

## **Service Learning Committee Meeting Minutes**

Date: October 22, 2010

Location: Office of Service-Learning and Civic Engagement, Room C154

### **Members/ Present:**

Vivian Grooms, Chair

Cathy Garner--present

Abbey Lackey--present

Nell Senter--present

Charla Smith-(excused due to serious family illness)

The first committee meeting of the year was called to order; the first order of business was to welcome members. The agenda served as a starting place and reflected the need to educate members on the status of the Service Learning Program since the end of the Ad-Hoc Committee Status. The agenda was followed and notes made to the agenda by the chair for this first meeting. The agenda was not completed as time did not allow for covering all of the items. It was agreed that items that were addressed would be acted upon if needed, and that the committee would continue the agenda at the November meeting. Other information not on the agenda was a brief discussion of making application for a diversity grant, and the chair providing information to the committee about the service office's student worker, Tiffani Sims.

### **Agenda:**

1. Brief Review of Ad-Hoc Committee Recommendations
  - a. Office of Service-Learning and Civic Engagement-explanation of the current functions of the office
  - b. "Club"—Group recommended and all agreed not to have a "service club" but continue to develop the Service Learning and Civic Engagement Program in the direction of engaging students in service through the program and continuing to sign students up to receive emails inform them of current or near future service opportunities. Future methods of engaging students in service include Twitter, possible Facebook page and a program website, as briefly outlined and discussed below.
2. Example of Service-Learning Project—Speech 211—Brief powerpoint presentation of a recent successful service learning project conducted by Abby Lackey and Kim Warren-Cox. Positive comments and encouraging remarks were made by all committee members.
3. "Beginning with the End in Mind"—Stephen Covey
  - a. Example of an end: Volunteer State Community College (website)—viewed the Vol State website as a model for a JSCC website.
  - b. Texas College Service Club—discussed the "service club" and how some of the ideas could be used within the parameters of our decision not to sign up as a formal "club" but to function within the Service Learning and Civic Engagement Program.

4. JSCC Service-Learning and Civic Engagement Program “Plans”
  - a. Website—Information was represented regarding the “shell” of the website to be developed; Victor Garcia has agreed to work with the committee in website development.
    - i. Forms—reviewed types of forms that will be available on the website; the committee reviewed forms being developed and made recommendations before forms are submitted to appropriate parties for approval.
      1. Application for Service-Learning Project Approval
      2. Liability Form—JSCC standard
      3. Application to SLCE Program—members reviewed this form for recommendations
      4. Time sheet for students keeping hours/signatures
    - ii. Information for faculty
      1. Current /recent projects in discipline
      2. Faculty Development opportunities
      3. Other (?)
    - iii. Information for students
      1. Service and service-learning opportunity listing
      2. Involved Faculty—clarified that these are faculty who are offering service learning projects.
      3. Community Partner “want ads” with contact information
    - iv. Information for community partners—this could be a section for community partners to see what projects are available and/or students looking for specific types of services within their areas of interest.
      1. Student “want ads”
      2. Faculty “want ads”

\*The following agenda items remain to discuss as related to being listed on the website and how the program will engage faculty benefits of adding service learning to a course.

- b. Faculty Awards and Recognition
- c. Student Service and Service- Learning Awards

\*\*This agenda item is to be discussed at the next meeting and may be carried to December also.

## 5. Committee Charge