

**Service-Learning Committee Meeting**  
**Wednesday, April 14, 2004**  
UC 419

Present: Angelina Barisone, Chris Brooks, Betty Carmack, John Hawk, Richard Kamler, Miguel Lopez, Jack McLean, Tom Merrell, Tom Nazario, Marisela Orta, Chuck Piazza, Lorrie Ranck, David Robinson, S.J. and Linda Walsh.

The April 14, 2004 meeting of the Service-Learning Committee was called to order at 12:40pm in the UC 419. The meeting began with self-introductions of all those present.

The Minutes of the March 9, 2004 meeting were distributed and reviewed. Lorrie Ranck moved that the minutes be approved as printed and distributed. John Hawk seconded and the motion passed unanimously.

New Business/Updates

The Chair distributed a second draft of the Service-Learning Committee Five-Year Plan for the Committee to review and discuss. Jack pointed out that the most drastic changes were made to the Mission and Vision statements. In the past, the Service-Learning Committee has used its functional service-learning definition as its Mission and Vision statement. Per the discussion held at the March 9, 2004, meeting Jack developed a draft Vision and Mission statements for consideration. The Chair welcomes any feedback and reviewed the feedback that had already been sent via e-mail by Committee members who were not able to attend today's meeting. The Committee discussed the proposed Vision and Mission statements. Jack will circulate the next draft of the Five-Year Plan before the May meeting in order to receive and incorporate more feedback.

On behalf of the Assessment Sub-Committee Marisela reported that during Spring Break and midterms no contact was made to encourage faculty to respond to the service-learning faculty survey out of respect for faculty's time. Personal calls will now be made to verify service-learning courses and encourage any faculty who are able to complete the survey before the end of the semester. Before the May meeting a draft of the survey results will be circulated to the Committee.

Jack informed the Committee that Faculty Advisor surveys would be sent via USF Connect to help determine if there are sufficient service-learning courses offered to support the service-learning core requirement.

The Chair distributed a summary of the FIFPSE stipends that have been awarded to date. The FIFPSE Grant Ad Hoc Sub-Committee would like to bring suggestions for revision of the stipend award guidelines. Discussion of these suggestions will be deferred to the May meeting since no members of the sub-committee were present.

The Learning Core Implementation Sub-Committee members reported that they have accumulated a lot of information about how the different colleges are designating service-learning courses. The sub-committee is in the process of synthesizing the information

and will offer a more complete report to the Committee in May. Jack asked the sub-committee if the service-learning designation was being used. Sub-committee members replied that it varies from college to college. Jack suggested the exploration of whether the Curriculum Committees have the full-length service-learning criteria or if they are using a more pared down version such as the first paragraph of the criteria to make service-learning designations.

Jack informed the Committee that every two years the Service-Learning Criteria is to be discussed and reviewed. Many have contacted the Office of Service Learning urging that the SLC consideration recommending a minimum number of service hours to qualify for a service-learning course.

Chuck Piazza reported that the Service-Learning Faculty Institute Planning Sub-Committee has set dates for the summer SLFI to take place August 16-17, 2004. The sub-committee will review last year's evaluations and welcomes any suggestions from Committee members. Dick Cone will once again return to facilitate workshop discussions. Publicity of the institute will begin soon.

Chuck also informed the Committee that the past two Brown Bag Luncheons have been very successful. The first luncheon, facilitated by Chuck, centered on the process of reflection in service-learning courses. The second luncheon facilitated a question answer session with Elaine Ikeda, California Campus Compact Executive Director. Each luncheon attracted different individuals and included good discussion. About 13-15 people attended each event.

Service-Recognition Sub-committee Co-Chair Lorrie Ranck reported that the Ehrlich application was sent on time. There has been no news on the application, but that is not unusual.

The Committee reviewed the USF Service-Learning Faculty Award call for nominations handout. This will be the inaugural year for the award, which will be presented, with the merit awards on May 4<sup>th</sup>. Jack informed the Committee that a purse of \$750.00 will also be awarded to the recipient. The Deans will make the selection and therefore the Committee will not be responsible for the selection process. However, the Committee may be assisting the recipient develop their Ehrlich application.

Jack updated the Committee on the current search process for a new Director of Service Learning. The job description is currently in circulation. Patrick Murphy, Director of the Leo T. McCarthy Center for Public Service and the Common Good, will ask members of the Committee to join the search committee that will review applications for the position and be part of the interview process.

The Chair entertained a motion to adjourn. Betty Carmack moved that the Committee adjourn, the motion was seconded by David Robinson, S.J. and passed unanimously. The meeting was adjourned at 1:21pm.