

**Service-Learning Committee Meeting**  
**Tuesday, November 18, 2003**  
**UC 400**

Present: Angelina Barisone, Chris Brooks, Betty Carmack, Angie Davis, John Hawk, Kathleen Jonson, Richard Kamler, Jack McLean, Tom Merrell, Marisela Orta, Lorrie Ranck, David Robinson.

The November 18, 2003 meeting of the Service-Learning Committee was called to order at 12:36 pm in UC 400. The meeting began with self-introductions of those present and a special welcome was given to Richard Kamler who was attending his first Committee meeting.

The Minutes of the October 21, 2003 Service-Learning Committee meeting were distributed and reviewed. Chris Brooks moved that the October Minutes be approved as distributed. John Hawk seconded and the motion passed unanimously.

Old Business

The Chair reminded the Committee that according to the April 15, 2003 Minutes the Committee intended to draft a letter to the Office of the Provost requesting that waivers be granted during the transition to the new Learning Core for students who were not able to meet the new service-learning graduation requirement. However, after further discussion following the April 15, 2003 meeting, the Executive Council realized that Deans already have the discretion to waive the graduation requirement and thus no letter was needed or drafted.

The Chair asked the Committee to reconsider the decision to write a letter to the Office of the Provost. Kathleen Jonson moved that the Committee reconsider and not write the Provost regarding the waiver of the service-learning requirement. Chris Brooks seconded and the motion passed unanimously. The letter originally planned will not be sent.

The Chair informed the Committee that the Service-Learning Faculty Institute stipend criteria approved during its October 21, 2003 meeting were received with objection by some of the 2003 Service-Learning Faculty Institute participants. The criteria were not yet developed when the invitation to attend the Institute went out to all faculty. Some of the Institute participants believed the criteria developed in October were more restrictive than the references made in the invitation. Specifically, the invitation did not indicate that a service-learning course would have to be taught to qualify for the stipend. The Chair asked the Committee to reconsider its October 21 decision and waive the teaching requirement for August 2003 participants to qualify for the whole stipend.

Chris Brooks moved that the requirement for teaching a course be waived for the August 2003 participants of the Service-Learning Faculty Institute. Angelina Barisone seconded the motion and it passed unanimously. The teaching requirement for 2003 Service-Learning Faculty Institute stipend criteria will be waived.

### Updates/New Business

Marisela Orta reported that 63 e-mail surveys were sent to service-learning faculty in order to update the Service-Learning Course Master List. As of that date, a total of 6 surveys had been returned to the Office of Service Learning, a ten percent yield. The deadline for faculty to submit the e-mail survey is November 21, 2003. Once the deadline has passed Marisela will send a second round of e-mail surveys asking faculty to either answer the e-mail survey or be available for an interview in person to complete the survey.

E-mail will also be sent to Department Chairs listing the most current information regarding service-learning courses offered by their faculty in the hopes of making any necessary corrections. An updated Service-Learning Course Master List will assist the Committee in assessment of USF's service learning program.

Betty Carmack reported that the Learning Core and Implementation Sub-Committee met to establish goals and a timeline for accomplishing those goals. Within a few weeks the sub-committee will begin working on a service-learning contact list. The sub-committee will also look at how the SL designation is being used, or not used, and why.

David Robinson told the Committee that they would be in touch with Academic Services to determine how students can determine if a course has an SL designation. Jack McLean reminded the Committee that it will be reviewing the service-learning course criteria during Spring Semester and it would be helpful to determine whether the SL designation is being used or if it is feasible to use it. Betty also reported that Chris Brooks had joined the sub-committee.

Reporting on behalf of the SL Faculty Institute Planning Sub-Committee, Marisela Orta gave a general overview of the Service Learning Brown Bag luncheon that was held on November 6, 2003. A total of nine faculty and staff met over lunch to discuss their current service-learning courses and any challenges with the implementation of service learning. David Robinson elaborated that as a result of the luncheon he and Kathleen Fletcher were planning to collaborate on future service learning projects.

David also posed the question whether CPS program coordinators could be invited to future Brown Bag luncheons. Jack replied that both CPS program coordinators and adjunct faculty are welcome to attend.

Service Recognition Sub-Committee Co-chair Lorrie Ranck reported that Mike Duffy was joining the sub-committee. She invited other Committee members to join as well. The first task at hand for the Service Recognition Sub-Committee is to solicit nominations for the Ehrlich award. The Office of Service Learning would assist the selected nominee in developing their nomination packet. The Ehrlich nominee may also receive the Leo T. McCarthy Center for Public Service and the Common Good Faculty Service-Learning Award, if the University approves that proposal.

Lorrie asked Committee members to send her nominations via e-mail for the Ehrlich Award so that a recommendation may be considered at the December meeting. Once the Committee has

selected a nominee, this recommendation will go to the President who makes the official USF nomination for the Ehrlich award.

Betty Carmack inquired if the nominee had to be a full-time faculty or a part-time faculty. Lorrie replied that the criteria do not make such distinctions.

The sub-committee will also discuss the development of a student recognition program. The sub-committee intends to wait a year in order to determine how the program will work with the new Learning Core. Lorrie also informed the Committee that they would also research other service-learning awards in order to bring the information to the attention of the USF community.

The Chair informed the Committee that since Dayle Smith was absent due to illness the discussion on the FIPSE guidelines would be postponed until the next meeting.

A Sub-Committee sign-up list and a Spring Semester Availability chart were distributed to the Committee. The Chair asked that the Spring Semester Availability charts be returned by December 12<sup>th</sup>. Next semester's meetings will probably be scheduled on alternating days of the week to accommodate more Committee members.

The Chair informed the Committee that originally the December meeting was scheduled for December 16<sup>th</sup>, during final exams. The alternate date of December 11<sup>th</sup> was proposed to the Committee and Jack will poll the entire Committee via e-mail to determine the Committee's preferred meeting day.

Jack also reminded the Committee that the Service-Learning Committee Five-year Strategic Planning meeting will be held January 21, 2004 from 12:30-4:40pm in Lone Mountain 140.

Information on the Western Region Campus Compact Consortium conference was distributed and the Chair encouraged the Committee to consider developing ideas for possible presentations.

Chris Brooks moved to adjourn the meeting. John Hawk seconded and the motion passed unanimously. The meeting adjourned at 1:10pm.