

**Service-Learning Committee Executive Council**  
**Tuesday, October 14, 2003**  
**UC 300**

Present: Betty Carmack, Jack McLean, Marisela Orta, Chuck Piazza, Lorrie Ranck and Dayle Smith.

The October 14, 2003 meeting of the Service-Learning Committee Executive Council was called to order at 12 noon in UC 300. The meeting began with introductions of those who were present. Jack McLean informed the Executive Council that members David Robinson, S.J. and Susan Prion were out of town and would not attend the meeting.

The Executive Council briefly perused the meeting agenda and handouts which included the April 15, 2003 SLC Meeting Minutes, the Service-Learning Committee Self Assessment Survey Evaluation, the 2003-2004 Service-Learning Committee Member Roster, the Service-Learning Committee Bylaws, the Planning Initiative Support Page for a Community Placement Coordinator, a fact sheet on the 2003-2005 FIPSE Service-Learning Grant, a draft of 2003-2004 SLC Planning Goals and Projects, 2002-2003 Sub-committee Roster and the Service-Learning Committee 2002-2003 Annual Report.

The Council approved a half-day January retreat to develop a long-term strategic plan for service learning at USF. Jack will circulate possible dates to the Executive Council via e-mail and announce the retreat at the next Service-Learning Committee meeting to invite others to attend.

Updates on Service-Learning Initiatives

Marisela Orta reported that the final post-production work on the Service-Learning Video has been completed. Since the screening of the video for the Service-Learning Committee in May 2003, SLC member David Robinson, S.J., composed the original music score and additional footage was added to the ending of the video. The video is now ready to be mass-produced as DVD's. Work has begun with an outside vendor and the order will be completed later this semester.

Jack reminded the Council of the response to the letter that was sent to Provost Jim Wisner regarding the need for a Community Placement Coordinator to facilitate service-learning placements. Provost Wisner asked the Service-Learning Committee to submit a Planning Initiative page, Job Description and Funding Budget. Paperwork was submitted, but the Committee has not heard anything regarding the status of funding for the position.

Chuck and Dayle reported that the 2003 Service-Learning Faculty Institute was a great success. Nineteen participants attended, more than any other year. There was also a waiting list of faculty hoping to attend.

To recognize the faculty who attended the Institute, letters were sent to University Deans, Associate Deans and Department chairs informing them who attended the Service-Learning Faculty Institute. The Council suggested submitting a news item to USF News.

The Faculty Development and Outreach Sub-committee is in the process of selecting dates for the next Service-Learning Faculty Institute. The sub-committee is considering holding an institute during Intersession.

The Leo T. McCarthy Center for Public Service and the Common Good received a FIPSE award that will fund sixteen different projects, one being the Service-Learning Committee. Jack reviewed the tentative budget for the FIPSE grant. The Committee must decide how it will spend its two-year budget of \$32,760, the criteria for awarding monies for Service-Learning Faculty Institute stipends and guidelines for any other funding approved such as to attend Service-Learning conferences.

It was suggested that if funding is approved for Service-Learning Conferences that the Committee make matching grants to faculty who wish to attend. The Committee would pay half of faculty expenditures if the faculty's department paid the other half of the costs for attending a Service-Learning conference.

The FIPSE grant was a two-year grant and that the final budget proposal will need to be approved by McCarthy Director Richard Spohn. Funds from the FIPSE will be used to improve service-learning faculty development.

The Council recommended appointing an Ad Hoc committee to investigate how to spend the grant and report back to the SLC with their recommendations.

Dayle reported on the progress made on the implementation of the new core's service-learning requirement. Last spring there was discussion on drafting a letter to Provost Wisner regarding waiving the service-learning requirement for seniors since some were unable to register for a service-learning course. Subsequent to the Committee decision to write the letter, Dayle realized that Deans already have the discretion to waive graduation requirements so the letter was not necessary. Also, The Master Service-Learning Course list will be updated to help determine if enough courses are being offered.

The SLC website will hopefully be up in the next few months. The process of developing a new website has been more difficult than anticipated. There are no guarantees as to when the new site will be operational.

The Council reviewed the handout of the draft 2003-2004 Goals and Projects for the Service-Learning Committee. The Broader and Five-year Goals were developed using the SLC self-assessments. The January strategic planning meeting will address the five-year goals in more detail.

Suggested additions to the Specific Projects list included (1) reviewing the senior survey in order to address questions that will help the Committee assess how many SL courses students are taking, (2) identifying a service-learning point person in each college, and (3) furthering collaboration with Community Partners.

Current USF approach to Community Partners has focused on developing a database of “possible” partners because there have been insufficient resources to cultivate more meaningful relationships with a limited number of Community Partners. Many successful SL programs at other universities focus resources on a small number of Community Partners to provide quality service-learning placements.

The Service-Learning Committee must decide how it will develop relationships with Community Partners to insure quality placements. The Council recognized that the Community Placement coordinator is a key element to this process.

One Council member recommended the USF develop a Community Partner module for students. The module would orient them regarding what a quality service-learning placement should be. The CP module could be used during Freshman Orientation when students are orientated to service learning.

The Council conceded that having a pool of well-training Community Partners was a weak link in the USF program. The Committee will need to address this issue in long-term planning.

The Council decided to recommend hosting Brown Bag lunches to follow-up the Service-Learning Institute, one this Fall and some in the Spring.

Marisela and Jack will work on drafting a Faculty survey to present to the next SLC meeting for discussion. The survey will assist with the updating of the SL Master Course list and also assist with comparing Service-Learning Fellowships to Service-Learning Faculty Institute participants in order to determine which program has developed more service-learning courses.

The Executive Council recommend deferring development of a Service-Learning brochure until the new website is up and running.

Jack will get feedback from the Council via e-mail regarding dates for the 2004 Service-Learning Faculty Institute.

The SLC committed itself to reviewing the SL course criteria every two years. Consideration of reviewing Service-Learning course criteria will be deferred until the Spring semester. Identifying a SL point person from each school’s Curriculum Committee would facilitate this process, as well as the process of determining if the SL designation is being used as intended.

The Council noted that the Ehrlich nomination process should begin soon to meet the February deadline. The Council also discussed the possibility of a reflection workshop. Jack noted that the Faculty Survey could help determine what types of resources faculty need with regard to reflection.

The Council will invite Elaine Ikeda of California Campus Compact to one of the Service-Learning Committee meetings. The Council will ask her to speak about national trends in service learning and therefore provide continuing education for the Committee on service

learning. The meeting will be open to SLFI participants and all business will be carried out before the meeting via e-mail.

Jack will draft a list of proposed SLC 2003-2004 Priorities and Goals based upon the Council's discussion and circulate it via email for comment. The approved document will be submitted to the Committee for consideration next week.

The Council decided to recommend to the Committee that a new combination of standing sub-committees and Ad Hoc committees be established in order to offer clearer expectations and accountability for members who serve on sub-committees and Ad Hoc committees.

Due to resignations from the SLC there will need to be more appointments made to the Committee. The Council will ask Patrick Murphy and Jennifer Turpin to make recommendations for their replacements. Jack will contact John Lantz in order to receive a School of Nursing appointee. Lorrie recommended that since there is the possibility of working with Freshman Orientation that the Council consider receiving another University Life appointee to the Committee.

There was no further business and the Service-Learning Committee Executive Council meeting adjourned at 2:00pm.