

**Service-Learning Committee Meeting**  
**Tuesday, December 16, 2003**  
UC 400

Present: Angelina Barisone, Chris Brooks, Betty Carmack, Angie Davis, John Hawk, Kathleen Jonson, Miguel Lopez, Jack McLean, Tom Nazario, Marisela Orta, Maureen O'Sullivan, Chuck Piazza, Lorrie Ranck, David Robinson, S.J., Dayle Smith, Linda Walsh.

The December 16, 2003 meeting of the Service-Learning Committee was called to order at 12:40pm in UC 400. The meeting began with self-introductions and a special welcome to Linda Walsh who was attending the SLC meeting for the first time.

The Minutes of the November 18, 2003 Service Learning Committee meeting were distributed and reviewed. Betty Carmack moved that the minutes be approved as printed and distributed. Angie Davis seconded and the motion passed unanimously.

Updates/New Business

Marisela Orta reported on behalf of the Assessment Sub-Committee that the service-learning faculty survey has continued to make minimal progress, receiving only 10% response rate from the faculty contacted via e-mail. A second round of e-mail surveys were sent out in early December giving faculty until December 19<sup>th</sup> to respond via e-mail. After the deadline has passed, personal calls and appointments will be made to survey the faculty.

Tom Nazario asked if it was necessary to contact each professor in the interest of best using time and resources. He recommended contacting the associate Deans for the information on service-learning courses. Miguel Lopez recommended contacting the Curriculum Committees to acquire the information. Marisela explained that many of the questions were specifically written to research the types of support faculty need to implement service learning and to research the types of challenges they are faced with developing a service-learning course.

Jack McLean further elaborated that the Deans Offices had been contacted in the past, but that when an up-to-date Master List of Service Learning Courses has been subsequently distributed the Committee still received complaints that corrections were needed. In the hopes of making the list as accurate as possible faculty will be contacted and information from the Registrar's Office will also be used to update the list.

Maureen O'Sullivan suggested that since the College of Arts and Sciences requires that electronic syllabi be sent turned in, analyzing the syllabi could also assist this process.

On behalf of the Learning Core and Implementation Sub-Committee, David Robinson, S.J. reported that the College of Professional Studies is on the cusp of a full-fledge implementation of service learning so that each program within the college will have service learning.

Maureen O'Sullivan commented that with the implementation of a service-learning class requirement she has noticed that new student needs evolving. In the past Psychology majors took the Psychology Practicum and drew immediate parallels from their service learning

experience to their career. Now, non-major students are taking the course to fulfill the service-learning requirement and are struggling to maintain or find an interest in the experience that can be related to their own fields.

Service Recognition Sub-Committee Co-Chair Lorrie Ranck reported that two faculty nominations were received by the Sub-Committee to be considered for the Campus Compact 2004 Thomas Ehrlich Faculty Award for Service Learning. The Committee has not heard from the Provost regarding whether a “Leo T. McCarthy Center for Public Service and the Common Good Faculty Service-Learning Award” will be created to further recognize the Ehrlich Award nominee. The sub-committee asked the Committee to determine whether a previously nominated faculty member could be nominated again for the award.

Kathleen Jonson recommended that since the Committee is hoping to establish the USF award, the nomination process should be consistent with other major faculty awards which do allow faculty members to be nominated more than once after a period of time has passed since they received the award.

The Chair entertained the motion that would allow the Service and Recognition Sub-Committee to consider faculty members who have already received the Ehrlich nomination in the past. Miguel Lopez so moved, Lorrie Ranck seconded and the motion passed unanimously.

Lorrie then announced that the candidates for nomination were SLC members Dayle Smith and Linda Walsh. Both candidates briefly excused themselves to allow the Committee to discuss their nominations.

Committee members stressed that both were worthy and strong candidates. Betty Carmack suggested that nominating the same individuals two consecutive years in a row may not be in the best interest of the candidate and that time between the first and second nomination would provide a nominee the best opportunity to be competitive.

Lorrie moved that the Service-Learning Committee recommend to President Privett that the USF 2004 Ehrlich nomination be award to Dayle Smith. Miguel Lopez seconded and the motion passed.

FIPSE Grant Ad Hoc Sub-Committee Co-Chair Dayle Smith informed the Committee that the Criteria for Awarding Stipends to Attend Service-Learning Conferences was developed by the sub-committee to support the development of service-learning courses. Some of the funds have already been distributed as stipends to faculty who attended the 2003 Service-Learning Faculty Institute.

