MINUTES OF THE SERVICE-LEARNING SUBCOMMITTEE

CALIFORNIA STATE UNIVERSITY, FRESNO

5200 N. Barton Ave, M/S UL34

Fresno, California 93740-8014

Office of the Academic Senate Phone: (559) 278-2743

Fax: (559) 278-5745

**Service-Learning Subcommittee**

**Meeting Minutes**

**April 14, 2023**

Present: Aaron Hoskins, Morgan Hawker, Marcus Shaw, Steve Hart, Chris Fiorentino, Jamie Levitt, Haley Shah, Angela Soghomonian, Alison Mandaville, Fernando Parra,

Not present: Susan Alteri, Bernadette Muscat, Nicole Smith, Myung Shin

Meeting was called to order at 1:32 pm.

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

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

Steve shared an update regarding the 5 year LEE 101S. The class has not been taught since 2018, but is going to be taught this summer. The instructor who originally proposed and taught the class is retired. The Chair does not know anything about the class and the program coordinator is out on maternity leave. The instructor is a lecturer who knows nothing about SL. The recommendation is to table the review until fall 2023. Steve will continue to work with the program coordinator and instructor. Chris will check with Scheduling to see if the course is going to be offered in the fall. He will also check with Bernadette to see if the summer class can be administratively changed to a non-S version.

Chris shared that he received a revised syllabi for COUN 214S and EES 102S which included all the required and recommended changes. As such, COUN 214S is recertified for S designation and EES 102S received S designation approval.

Chris shared that MATH 149S came before the committee due to a change in the prerequisites for the course. However, there were no changes to the course content, including the SL content, from the time of our recertification review in fall 2022. The subcommittee agreed via an electronic vote in March to approve the course.

Chris shared his working group’s review of RA 115S. There are a number of concerns about the course. It was MSC to send the syllabus back to the department with the following required changes, then have the working group review the revised syllabus. Required changes are:

(1) Add “S” to Course ID (number): RA 115**S**; (2) Page three lists “Introductory Course Materials”, but it is unclear if and how service-learning is specifically introduced. This information should be added. (Just a sentence or two would suffice.); (3) The type of agencies where students will serve is not stated. Include specific examples, possibly directly from the justification memo. (4) Typical service activities are not included in the syllabus. While we recognize that this is difficult because this course pairs with at least four other courses for four different certificate programs. However, at the very least, the 115S syllabus should state that the syllabi for RA 113, 117, 146, and 150 will include additional information about the types of service activities students should expect to engage in. More ideally would be to add a short summary of typical service activities acceptable for each paired certificate course. This could be in an associated Canvas document or even very briefly discussed in the body of the 115S syllabus; (5) Add sample journal prompts and/or some specific topics the reflective discussions and journals will cover; (6) There appears to be a discrepancy between the justification memo and the syllabus in terms of how grades are determined and what percentage of the grade comes from service-learning. Additional content should be added to the “Grading” section of the syllabus to clarify the actual assignments/documents/tasks that make up the final grade.

Aaron shared a summary from the APM 325 Working Group’s meeting. In short, SL is specifically cited in APM 325 as an example of Teaching Effectiveness, Professional Growth and Scholarly/Creative Activities, and at least indirectly under University and Public Service. However, the generic Faculty Affairs template says nothing about SL. Similarly, it does not seem that the schools/colleges have a consistent use of a Probationary Plan “template”. Next steps:

1. Chris will talk with Provost/Vice Provost about working with Faculty Affairs to make changes to the university’s Probationary Plan template and include service-learning as a way to demonstrate Teaching Effectiveness, Professional Growth and Scholarly/Creative Activities, and at least indirectly under University and Public Service.
2. Chris will talk with Jim Mullooly, Chair of AP&P, to see if he can provide any guidance regarding the best ways to better imbed SL in campus RTP/WPAF guiding documents and whether or not the Senate is a good place to address the dilemma cited above.
3. Working group members will talk to the chair(s) of their department and/or school/college personnel committee(s) to see if they have any say in the Probationary Plan template or guidance they provide, if any.

The final meeting of the year will be Friday, May 5, 1:30-2:30pm.

Meeting adjourned at 2:13pm

Minutes respectfully submitted by Chris Fiorentino on April 14, 2023.