



**AGENDA/MEETING MINUTES**  
**Center for Academic Service-Learning**  
**May 1, 2009**  
**9:00 am**  
**SCA 113**

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**ITEM 1. Service-Learning Update: Courses, Database, Designator**

- Discussion:
- A. Course: Service-Learning courses continue to increase. One significant issue seems to remain, no notification to Heidi that the class is being offered.
  - B. Database: To transition faculty/student information to the database, an excel form needs to be created.
  - C. Designator: Beginning with course schedule notes and eventually recorded on student transcripts.

Data/data source:

- Action:
- A. Liaison for service-learning at each campus; suggested it should be provost.
  - B. Create excel form for faculty with all requested information.
  - C. Heidi was granted permission to add schedule notes; Valerie will contact Carol Boehlert for clarification on duties.

**ITEM 2. Service-Learning Activity forms, vote on number of hours required for certificate (credit and service), graduation protocol**

- Discussion:
- A. Form: Sample form reviewed. These will only be used by a small group of students, most likely in an Honors course where the service component is not required. For entire class projects, faculty will use the excel sheet form.
  - B. Hours: Committee unanimously voted to approve a standard number of hours for an SL designation. The standard will be 15 service hours in one three credit course and 12 service-learning course credits. Guideline is the Honors option with 15 service hours, 2000 word reflection journal (of those 5 are preset questions and 5 faculty chosen questions) and 5 substantive articles/annotated bibliographies.
  - C. Graduation: Silver cord at graduation, Silver = Service. Graduation reception for service-learning students.

Data/data source: Sample form provided.

- Action:
- A. Add "Project guidelines have been developed for the *three credit hour class*. If more than three service-learning hours will be granted, please explain how the proposed project merits additional credit."
  - B. 15 service hours and 12 credits in order to receive a service-learning recognition at graduation and a certificate.

C. Contact District Student Activities February 2010 for potential funding of cords and reception for December 2010 (if students qualify) or May 2011.

**ITEM 3. Symposium, Fall Convocation, All-user reminder emails before each semester**

Discussion: A. Symposium tabled, revisit for spring 2010.  
B. Fall Convocation: collect photos from previous service-learning projects and compile them into a streaming video with music (Jack Johnson, "My Own Two Hands") to be shown at convocation. Along with this, brochures created through CRM. The follow-up will be meetings on each campus by partnering with PTLC. Keeps the momentum going from the moving video. Include student papers/projects and panel of faculty at the PTLC meetings. Patricia is working with Jeannine Burgess to produce a video of her Honors Spanish students working with their community partner, El Sol.

Data/data source:

Action: A. Tabled.  
B. Committee email photos of students in action, we will compile and send to Valerie. Valerie will contact her IT student to put together. Heidi contacts Dr. Sass regarding Convocation agenda. Heidi fills out "Creative Work Plan" form for CRM

**OTHER. MOU**

Discussion: What is the new protocol with signatures on MOU's? Richard Becker's name was added to the MOU and Heidi's name removed as the PBCC contact.

Action: Heidi will contact Becker's office for new protocol.

**Attendance:**

Patricia Betancourt-Hackett

Heidi Ladika-Cipolla

Valerie Burks

Trish Froehlich

Kerry Flynn

Joseph Millas

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Heidi Ladika-Cipolla, Scribe c. Minutes Distribution List