MINUTES OF THE SERVICE-LEARNING SUBCOMMITTEE

CALIFORNIA STATE UNIVERSITY, FRESNO

5200 N. Barton Ave, M/S ML34

Fresno, California 93740-8014

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

 Fax: (559) 278-5745

**March 18, 2022**

Present: Sharlet Rafacz, Aaron Hoskins, Chris Fiorentino, Marcus Shaw, Nicole Smith, Haley Shah, Alysa Garaygordobil, Alison Mandaville, Jamie Levitt, Susan Alteri, Ana Soltero-Lopez, Fernando Parra and Ben Boone (joined at 2:04pm)

Not present: Bernadette Muscat

Meeting was called to order at 1:30 pm.

Moved, seconded, and carried (MSC) to approve the agenda for the 3/18/22 meeting.

MSC to approve the minutes from the 2/4/22 meeting.

Chris informed the committee that the Construction Management Department has elected to end the SL component in CM 7S.

Alison shared her working group’s review of EES 198S. MSC carried to approve the course for recertification, provided more information be included in the syllabus to: (1) clarify the difference between the Learning Plan and the “research plan” and: (2) the syllabus clearly state that the Learning Plan must be completed and submitted prior to students beginning their service hours. Additonal recommendations for consideration that will be shared.

Chris shared the working group’s review of LEE 109S. He reported that the syllabus is high quality, but needs minor changes are needed. MSC to approve the course for recertification provided including that: (1) clarification be provided in the syllabus that a minimum of 15 hours of service is required and how hours are to be fulfilled; (2) the syllabus clearly indicate the learning plan is required prior to beginning service hours, and; (3) the Learning Plan be attached as an appendix to the syllabus.

Marcus shared his working group’s review of LEE 144S. MSC to approve the course for recertification. However, to ensure the correct Learning Plan is being used, Chris will request that the department provide a syllabus for our purposes that includes the Learning Plan as an appendix, not just as a link.

Chris shared his working group’s review of Physics 168S. MSC provided a revised syllabus include: (1) a statement that students must complete and submit a signed Learning Plan prior to their first outreach event, and; (2) the Learning Plan be included as an appendix to the syllabus. There are also several recommendations for consideration Chris will share with the department.

Tabled the discussion of HHS 114S and 115S until the end of the meeting.

Fernando shared his working group’s review of the newly proposed PH 225BS course. The course meets all S designation requirements and is of high quality. The possible APM 232 issue will be shared, but no change is required here. MSC to approve the course for S designation.

Chris discussed a course change proposal he just received from the Graduate Curriculum Committee for PHTH 555S. This is a previously approved S course that is simply being changed from a one-semester, two-unit course to a two-semester course with each semester being worth one unit. No substantive changes to the service-learning components of the course were made. MSC the course to approve the course given its prior approval and the fact that no significant changes to SL components were made.

Chris shared that the call for proposals for the summer 2022 Service-Learning Course Redesign Intensive will soon be released. He will be sharing this widely with targeted departments, all Chairs, Deans, and members of the SL Subcommittee.

Ben discussed the reviews of HHS 114S and 115S. The same students take both course; 114S in the fall and 115S in the spring. They work in teams, researching an issue, plan a project to address that issue, then implement the project. There are a number of recommendations for consideration that will be shared with the department regarding both classes, but only a couple of minor changes that will be required for recertification of the classes. MSC to approve each course provided the following changes be made and new syllabi shared:

**HHS 114S:**

**Required Changes:**

1. Reflection: The rubric used by the SL Subcommittee to review syllabi requires that the types of topics/prompts used be included in the syllabus. Please add additional detail to the syllabus that clearly describe the frequency of reflection activities, as well as the types of topics/prompts reflection assignments will cover.
2. Service-Learning Plan: Please include the Learning Plan as an appendix to the syllabus. (This allows us to see that the Learning Plan is being used and is the up-to-date version.

**For Consideration:**

Suggest including examples of what that “original research” might be, and what some possible “topics” might be. Perhaps include some examples from prior semesters?

**HHS 115S:**

**Required Changes:**

1) Provide a brief refresher of why this is a SL course and the basic tenants of S-L for 115S.

2) Reflection: The rubric used by the SL Subcommittee to review syllabi requires that the types of topics/prompts used be included in the syllabus. Please add additional detail to the syllabus that clearly describe the frequency of reflection activities, as well as the types of topics/prompts reflection assignments will cover.

3) A new Learning Plan for this course is required.

**For Consideration:**

1) Consider referring to service-learning earlier in the syllabus, under “Course Rationale”.

2) Each syllabus (114S and 115S) should stand alone in fully meeting all S requirements. Recommend relisting organizations in the 115S syllabus, or at least state that students will continue working with the same organization they worked with through the 114S course.

Remaining Spring 2022 Meetings are scheduled for:

Friday, April 8, 2022, 1:30-2:30pm (\*Friday before Spring Break)

Friday, May 6, 2022, 1:30-2:30pm

Meeting adjourned at 2:22 pm.

Minutes respectfully submitted by Chris Fiorentino on March 18, 2022.