

**Service Learning Task Force Minutes
December 3, 1998**

Present: Deborah Bloch, Betty Carmack, Elise Christiansen, Kevin Chun, Mike Duffy, Sally Gelardin, Kuni Hay, John Koeplin, S.J., Jack McLean, Patrick Murphy, Susan Prion, Fr. David Robinson

The meeting began with self-introductions. Elise Christiansen and Mike Duffy joined the task force respectively as undergraduate student member and campus ministry member. We are waiting for two more appointments from the College of Arts and Sciences

The minutes of the last meeting were approved as printed.

Jack McLean gave a quick update on events since the last meeting. (a) Two Learning Community Resource Development Workshops were held in October with 19 attending in total. Patrick Murphy, Tom Nazario, Maureen O'Sullivan, Susan Prion and Dayle Smith from the task force served as co-presenters. Rhonda Parker and Anne Roschelle also presented. (b) At the last meeting, the Service Learning Task Force (SLTF) asked to select a representative to the committee reviewing recommendations on how to revise the GEC. The membership for the JUGEC was established in late September. Therefore, the SLTF will not have a separate representative. However, several members of the JUGEC are either SLTF members or have close ties to service learning. (c) A handout was distributed giving updates on the 1998 Syllabus Development Fellowships. (d) The November 13, 1998 meeting was canceled because committees were not ready to report. (e) A committee sign-up list was circulated to members to join committees.

Susan Prion facilitated a service learning retrospective review the accomplishments of the service learning task force last Spring and brainstorming about directions for the future. Her summary of the discussion is attached.

Betty Carmack presented a Learning Community Resource Development Workshop (LCRD) Committee Report. She distributed a model showing a continuum of service learning on campus and a summary of committee recommendations and task force questions. The committee is trying to identify a target group for future LCRD workshops. After discussion, it was agreed that the task force members would individually review the questions and respond to Dayle Smith or Betty Carmack before Thursday, January 21. Those responses will be used to formulate committee recommendations for the next meeting.

Deborah Bloch presented a Syllabus Development Fellowship Committee report and facilitated a discussion regarding the 1998-99 fellowships. She also distributed a list of discussion questions. Two primary concerns of the committee for this year are to (1) start earlier and keep the process on track, and (2) better publicize the availability of the Syllabus Development Fellowships. After discussion, it was decided that Request for Proposals Guidelines and forms would be available by Friday, February 12. The proposals for fellowships would be due April 2, and recipients announced May 3. It was also decided that the size of the grants would be up to \$500.

The task force also discussed ways to publicize the Syllabus Development Fellowships and whether or not to mail the guidelines to each full-time faculty member. It was decided that the guidelines would ask successful applicants to (a) serve as a service learning resource in the future and (b) participate in an assessment of the application process. Applicants would also be advised that they may be asked to participate in an assessment of both instructor and student service learning experiences.

Kevin Chun presented a Web Site Committee report and distributed a summary of ideas (please see handout). The committee is hoping to work with a newly hired web site designer.

Susan Prion gave a brief report on the Assessment Tools Committee. The committee hopes to have recommendations to present at the next Service-Learning Task Force Meeting.

Jack McLean distributed a list of service learning courses available at USF. He is seeking the help of the SLTF members in updating the list to more accurately reflect the service learning offerings at USF.

Jack McLean also asked each task force member to complete an availability poll and return it to him by January 15. He will use that list to determine the date and time of the next meeting - hopefully in the last week of January or first week of February.