

**Faculty Senate meeting  
April 19, 2011**

Professor Sharon Ballard, Faculty Senator

Proposed revisions to Committee charge that will be offered during the second reading of the charge at the April 26 Faculty Senate meeting.

Deletions are noted by ~~strikethrough~~ and additions by **bold** print.

**COMMITTEE ON COMMITTEES REPORT**

First Reading of Proposed New Standing University Academic  
Service Learning Committee Charge

1. Name: Service Learning Committee
2. Membership:  
~~7~~ **12** elected faculty members **representing all university colleges and schools.**

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, **the Vice Chancellor for Research & Graduate Studies or an appointed representative**, the Chair of the Faculty or an appointed representative, one Faculty Senator selected by the Chair of the Faculty, **a representative for the Volunteer and Service Learning Center**, ~~and~~ one student member from the Student Government Association, **and one graduate student representative.**

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: ~~4~~ **7** elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee recommends policies, procedures, and criteria related to the Service Learning Programs **including community partnerships.**
  - B. The committee promotes service learning across the university and recommends means to identify success in service learning activities. The committee assists units requesting aid in developing service learning courses, assist with learning outcomes and goals for service learning courses, and serves as a resource for service learning. The committee provides a forum for faculty opinion concerning academic service learning activities related to the curriculum.

- C. **The committee reviews faculty applications for the service learning designation and makes recommendations to the Faculty Senate regarding individual courses to carry service learning designation**  
~~The committee makes recommendations regarding proposed changes, including individual courses in the service learning designation. The committee makes recommendations to the Faculty Senate regarding individual courses carrying service learning designation and reports those recommendations to the University Curriculum Committee.~~
- D. The committee serves as a liaison between the **Volunteer and Service Learning Center** ~~office of Service Learning~~ and the Faculty Senate, reviews the activities of **the Volunteer and Service Learning Center** ~~that program,~~ and advises the administrative leadership **about service learning** ~~in the Service Learning Program.~~
- E. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* and *University Graduate Catalog* that correspond to the Committee's charge and recommends changes as necessary.
- F. **The committee sponsors and coordinates the ECU Service-Learning Conference each spring.**

5. **To Whom The Committee Reports:**  
The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited in 4. above. The committee recommends curricular changes to the university's service learning requirement to the Faculty Senate.
6. **How Often The Committee Reports:**  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. **Power Of The Committee To Act Without Faculty Senate Approval:**  
The committee is empowered to advise the **Volunteer and Service Learning Center** ~~office of the Service Learning Program~~ as described in 4.D. above.
8. **Standard Meeting Time:**  
The committee meeting time is scheduled for the second Tuesday of each month.

Lee, Lori

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**From:** Ballard, Sharon  
**Sent:** Tuesday, April 19, 2011 12:12 PM  
**To:** Rigsby, Catherine  
**Cc:** Walker, Marianna; Committee on Committees; Lee, Lori; Elmore, Barry; Dumlao, Rebecca J; Griffin, Linner Ward  
**Subject:** RE: SL charge

Catherine,

Yes, there are graduate courses that have the SL designation so that is why we made those relevant additions. The committee does still review/revise the designation process so yes, this should be reworded – thanks. I believe that Linner Griffin technically is the director of the VSLC – I think that it would be best to leave the wording such that a representative from the VSLC serve. Thanks!

Sharon

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**From:** Rigsby, Catherine  
**Sent:** Tuesday, April 19, 2011 11:59 AM  
**To:** Ballard, Sharon  
**Cc:** Walker, Marianna; Committee on Committees; Lee, Lori  
**Subject:** RE: SL charge

Hi Sharon,

Thanks for these suggestions on the new SL committee charge. As a means of saving time at the Senate meeting (we have a long agenda and I have a class at 6:00!), can you please answer a couple of questions for me? I want to make sure I bring the correct info back to the Committee on Committees.

First, are there graduate classes that carry the SL designation? The CoC was not aware of this. But, if there are such classes, it is, obviously, important to have the VC Research (or rep) on the Committee.

Second, did you intentionally delete the part of the charge that says that the committee “makes recommendations regarding proposed changes . . . in the service learning designation”? The way I read it, your revisions leave in the individual for approving individual courses that meet the SL designation requirement, but leaves out any responsibility for reviewing/revising the designation itself. If this was not intentional, no problem, we can work on wording before the second reading.

Finally, is there a "Director" of the SL program Volunteer and Service Learning Center)? If so, this person's title (or rep) might be the most appropriate the title to list in the membership roster.

Thanks again,  
Catherine

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**From:** Lee, Lori  
**Sent:** Tuesday, April 19, 2011 10:17 AM  
**To:** Ballard, Sharon  
**Cc:** Rigsby, Catherine; Walker, Marianna  
**Subject:** FW: SL charge

Thanks Sharon. I added a heading to your proposed revisions and will have copies at everyone's seat today. - Lori

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**From:** Ballard, Sharon  
**Sent:** Monday, April 18, 2011 6:30 PM  
**To:** Lee, Lori  
**Cc:** Ballard, Sharon  
**Subject:** SL charge

Lori,  
Attached is the proposed revisions that I will offer tomorrow. I used strikethrough for deletions and blue underline for additions. Thank you!  
Sharon

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