MINUTES OF THE SERVICE-LEARNING SUBCOMMITTEE

CALIFORNIA STATE UNIVERSITY, FRESNO

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**Service-Learning Subcommittee**

**Meeting Minutes**

**February 4, 2022**

Present: Sharlet Rafacz, Aaron Hoskins, Chris Fiorentino, Marcus Shaw, Nicole Smith, Ben Boone, Haley Shah, Alysa Garaygordobil, Bernadette Muscat, Alison Mandaville, Jamie Levitt, Susan Alteri, Ana Soltero-Lopez

Not present: Fernando Parra

Meeting was called to order at 1:30 pm.

Moved, seconded, and carried (MSC) to approve the agenda for the 2/4/22 meeting.

Sharlet reminded the committee that there was no December 2021 meeting. As such, an electronic vote was taken in December and minutes from the 11/12/21 were approved.

Sharlet shared an update regarding the 5 year review of EES 199S, which was initially scheduled for fall 2021. Sharlet emailed the department providing one last chance to submit the requested materials. The department responded and indicated that they will provide a syllabus for review by the February 11th deadline.

Ben has not had a significant reply from CM 7S faculty members. He continues to reach out to them to help them improve the syllabus.

A discussion about the S evaluation rubric and “required” versus “recommended” changes was held. Bernadette reminded the committee that many of our reviews are of existing courses (5 year reviews). These courses may have been originally proposed prior to more recent academic policies being approved. Therefore, our review may catch some violations of current policy. It was agreed that we will point out violations of university policy when we find those discrepancies. For S designation purposes, however, “required” changes are intended to bring a course into compliance with stated S designation criteria. Recommended items or for items for consideration are those things the committee believes would help improve the course and/or syllabus, but making those changes are not required in order for the course to be approved for S designation.

A discussion regarding whether or not to have S courses include a maximum number of service hours was held. It was agreed that the committee will not dictate maximum number of hours, but we will point out egregious discrepancies between percentage of final grade and service hours required.

Sharlet discussed the courses up for 5 year review and submission timelines. Courses up for review are:

HHS 114S and 115S (to be reviewed together)

LEE 109S

LEE 144S

PHYS 168S

Memos have been sent and departments have been asked to send course materials for review by February 25th.

Remaining Spring 2022 Meetings are scheduled for:

Friday, March 18, 2022, 1:30-2:30pm

Friday, April 8, 2022, 1:30-2:30pm (\*Friday before Spring Break)

Friday, May 6, 2022, 1:30-2:30pm

Ben shared information on an upcoming faculty seminar on reflection in service-learning. Further information and requests for proposals will be sent to SL faculty members soon.

Meeting adjourned at 2:20 pm.

Minutes respectfully submitted by Chris Fiorentino on February 4, 2022.