MINUTES OF THE SERVICE-LEARNING SUBCOMMITTEE

CALIFORNIA STATE UNIVERSITY, FRESNO

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**October 9, 2020**

(Meeting held Via Zoom)

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

Absent: Marcus Shaw

Moved, seconded, and carried (MSC) to approve the agenda for the 10/9/20 meeting.

MSC to approve 9/11/20 meeting minutes.

Chris informed the committee that he had received and reviewed updated syllabi for MCJ 147S, MCJ 155WS, and SOC 188S. Each reflected the required and recommended changes from the subcommittee. As such, the courses are recommended for “S” designation and Chris communicated that to the respective departments and the Undergraduate Curriculum Committee.

The revised syllabus for COUN 242S has not yet been received. Chris has followed up with the faculty member who submitted the course for curriculum approval and she indicated that the revised syllabus will be provided as soon as possible.

The subcommittee discussed recent concerns faculty members have shared regarding the requirement that the Learning Plan be attached to the syllabus as an appendix. MSC to continue current process and requirement that Learning Plan be explicitly stated in the syllabus as a requirement and that the Learning Plan be attached as an appendix to the syllabus.

Sharlet shared that all memos to faculty/departments regarding required 5-year S course reviews went out on 9/25/20 with a deadline of 10/16/20.

There was a discussion about whether to review the current virtual format of a syllabus versus a more traditional in-person version of the syllabus. The consensus is to accept whichever one the faculty member/department provides. Whichever version is reviewed, we can simply ask if any other version (virtual or in-person) has similar SL requirements to the version submitted.

Chris shared his working group’s review of PSYCH 274S. MSC to approve the course’s renewal with the required change needed to specifically cite the need for a Learning Plan. Other recommended changes suggested by the working group will be provided to the faculty member but are not required for recertification.

Nicole shared his working group’s review of SOC 186S. MSC to renew the S designation for this course with one recommendation regarding the absence policy as it relates to APM 232.

Sharlet reported that MCJ 158S and ANTHRO 145S will not be renewed by request of their respective departments.

Syllabi have been received and working groups have been given materials related to the 5-year reviews for SOC 130WS, 183S, 184S, and 187S. Because the next SL Subcommittee meeting will not be until November 20th it is MSC to allow working groups to send their review and recommendation to the full Subcommittee electronically. Unless a particular issue is noted that requires discussion, approvals and/or required and recommended changes can be communicated with departments, per working group recommendations, prior to the November meeting. If the working group believes there is a particular issue with a course that necessitates a discussion during the November meeting, they will communicate that need and any action on the course will be on hold until the November meeting.

Sharlet reported that we are awaiting materials for the following courses up for 5-year review: WS 120S, CHEM 165SH, RA 73S, MGT 133S.

It was proposed to change the November meeting from November 13th to November 20th, and to adjust the time of that one meeting to 1-2pm. Therefore, remaining Fall 2020 meetings are scheduled for:

Friday, November 20, 1-2 pm (new date and time)

Friday, December 11, 1:30 pm – 2:30 pm

Meeting adjourned at 2:32pm.

Minutes respectfully submitted by Chris Fiorentino on October 9, 2020.