

**Service-Learning Subcommittee
Meeting Minutes
February 10, 2012**

Present: Ben Boone, Martin Shapiro, Chris Fiorentino, Maggie Simms, Song Vang, Bryan Berrett, Steven Hart, Betsy Hays, Dennis Nef and Jim Schmidtke.

Martin Shapiro, Chair, called the meeting to order at 12:05 p.m.

The agenda for the meeting was approved.

The minutes from the December 9, 2011 subcommittee meeting were approved.

Chris provided a brief update and informed the subcommittee members that Ben Boone met with Bill Daily, the faculty member who teaches Gerontology 10S. The course materials were revised as recommended by the committee. As such, the course is officially re-certified as an S course for 5 years. Chris has already notified Dennis Nef regarding this recertification.

The next series of 5 year cyclic reviews involve EHD 115S and Ag Ed 120S. Chris will prepare a letter to be signed by he and Dennis Nef, then sent to the departments notifying them of the review procedures. The review of AgEd 120S will be conducted by Working Group 2 (Jendian, Hays, Davis, Nef & Vang, with Matt Jendian taking the lead role.) The review of EHD 115S will be conducted by Working Group 3 (Hart, Schmidtke, Shapiro and Boone, with Ben Boone taking the lead role.)

The subcommittee discussed the proposal to convert ENGL 286 to an S designated course. While the materials generally met all S requirements, the subcommittee approved the course providing some specific changes be made. Chris Fiorentino agreed to share those changes with the instructor and review the revised materials to ensure they meet the subcommittee's recommendations.

Martin Shapiro presented information on Dictation, a new ePortfolio program adopted by the university. There is an ePortfolio tab on Blackboard that can be accessed by all faculty members. The tab includes instructional videos and helpful information about Dictation. The tool is very flexible and allows for permanent archiving of student materials, allowing for institutional analysis and/or a cumulative portfolio managed by the student. Students and instructors can load videos, documents, and pictures to their ePortfolio. Students can download their portfolio when they complete the class and for an approximately \$20/year fee, they can continue to update their portfolio even after graduation. Otherwise, there is no cost to students. ePortfolios are helpful as faculty and the university move to establish better ways to document student learning outcomes. WASC, along with other entities, are pushing the establishment of mechanisms that document student learning outcomes. Martin is "open" to making class presentations.

Meetings for Spring 2012 will be held from 12-1pm on the following dates. Please note that the previously scheduled April 13th meeting has been cancelled due to the inability of several members to attend.

Friday, February 10th, USU 310

Friday, March 2nd, USU 310

~~Friday, April 13th Location TBD CANCELLED~~

Friday, May 4th, USU 310

The meeting was adjourned.

Minutes respectfully submitted by Chris Fiorentino, February 16, 2012.