**Service-Learning Subcommittee**

**Meeting Minutes**

**October 7, 2022**

Present: Ana Soltero Lopez, Steve Hart, Morgan Hawker, Aaron Hoskins, Alison Mandaville, Chris Fiorentino, Fernando Parra, Marcus Shaw, Nicole Smith, Jamie Levitt, Haley Shah

Not present: Bernadette Muscat, Susan Alteri

Meeting was called to order at 1:34 pm.

Moved, seconded, and carried (MSC) to approve the agenda.

MSC to approve minutes from the 9/9/22 meeting.

Chris shared information on his working group’s 5 year review of AGBS 170WS. MSC to approve the course for recertification pending the following changes and a second review from the Working Group: Required: (1) Provide examples of specific agencies where students have or may serve. (2) Include specific examples of the types of service activities students will be involved in. (3) Add a line to the syllabus that the Learning Plan must be submitted before starting service hours. For Consideration: (1) Add one or more Student Learning Outcomes that explicitly connect SL with a designated course or student learning outcomes. (2) Consider connecting assignments such as the Commodity Report and Thank You Letter directly to the service-learning site or focus area of agriculture. (3) Consider strengthening reflection component by including prompts that connect the service-learning experience to student’s career goals, civic learning, and academic learning from 170WS and/or other AGBS courses.

Ana shared information on her working group’s 5 year review of Drama 136S. MSC to approve the course for recertification pending one required change; that the discrepancy between SL points listed on page 4 (300 points) and those on page 5 (200 points) be addressed. Also, the subcommittee recommends the faculty member consider what type of alternative assignment would be provided if student health or other concerns preclude them from participation in SL.

Steve shared information on his working group’s 5 year review of ENGL 132S. The working group found this to be model syllabus and has only one minor required change regarding one reference to 30 hours instead of 20 hours of service cited frequently in the syllabus. There is also a recommendation to include language about following agency/school/district guidelines with respect to signing in and tracking hours. MSC to approve the course for recertification with the required change.

Alison shared her working group’s 5 year review of Math 149S. There are several concerns about the syllabus that include the format not following university guidelines, broken links, and a lack of specificity with respect to reflection prompts. MSC to have the faculty member look over the working group’s review findings, meet with the university’s service-learning scholar, Steve Hart, and submit a revised syllabus for a second review.

The subcommittee discussed the student representative slot that remains open. Morgan suggested Angela Soghomonian as a possible student, as she has taken a Chemistry SL course and is a Richter Center student leader. Chris will reach out to Angela to see if she is interested and able to serve as a student rep.

Marcus discussed his working group’s review of the newly proposed EES 115S course. There were several concerns cited including four required changes that need to be made. MSC to send the required and recommended changes to the faculty member and ask her to meet with Steve Hart or Chris Fiorentino to discuss the findings. A revised syllabus will need to be submitted.

Ana shared that the deadline for SL Seminar proposals is October 14th. If subcommittee members know of a prospective faculty member, they are encouraged to reach out and encourage them to apply.

Ana noted that there is a strong preference that subcommittee members join the monthly meetings in person. However, when cases arise that prevent members from attending in person, we will do our best to provide a Zoom option.

Remaining fall 2022 meetings will take place on:

Friday, November 4, 1:30 – 2:30pm, Thomas 117

Friday, December 2, 1:30 – 2:30pm, Thomas 117

Meeting adjourned at 2:30.

Minutes respectfully submitted by Chris Fiorentino on October 7, 2022.