**Service-Learning Subcommittee**

**Meeting Minutes**

**September 9, 2022**

Present: Ana Soltero Lopez, Aaron Hoskins, Alison Mandaville, Chris Fiorentino, Fernando Parra, Haley Shah, Marcus Shaw, Morgan Hawker, Nicole Smith, Steve Hart, Susan Alteri

Not present: Bernadette Muscat, Jamie Levitt

Meeting was called to order at 1:33 pm.

Ana welcomed the new members, Morgan Hawker and Steve Hart. All members introduced themselves.

Moved, seconded, and carried (MSC) to approve the agenda for the 9/9/22 meeting.

Minutes from the May 6, 2022 meeting were previously approved via an electronic vote.

Chris informed the committee that he received updated syllabi for EES 199S, which incorporated the changes required for 5-year S recertification. Thus, the course was approved for recertification.

Ana shared that memos were sent prior to the start of the semester for all courses up for 5 year review this semester. She also shared that reminders were sent last week. The deadline for departments to submit materials is September 21st. The courses up for review are: AGBS 170S, CLAS 145S, Drama 136S, ENGL 132S, and MATH 149S. When materials are received, Chris will share them with the appropriate working groups.

Chris shared that he met with the Chair of the CLAS department. The CLAS 145S course has not been offered since approximately 2017-18. The department asked if it was possible to delay the 5 year review until fall of 2023 to give them more time to revise the course and prepare for it to be taught again. MSC to table the review until fall of 2023.

Chris shared that he anticipates receiving new S course proposals for the following courses this semester: EES 102S, EES 115S, EES 169S, RA 115S. These courses are all working their way through the curriculum review process and when they are routed to the SL Subcommittee, Chris will share them with the appropriate working groups for review.

Chris shared that our second student representative, Alysa Garaygordobil, is unable to continue on the committee this semester due to a course conflict. Chris asked the committee members that if they know of a good student to please share their contact information with him. Chris will share details with the members via email.

Ana reminded the members that all committee minutes, agendas, a full list of committee members, working groups, and other materials can be found on the shared Service-Learning Subcommittee folder.

Steve and Chris shared that the Service-Learning Faculty Development Seminar will be held again starting in November. This 12 hour faculty development seminar provides in depth information on service-learning and how to integrate SL into courses. Chris will begin circulating the Call for Proposals the week of September 12th and will send the materials to committee members. All members are asked to share the opportunity with their colleagues and encourage appropriate individuals to apply.

Chris discussed the Chancellor’s Office Community Engaged Learning survey which was launched this semester. In short, the survey is designed to allow the Chancellor’s Office to assign a designation of “Community Engaged Learning” or “Community Service Learning”. This designation has no real impact on our university’s service-learning criteria or “S” designation process.

Remaining fall 2022 meetings will take place on:

Friday, October 7, 1:30 – 2:30pm, Thomas 117

Friday, November 4, 1:30 – 2:30pm, Thomas 117

Friday, December 2, 1:30 – 2:30pm, Thomas 117

Meeting adjourned at 2:20 pm.

Minutes respectfully submitted by Chris Fiorentino on September 9, 2022.