**Service-Learning Subcommittee**

**Meeting Minutes**

**November 3, 2023**

Present: Aaron Hoskins, Morgan Hawker, Tammy Lau, Myung Shin, Nicole Smith, Ben Boone, Ricardo Lozado, Chris Fiorentino, and Marcus Shaw

Not present: Bernadette Muscat, Fernando Parra, Alison Mandaville, Emily Medina-Delgado

Meeting was called to order at 1:37 pm.

Two of our new members attending their first meeting, Tammy Lau and Ricardo Lozado, were welcomed and introduced.

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

Since the October meeting was cancelled, minutes from the 9/8/23 meeting were approved via email voting.

Chris shared the Working Group’s review of CHEM 106S. While there are some revisions that will be suggested, the syllabus meets all S requirements. MSC to approve the course for S recertification.

Chris shared that the Department decided to not recertify CLAS 145S. No other action is required by the SL Subcommittee

Chris shared that he received a revised syllabus for LEE 101S. The revised syllabus addresses the required changes outlined by the SL Subcommittee and is approved for S recertification.

Marcus discussed the Working Group’s review of NURS 141LS. Other than needing information about the Learning Plan, the course minimally meets S recertification requirements. However, there are a number of strongly recommended changes. Chris will share the required change and recommended changes. MSC to approve the course pending a revised syllabus that contains a copy of the Learning Plan and indicates that students may not begin their service hours until the completed Learning Plan is submitted to the instructor.

Chris reported that the Psychology Department Chair has asked to table the 5 year recertification review of PSYCH 171S until the spring semester.

Regarding recertification reviews and extension requests, Chris shared that there has been a growing number of requests to delay the review for one or more semesters. It was agreed that, absent a serious and compelling reason, extensions of more than one semester will not be allowed.

Chris shared that there are seven courses up for 5-year recertification review this spring. In order to spread these out as much as possible, it was agreed that Chris and Aaron would work to send memos to the Departments notifying them of the pending review and request that materials be submitted by the end of the semester. This will allow the committee to begin reviews promptly at the start of the spring semester. Chris will draft the memos and Aaron will send them out as soon as possible.

Nicole shared that she will be on sabbatical in the spring semester. Chris and Aaron will check to see if she can take a semester leave or if she needs to resign from the subcommittee.

Remaining fall 2023 Meeting dates are:

Friday, December 1st, 1:30-2:30pm, Thomas 117

Meeting adjourned at 2:16pm

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