

MINUTES OF THE SERVICE-LEARNING SUBCOMMITTEE
CALIFORNIA STATE UNIVERSITY, FRESNO
5200 N. Barton Ave, M/S ML34
Fresno, California 93740-8014
Office of the Academic Senate

Ext. 2743

March 4, 2016

Members Present: R. Toro, B. Hays, Z. Bagdasarov, L. Toste, B. Singh, S. Hart, C. Fiorentino

Members Absent: B. Boone, C. Lopez, X. Fu, L. Davis, V. Luo (on Sabbatical)

Dr. Toro called the meeting to order at 1:37pm.

1. The agenda for the meeting was approved.
2. The minutes from the February 5, 2016 meeting were approved.
3. Chris shared that the revised syllabus for CHEM 165S course was submitted. The committee voted unanimously to recertify the course for "S" designation.
4. The committee discussed initial reviews of the following courses that are up for 5-year "S" designation review. Before the courses can be recertified for "S" designation, all will require some changes to the course materials. The Subcommittee member's name that appears in parenthesis next to each course is the individual responsible for follow-up communication with the relevant faculty member and/or Department Chair. (See below for information regarding the development of a template for those communications.)

BIOL 172S (Ben Boone)

RA 73S (Bhupinder Singh)

PSYCH 274S (Rosa Toro)

CM 1S (Zhanna Bagdasarov)

CM 7S (Steve Hart)

MGT 133S (Betsy Hays) - No follow-up needed at this time. Dr. Bagdasarov will provide updated syllabus to Betsy Hays.

MCJ 152S (Matt Jendian) - No follow-up needed at this time. Professor Hays will submit updated syllabus to Matt Jendian.

5. To date, no materials have been submitted for the following courses currently up for 5-year recertification: NUTR 166S, MCJ 118S, CM 180AS, RA 77S

6. Chris will forward to Rosa the original memorandums notifying faculty about the required 5-year review. Rosa will follow-up with a reminder to relevant faculty members and/or Department Chairs.
7. Chris shared that CRIM 120S is no longer being offered.
8. The timeline for this semester's 5-year reviews is as follows. Ideally, working group chairs will get revised course materials submitted before the Subcommittee's April 1, 2016 meeting. The goal is to have all revised course materials reviewed and Subcommittee approval completed by the May 6, 2016 meeting. Under unique circumstances, it is possible for a review to extend beyond the May 6th meeting, but Subcommittee members are encouraged to actively work with relevant faculty members and Department Chairs to ensure reviews are completed by the end of the semester.

Chris will draft a template for email communication with relevant faculty members and Department Chairs regarding both 5-year reviews and new "S" course reviews. Chris will work with Lilliana to create a Box account, which will contain the email template, the sample service-learning tracking and verification form, the Learning Plan and the S course evaluation matrix. Committee members will be able to access the Box account for these and other documents relevant to the committee's work.

9. Reports on the following new "S" course proposals were discussed:

WS 120S: Course meets all "S" requirements. Our committee's recommendation to approve the course for "S" designation will be communicated to the relevant faculty member and Department Chair, along with Dr. Xuanning Fu, Dean of Undergraduate Studies.

WS 175S: Overall, a very strong syllabus. With minor changes, course can be recommended for S designation. Steve Hart will communicate suggested changes to Dr. Kathryn Forbes.

PSYCH 178S: Overall, a strong syllabus and with minor changes it can be recommended for S designation. Lizhu Davis will communicate recommended changes to Dr. Amanda Mortimer.

10. Chris shared with the committee a recent meeting with AP&P. AP&P shared that, as a subcommittee of the Academic Senate, faculty prominence in the work of the the SL Subcommittee is vital. Therefore, AP&P asks that formal communication from the SL Subcommittee to other faculty members and Department Chairs, and formal communication between our committee and AP&P be signed by either the Subcommittee Chair or another faculty

member. Rosa will work to clarify with AP&P the potential for Chris to communicate with faculty members who have S courses currently under consideration, as long as Chris clearly states that he is writing on behalf of the Service-Learning Subcommittee and that he cc the SL Subcommittee Chair.

Chris also shared that Jim Mullooly will be in communication with Rosa regarding a revised Charter/Charge for the SL Subcommittee. This revised Charter/Charge will include clarification about how Subcommittee members are nominated, how terms of service are tracked, and the process for extending a member's term of service.

11. The issue of the SL definition was tabled.
12. Remaining spring 2016 meetings will be held from 1:30 – 2:30, in Thomas Building, Room 117 on the following dates:
April 1st
May 6th

The meeting was adjourned at 2:35pm.

Minutes respectfully submitted by Chris Fiorentino, March 4, 2016.