**Service-Learning Subcommittee**

**Meeting Minutes**

**December 2, 2022**

Present: Ana Soltero Lopez, Susan Alteri, Morgan Hawker, Aaron Hoskins, Chris Fiorentino, Marcus Shaw, Haley Shah, Angela Soghomonian, Nicole Smith, Fernando Parra

Not present: Bernadette Muscat, Steve Hart, Jamie Levitt, Alison Mandaville

Meeting was called to order at 1:34 pm.

Angela Soghomonian, the newest student member of the committee, was introduced and welcomed.

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

MSC to approve minutes from the 10/7/22 meeting.

Chris shared that his working group received and reviewed the revised syllabus for AGBS 170S. All required and most of the recommended changes were made to the syllabus. (The instructor indicated he would make the rest of the recommended changes prior to the spring semester.) MSC to approve the course for S recertification.

Chris shared that he received and reviewed revised syllabi for both Drama 136S and ENGL 132S. Both syllabi included all changes that were required and recommended by the SL Subcommittee during the initial review. Based on the Subcommittee’s earlier decision to approve the courses pending these changes, the courses have been approved for S recertification.

Aaron discussed his working group’s review of the revised MATH 149S syllabus. The committee’s required and recommended changes have been addressed, but there are still some concerns about the depth and breadth of the course’s reflection component. MSC to approve the course with the recommendation that the instructor continue to work on the reflection component and that Chris and/or Steve meet with the instructor to discuss this. Chris will personally schedule this meeting.

Marcus discussed his working group’s review of the revised EES 115S syllabus. In general, required and recommended changes were addressed. However, there are still some concerns. MSC to approve the course for S designation with one required change and two recommendations: (1) Required: The syllabus must explicitly state that the Learning Plan must be completed and submitted prior to beginning any service hours. (2) Recommended: The syllabus contains a lot of hyperlinks but relatively little narrative about the SL component and requirements. The committee believes that the student experience could be improved if more information were explicitly stated in the syllabus in narrative format, not just via hyperlinks. Also, Chris will discuss with the instructor the fact that individual “thank you” notes from the students to their site supervisors does not constitute explicit verification of service hours. This should be addressed.

Ana shared that the following courses were up for 5 year recertification in the spring: LEE 101S, CRIM 120S, PSYCH 171S, COUN 214S, and MRKTG 100S. Chris also shared that there was at least one more new S course proposal in the curriculum approval process from EES and one from Recreation. Both should come before the SL Subcommittee in the spring semester.

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

 Friday, February 3, 1:30-2:30pm

 Friday, March 3, 1:30-2:30pm

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

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

Chris will book a room for these meetings and send Google Calendar invites for all of the meetings.

Chris shared that the SL Seminar started in November and will continue through March 2023. Ten faculty members from nine departments are attending. A discussion about S designation and KINES 144i and 122 took place. He and Nicole will be discussing this further in the hopes of converting both to S designation.

Chris and Ana shared that the President and Provost had both recently stated that they would be working with Deans and Department Chairs to more strongly encourage the adoption of service-learning in departments where there are currently no significant S courses.

Meeting adjourned at 2:28.

Minutes respectfully submitted by Chris Fiorentino on December 2, 2022.