# Meeting Minutes—Service-Learning Advisory Committee

**Location:** Irby 120

**Date:** September 13th, 2016

**Time:** 1:40-2:40 pm

## Attendance

Committee Members Present: Lesley Graybeal, Peter Mehl, Amy Hawkins, Faye Shepherd, Joe Howard, Mary Wood, Carly Ebinger, Samantha Cole

Committee Members Absent: Tess Fletcher, Ginny Adams, Candice Barnes, Donna Bowman, Lorrie George, Ken Griffin, Kurt Boniecki

## Agenda Items

* P. Mehl called the meeting to order at 1:43 pm.
* P. Mehl reviewed the minutes from the April 2016 meeting. The committee was unable to approve the minutes as a quorum was not present.
* Committee members present drew for length of term, and J. Howard drew for absent members:
	+ D. Bowman and M. Wood serve one-year terms (2017)
	+ G. Adams, K. Griffin, and J. Howard serve two-year terms (2018)
	+ C. Barnes, K. Bray, and L. George-Paschal serve three-year terms (2019)
	+ F. Shepherd and T. Fletcher serve one-year terms (2017)
	+ SGA reps Carly Ebinger and Samantha Cole serve one-year terms (2017)
	+ P. Mehl, L. Graybeal, K. Boniecki, and A. Hawkins are permanent members
* M. Wood asked for clarification about who pays the stipends for the faculty fellows program. P. Mehl explained that each college dean/director agrees to pay the stipend when he/she selects the faculty fellow(s) from his/her college. P. Mehl gave an overview of the faculty fellows program in general and the summer 2016 seminar in particular. J. Howard asked if we are following up to find out if faculty fellows are actually teaching service-learning courses after the seminar, and L. Graybeal will bring a report to the next meeting of service-learning courses taught by past faculty fellows.
* P. Mehl provided updates on the Campus Election Engagement Project planned events, including a reading of the US Constitution, faculty teach-in, and Rock the Vote registration drive. The Campus Election Engagement Project is linked from the UCA homepage. The committee discussed strategies for promoting voter registration and the CEEP events, including promotional items such as t-shirts and stickers, presence in high traffic areas such as the HPER and cafeteria in addition to the student center, and use of social media hashtags and retweets by high profile UCA accounts, such as the UCA PD.
* L. Graybeal distributed the updated service-learning case statement, which is now linked on the Service-Learning Program homepage. A. Hawkins suggest that the statement be emailed to chairs prior to applications opening for the faculty fellows program; A. Hawkins and CTE can assist with outreach.
* L. Graybeal distributed a timeline of committee responsibilities, including approving funding requests and selecting award nominees/recipients for campus and national awards. The committee voted by consensus to approve the two funding requests received by the September deadline, for Pamela Ashcraft in the School of Nursing and Kim Little in the History Department, each for $250. Some concerns were raised about the significance and necessity of the committee’s vote, so L. Graybeal will consult with AVP Shelley Mehl in Outreach & Community Engagement. L. Graybeal will also edit the request form to require all submissions to include a budget for future reference.
* P. Mehl distributed recommended changes to the diversity portion of the service-learning assessment rubric. Changes will be discussed and voted on at the next meeting.
* L. Graybeal will pass out action steps from the 2016 Service-Learning Annual Report and a list of service-learning courses for Fall 2016 at the next meeting.
* J. Howard made a motion to adjourn and M. Wood seconded. Meeting was adjourned at 2:35 pm.

## Action Items

* **Peter**
	+ Submit names and terms of committee members to chair of Committee on Committees
* **Lesley**
	+ Bring list of service-learning courses taught by past faculty fellows
	+ Edit form for faculty requesting funds to ensure budget is required
	+ Bring action steps and list of service-learning courses to next meeting
* **All**
	+ Read recommended revisions to diversity portion of service-learning assessment rubric