

MINUTES OF THE SERVICE-LEARNING SUBCOMMITTEE
CALIFORNIA STATE UNIVERSITY, FRESNO
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Office of the Academic Senate

Ext. 2743

December 12, 2014

Members Present: Lizhu Davis, Chris Fiorentino, Betsy Hays, Matt Jendian, Vivien Luo, Millie Medina, Bhupinder Singh, Rosa Toro, Lillian Toste, Jim Schmidtke.

Members Absent:

Guest:

Meeting called to order at 1:35 pm by acting chair Chris Fiorentino.

1. The agenda for the meeting was approved.
2. The minutes from the November 21, 2014 meeting were approved.
3. The SOC 3S course proposal was discussed. Betsy Hays, Lizhu Davis and Millie Medina conducted a detailed review and unanimously and without reservation recommended the course for approval. Upon discussion by the committee, the course was approved for S designation.
4. Prior to the meeting, a copy of the draft “Experiential Learning Policy” was shared and reviewed by committee members. This policy has been developed in response to CSU Executive Order 1064. Committee members made a number of suggestions for inclusion in a memorandum that will be forwarded to Vice Provost Nef on behalf of the committee regarding the proposed policy. Those recommendations include:
 - a. Many accredited experiential learning activities take place on-campus. For example, there are Child Development placements in campus pre-school centers. Section II. *Types of Experiential Learning* should be edited to read, “Formal experiential learning integrates the student’s academic study with practical experience in a cooperating organization such as a business, non-profit, or government entity.”
 - b. It should be clarified if the exemption of “recreational therapy” under section II, paragraph 1 applies to the Recreation Administration Department’s Therapeutic Recreation emphasis area. Based on that clarification, the language of Fresno State’s policy should be adjusted.

- c. The proposed policy creates the potential for extensive duplication of effort by multiple departments and faculty members, including, but not limited to site assessments, agreement forms, annual reviews and more. It is recommended that every effort be made to develop a final policy that minimizes the potential for duplication of effort.
- d. The policy, in particular section III. A *Department obligations*, creates the potential for unnecessary bureaucracy and departmental oversight/approval. It is recommended that the policy make it clear that risk assessments, agreements and reviews can be done at the university, college, department *and* the individual faculty member level. Providing for the possibility of parallel processes for risk assessment and the generation of a university-agency agreement should increase the ability to obtain agreements in the most expedient manner possible.
- e. It is strongly recommended that universal agreement and learning plan forms be developed that can be used for all forms of experiential learning, including but not limited to internships and service-learning.
- f. The responsibility for establishing and maintaining an easily, electronically accessible and up-to-date database of agencies with whom the university has existing agreements should be placed with a central, university level office such as Procurement and Support Services, or Risk Management. Appropriate resources (financial and personnel) must be provided to the responsible department.
- g. With respect to section III. D. *Placement and Orientation*, it should be made clear that the department/faculty can have an agreement with the agency that the agency will be responsible for providing an orientation. Furthermore, under the same section, the provision that a campus liability waiver be used is not in line with EO 1064, which states that "If the internship placement is not (emphasis added) required as part of the student's academic program, the student must complete the liability waiver form..." Therefore, section III. D. should be modified to align with EO 1064 in this respect.
- h. It is the committee's strong opinion that requiring an annual review is not feasible given the extremely large number of agencies with whom the university places students. The final policy should state that, unless a problem with a given agency has been reported, or the

university is aware of an issue that warrants an annual review, an agency agreement will stand without further review until the 5 year limit (based on CSU's "Managing Risk in Service Learning" document.) University administrators should lobby the CSU to make this change in EO 1064.

- i. Based on Fresno State's regular use of the term, "service-learning" should include the hyphen throughout the document.

Chris will draft a memorandum for the committee's consideration and input.

Minor changes to the Service-Learning Course Approval Process and Criteria document, and the committee's S Course Evaluation Form were approved. The changes have to do with references to submitting course proposals through Bizflow, and regarding the number of service hours required, regardless of the unit value of the course.

Meeting dates for spring 2015 were proposed for:

Friday, February 6, 2015, 1:30-2:30pm, Thomas 117
Friday, March 13, 2015, 1:30-2:30pm, Thomas 117
Friday, April 10, 2015, 1:30-2:30pm, Thomas 117
Friday, May 1, 2015, 1:30-2:30pm, Thomas 117

The meeting was adjourned at 2:39 pm.

Minutes respectfully submitted by Chris Fiorentino, December 12, 2014.