**Service-Learning Subcommittee**

**Meeting Minutes**

**February 2, 2024**

Present: Aaron Hoskins, Morgan Hawker, Tammy Lau, Myung Shin, Ben Boone, Emily Medina-Delgado, Alison Mandaville, Chris Fiorentino, and Fernando Parra

Not present: Bernadette Muscat, Marcus Shaw, Ricardo Lozado, and Nicole Smith (on sabbatical)

Meeting was called to order at 1:35 pm.

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

MSC to approve the meeting minutes from 11/3/23.

Chris shared that he received the revised syllabus for NURS 141LS and that the course meets all of the committee’s required changes. Course is approved for 5 year recertification.

Myung shared his working group’s review of CSS 136S. Their assessment is that the course is well designed and meets all “S” designation requirements. There are a few suggestions that Chris will pass on to the instructor and Department Chair, but it was MSC to approve the course for 5 year recertification.

Aaron shared his working group’s review of LEE 169S. This appears to be the third of a three-course series so some of the details on SL may have been covered in previous courses. There is some lack of clarity that made evaluating the course a bit of challenge. MSC to approve the course with the following required changes:

1. Clarify the number of hours students will serve during the semester. They are at the school site five days per week, but for how many hours per day and for how many weeks.
2. Clarify how service hours are documented/verified.
3. Clarify specific activities students will be involved in at their placements (Assisting teacher? Teaching lesson plans? Tutoring small groups/individuals? Creating curriculum and lesson plans?)
4. Clarify what segments of the course and course assignments contribute to the service-learning portion of the grade.
5. Specify that the required Learning Plan is due before students begin their hours. If there is a different mechanism due to it being a credentialing class, then that needs to be clear.

Chris shared that he has not received LS 110WS materials. Myung shared that Dr. Van Horn, the primary instructor of the course, has been on maternity leave and has just returned. Myung said he would speak with Dr. Van Horn about submitting the materials for the review.

Ben shared his working group’s review of PHTH 554S. While the course appears to be an excellent one, the lack of clarity and details related to the SL component makes evaluating the course difficult. MSC to request the following changes and have the working group review the revised syllabus once submitted. Additionally, it is recommended that the reflection component be enhanced. The required changes are:

1)Make clear how SL component is assessed and grade weight for SL assignments;

2) Explicitly state in the syllabus the number of service hours are required;

3) Explicitly include statement that the SL Plan must be submitted prior to beginning service.

Ben shared his working group’s evaluation of PHTH 556S. MSC to approve the course with the following required changes and the suggestion that the reflection component be enhanced by integrating on-going reflection as part of the explicit course content.

1. Make clear how SL component is assessed and grade weight;
2. Explicitly list total SL hours required.

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

Chris reported that the Psychology Department has until February 16th to submit materials for the 5 year review of PSYCH 171S.

Chris reminded the committee that Nicole Smith is on sabbatical this semester, but that AP&P is not requiring us to have a replacement for her. So long as we can still make quorum, her spot on the committee will remain intact until her return.

Chris and Ben shared that the spring SL Seminar will begin February 9th and that there are 8 faculty members from five different departments enrolled in the seminar.

Chris shared that the university will be preparing and submitting our reapplication for the Carnegie Foundation’s Community Engaged elective classification over the next year. Nancy Nisbett will be assisting Chris in preparing the document. We will be seeking information and exemplars of our community engagement and service-learning work in the coming months.

Remaining spring 2024 meeting dates are:

Friday, March 1st, 1:30-2:30pm (RSU 215)

Friday, April 12th, 1:30-2:30pm (TA 117)

Friday, May 3rd, 1:30-2:30pm (TA 117)

Meeting adjourned at 2:23pm

Minutes respectfully submitted by Chris Fiorentino on February 2, 2024.