# Meeting Minutes—Service-Learning Advisory Committee

**Location:** Irby 120

**Date:** October 11th, 2016

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

## Attendance

Committee Members Present: Ginny Adams, Donna Bowman, Katherine Bray, Tess Fletcher, Lorrie George-Paschal, Lesley Graybeal, Joe Howard, Peter Mehl, Mary Wood

Committee Members Absent: Candice Barnes, Kurt Boniecki, Samantha Cole, Carly Ebinger, Ken Griffin, Amy Hawkins, Faye Shepherd

## Agenda Items

* P. Mehl called the meeting to order at 1:41 pm.
* P. Mehl noted that minutes from the April 2016 were not approved because a quorum was not present at the September 2016 meeting. L. Graybeal revised the September 2016 minutes to include K. Bray, absent. P. Mehl reviewed committee members’ terms identified in the September 2016 minutes and noted that the terms are also on the university committees webpage. L. George-Paschal made a motion to approve the September 2016 minutes with revisions. K. Bray seconded the motion. Minutes from the September 2016 meeting were unanimously approved.
* P. Mehl updated the committee on the Campus Election Engagement Project. P. Mehl shared Citizenship Under Siege webinar dates (10/14, 10/27, and 11/3) and L. Graybeal will share a link to the webinar recording with service-learning faculty when it is available. P. Mehl shared information about the final debate watch party on 10/19, encouraged faculty to attend the faculty panel on Democracy in America Today on 10/20, and noted that “How to Vote Well and Why Most People Don’t” will take place on 10/27; an election returns party will also be held on 11/8 at Estes Stadium. Information on all events is available on the Campus Election Engagement Project website.
* P. Mehl distributed proposed changes to the diversity portion of the service-learning assessment rubric used by faculty to assess an artifact from their service-learning courses. M. Wood requested clarification on how the rubric is used to measure learning outcomes. D. Bowman suggested making sure that faculty have the option to report students failing to reach the basic level of the rubric in all categories. L. Graybeal will check online submission form to make sure that this is the case. D. Bowman made a motion to approve the changes. T. Fletcher seconded the motion. Revisions to the diversity portion of the service-learning assessment rubric were unanimously approved.
* L. Graybeal reviewed goals and action steps from the 2015-2016 Service-Learning Annual Report and the committee discussed. Recommendations were made to reach out to mentors in residential colleges and have a presence at Bear Facts Day to continue to increase student awareness of service-learning courses. Recommendations were also made to include a service-learning category in spring research symposia, as well as display posters of faculty fellows’ service-learning courses in Wingo or at service-learning awards reception.
* L. Graybeal raised the issue of voting on funding requests when a quorum is not present in order to ensure timely disbursement of funds. The recommendation was made to provide an electronic voting option for the next cycle of funding requests (in advance of the November 2016 meeting) so that the committee can evaluate the possibility of moving to an electronic approval option in the future.
* P. Mehl noted that information sessions about the service-learning program and faculty fellows seminar will be held in February 2017 as usual; dates will be selected in November and committee members are invited to recommend dates and locations, as well as invite P. Mehl/A. Hawkins/L. Graybeal to department or college meetings. J. Howard suggested that a video also be offered to faculty with pictures and project examples for faculty unable to attend.
* L. Graybeal distributed a list of the number of service-learning courses taught in the past three years by service-learning faculty fellows; the committee discussed which faculty had not taught a service-learning course recently and identified committee members to follow up with individual faculty.
* P. Mehl raised a concern submitted by a service-learning faculty member about the lack of service-learning attribute for courses in which the service-learning project is optional. The committee agreed that designating courses in which service-learning is optional would complicate reporting and assessment. While only courses in which service-learning is a required component of the course will be designated service-learning, faculty should not be discouraged from teaching courses in which the service-learning project is optional.
* L. Graybeal distributed the list of all service-learning courses designated for FA 2016.
* Remaining agenda items were tabled for the November 2016 committee meeting.
* Meeting adjourned at 2:35 pm.

## Action Items

* **Peter**
	+ Submit minutes to chair of Committee on Committees
* **Lesley**
	+ Send funding requests and online approval form to committee members in advance of November 2016 meeting
* **All**
	+ Bring suggestions for faculty fellows information session dates/times and locations
	+ Review funding requests and submit online approval form after Lesley emails on 11/2