The Committee discussed the criteria in more detail. Maureen O’Sullivan noted that since this grant money can also assist in funding students to attend service-learning conferences, the grant would be highly desirable. Miguel Lopez inquired if there was an application for the grant. Jack McLean recommended that the ad hoc sub-committee be given the latitude to address interpretations of the guidelines and address such issues as developing an application for the grant.

Dayle Smith moved that the Committee adopt the Criteria for Awarding Stipends to Attend Service-Learning Conferences as printed and distributed. Miguel Lopez seconded and the motion passed unanimously. The Criteria are attached hereto as an addendum.

#### Announcements

Jack McLean informed the Committee that three weeks ago the Office of Service Learning hosted the Second Annual Jesuit Service-Learning Directors Conference at USF. Jack wished to commend the Committee for all its work. The Directors from other Jesuit universities were impressed with the work that the Service-Learning Committee has accomplished e.g. service-learning requirement and service-learning course criteria.

Betty Carmack asked if Jack learned anything helpful from the conference that could be applied here at USF. Jack replied that the weakest link in service learning at USF is the relationship with Community Partners. Most Jesuit universities have stronger relationships whereas USF has a database of over 700 community partners which gives faculty great flexibility yet prevents the cultivation of closer relationships with community partners.

David Robinson mentioned that since the Service-Learning Brown Bag Luncheon he has been meeting with Kathleen Fletcher. Brainstorming they have considered utilizing graduate programs by way of graduate students to develop relationships with community agencies as consultants and thus develop relationships that will assist undergrads.

Maureen O'Sullivan commented that more models are needed to approach this situation since changes in community agencies' staff can affect the relationship with USF. Angie Barisone offered that from a community partner perspective having different professors teaching the same course also complicates matters.

Tom Nizario recommended that the January Strategic Planning Meeting include a review of the Committee's accomplishments in implementing service learning and additionally information on what exemplary universities are doing to implement service learning. Jack McLean informed the Committee that Jan Reynolds would facilitate the January 21st Strategic Planning Meeting.

The Chair also reminded the Committee to fill out the Spring Semester Schedule handout so that Spring Semester meetings can be scheduled. Meetings will likely alternate between days to maximize attendance and participation.

The Chair entertained a motion to adjourn the Service-Learning Committee meeting. Miguel Lopez so moved, Tom Nizario seconded and the motion passed unanimously. The meeting adjourned at 1:35pm.

## **Criteria for Awarding Stipends to Attend Service-Learning Conferences**

The purpose of these awards is to encourage USF faculty, staff, students and community partners to attend Service-Learning Conferences and/or present at Service-Learning Conferences.

1. The Service-Learning Committee (SLC) will pay 50% of the allowable costs (per the USF Travel Policy) and registration fees for a USF faculty, staff or student to attend a service-learning conference, subject to criteria listed below.
2. The SLC will pay up to 100% of allowable costs (per the USF Travel Policy) and registration fees for a USF faculty, staff or student or community partners to present a paper or workshop at a service-learning conference, subject to criteria listed below.
3. The SLC will pay 100% of the registration fee for any USF faculty, staff or student who attends the Western Regional Campus Compact Consortium “Continuums of Service Conference” held annually. Other expenses will be paid subject to these criteria.
4. The maximum stipend the SLC will pay is \$500 per person per conference to attend a conference and \$750 per person per conference to present at a conference.
5. All stipends are paid on a reimbursement basis. That is, the individual must submit the appropriate expense report after attending the conference and will be reimbursed for approved expenses only.
6. Only 50% of the total grant funds may be allocated in any given fiscal year. Funds are awarded on a first-come, first serve basis. Once annual funds are consumed, no further awards will be considered.
7. The proposed conference must have a primary focus of service learning. At least 50% of workshops and presentations must relate to service learning.
8. Priority will be given to faculty, staff, or students who have not previously attended a service-learning conference. Further priority will be given to faculty, staff, or students who represent Departments that have not previously been funded by this stipend.
9. Any faculty, staff, student or community partner being funded to attend a service-learning conference must agree to report back on the conference at the appropriate forum.
10. Proposals must be submitted to the Director of Service Learning at least six-weeks prior to a proposed conference. The Ad Hoc FIPSE Sub-Committee will make all determinations regarding stipends to attend Service-Learning Conferences. Likewise, the Ad Hoc FIPSE Sub-Committee will be responsible for interpreting these guidelines should any questions arise. Its decision is final and not subject to approval by the SLC as a whole, unless a conflict-of-interest arises with a majority of the Ad Hoc FIPSE Sub-Committee members.