, Marcus Shaw, Nicole Smith, Steve Hart, Myung Shin, Haley Shah and Angela Soghomonian

Not present: Fernando Parra, Morgan Hawker, Bernadette Muscat and Jamie Levitt

Meeting was called to order at 1:33 pm.

Aaron welcomed our newest member, Myung Shin. Myung will be serving as the interim representative from the Kremen School of Education for the spring semester.

Moved, seconded, and carried (MSC) to approve the agenda.

MSC to approve minutes from the 2/3/23 meeting.

Chris shared he received a revised syllabus for EES 115S course which contained all the required changes. As such, the course is formally recommended for S designation.

A number of 5-year recertification reviews were discussed:

• Aaron shared the working group’s review of LEE 101S. MSC for Steve Hart to meet with appropriate faculty members in LEBSE regarding this course, assist them with making a number of changes indicated as necessary by the working group, then have them submit the course for a second review by the working group.

• Chris shared on behalf of Jamie and his working group the results of their CRIM 120S review. The course meets all S requirements, but there were a few recommended changes. MSC to approve the course for recertification, but that Chris share those recommended changes with the instructor/department.

• Chris shared that, at the request of the Department Chair, the review of PSYCH 171S for five year review will be postponed until fall 2023.

• Chris shared the working group’s review of COUN 214S. There are a few minor changes required. MSC to approve the course pending the submission of a new syllabus that contains the required changes. Chris will share this information with the department.

• Marcus shared his working group’s review of MRKTG 100S. MSC to approve the course for recertification, but that Chris should share with the department a concern regarding the grading structure.

Steve shared his working group’s review of the newly proposed EES 102S course. There are a number of changes and clarifications needed in the syllabus. MSC for Chris to meet with the Department Chair to discuss the required changes and have the department submit a revised syllabus. If all required changes are included, the course will be approved/recommended for S designation.

Nicole shared her working group’s review of the newly proposed EES 169S course. The working group considers this a model syllabus. MSC to recommend/approve the course for S designation with no required or recommended changes. Chris will follow-up as required.

Chris shared that CFS 143S and CSCI 198S, both courses that the SL Subcommittee has reviewed and approved in the last two years, have both come before the committee due to course changes not related to the SL component of the course. The syllabi for both courses reflect no changes to the service-learning component and is was MSC that both courses be approved/recommended for S designation. Chris will follow-up as required.

Chris shared a revised list of ideas for supporting service-learning courses and instructors across campus which were provided after consultation with the Provost and Vice Provost. These ideas include:

*1) For full-time (Lecturer or Tenured/TT) faculty members who teach a minimum of (number to be determined) SL classes per year, establish a fairly robust fund where they can apply to get money for things like equipment/materials for SL service activities; conference attendance; and summer stipend for SL planning.*

This idea was endorsed by the SL Subcommittee.

*2) Provide some incentive for departments who make exemplary commitment to SL.  Perhaps an annual award for a one or more departments that includes funding for the department to use to sustain/increase SL offerings.*

This idea was endorsed by the SL Subcommittee.

*3) Strengthen the role SL can play in the WPAF/RTP process.*

An APM 325 Working Group will review the APM and, as appropriate, recommend changes to AP&P for consideration. Nicole, Marcus, Aaron and Steve have volunteered to be a part of that working group. Chris will check with Bernadette, Fernando, Jamie and Morgan to see if any of them would like to also serve. At the same time, all school/college representatives on the SL Subcommittee are asked to check with their school/college personnel committee to gather any RTP guidelines or information and share with the APM 235 Working Group.

*4) Provide professional development funds to every faculty member (probably FT, tenured, TT) for each “S” designated class they teach.  Amount would be approximately $200/S course taught. Funds can be “banked” and used anytime.*

While generally supported, the SL Subcommittee agrees that this idea requires more consideration. The consensus is that the issue of the time required to maintain and teach a quality SL course is significant enough that the WTU weight for such courses should be addressed. Chris will talk to the Vice Provost to get more information about the CSU course classification system and explore the idea of a classification for S courses that provides more WTU for instructors.

Nicole mentioned the JEDI (justice, equity, diversity, and inclusion) initiative. SL would seem to address JEDI. Chris will discuss this with Dr. Rashanda Booker, the new University Diversity Officer.

Aaron shared that an upcoming IDEAS Center Workshop on SL titled *Virtual Service Learning: How to Provide Meaningful Global Community Service* will be presented on March 14, 2023 at 12:30 pm in the IDEAS Lounge (Library 2nd floor). Dr. Nupur Hajela, PT, DPT, Ph.D. (Dept of Physical Therapy) is the presenter.

The following meeting dates and times for the spring semester were approved:

Friday, April 14, 1:30-2:30pm

Friday, May 5, 1:30-2:30pm

Meeting adjourned at 2:28.

Minutes respectfully submitted by Chris Fiorentino on March 3, 2023.