

**Academic Service-Learning/Faculty Fellows Report  
2014-2015**

Report Submitted by: Sharryn Larsen Walker, June 2015

The CWU Academic Service Learning Faculty Fellows (ASL/FF) supports faculty in their endeavors to infuse academic service learning into courses. Since its inception, more than 70 CWU faculty have served as a Faculty Fellow. Previously, this group was supported by a Sphere of Distinction grant, and was under the direction of Dr. Jim Pappas and Dr. Jan Bowers. In June, 2014, the leadership for this group was handed to Dr. Sharryn Larsen Walker.

Included in this report is a description of the 2014-2015 goals and the accomplishment of those goals; AS-L professional development; highlighted AS-L/FF projects; 2014-2015 professional development opportunities; recommended AS-L/FF goals for 2015-2016 year; and the 2014-2015 agendas, minutes, and supporting documents.

Thirteen (13) CWU faculty served as Fellows during the 2014-2015 academic year. Two (2) Faculty Fellows began service in 2014, while 11 served as a Distinguished Faculty Fellow (more than one year service). The faculty included:

**Faculty Fellows**

<b>Name</b>	<b>Department</b>
Tishra Beeson	PESPH
David Bieloh	Graphic Design

**Distinguished Faculty Fellows**

<b>Name</b>	<b>Department</b>
Glen Bach	Graphic Design
Bobby Cummings	English
Janet Finke	LLSE
Susana Flores	EFC
Bob Holtfreter	Accounting & Research
Ian Loverro	EFC
Stella Moreno	World Languages
Keith Salyer	TEACH
Jeff Snedeker	Music
Janet Spybrook	LLSE
Terri Walker	TEACH

**Additional Support Personnel for AS-L/FF**

<b>Name</b>	<b>Department</b>
Sheri Hubbard	FCS
Manuel Rodriguez	CLCE
Sharryn Walker	LLSE

### **Goals for 2014-2015**

The ASL/FF met three times a quarter in Grupe Faculty Center. During the 2014-2015 year, the ASL/FF primarily focused its attention on the following goals:

- Revising and updating AS-L/FF Handbook
- Revising and updating the CWU AS-L Website
- Creating and disseminating a survey about the current status of AS-L at CWU
- Creating faculty recognition for the inclusion of service learning in courses

### ***Revision and updating of the AS-L/FF Handbook***

In the past, each FF was provided a handbook with articles and resources about AS-L. However, the materials in the notebook were outdated. Thus, each meeting of the AS-L/FF involved professional discussion concerning the implementation of AS-L in courses. Many times, FF were provided with information to read before the meeting with the discussion about the content included as part of the meeting. Those articles and other resources were added to each member's handbook, with outdated material removed. Evidence of this process is noted in the agendas and minutes.

### ***Revision and updating of CWU AS-L website***

The CWU AS-L website had not been recently updated. The AS-L/FF reviewed the website and offered ideas for change and content. Terri Covey of the Office of Public Affairs completed the updates as requested. The AS-L/FF are grateful for her assistance and insight in this endeavor. While there is still more content to be added, the website is now more reflective of the AS-L activity at CWU. The website may be viewed at: <http://www.cwu.edu/service-learning/>

### ***Creating and Disseminating a Survey about the Current Status of AS-L at CWU***

AS-L/FF Ian Loverro spearheaded the process for creating and disseminating a survey to current and former CWU AS-L/FF about their use of AS-L in their courses. The data were collected through Qualtrics; however, it has yet to be analyzed.

### ***Creating Faculty Recognition for the Inclusion of Service Learning in Courses***

The AS-L/FF sought ways to recognize CWU Faculty who have made academic service-learning as integral part of their teaching. The AS-L/FF recognized faculty in two ways.

First, Dr. Matthew Altman and Dr. Jeff Penick were recognized for the sustained integration of AS-L in their courses. Dr. Penick highlighted the AS-L project entitled *Meaningful Connections* within PSY452—Adult Development and Aging and PSY352—Theories of Adult Development. Students enrolled in these courses met in small groups and participated in group discussions with older adults at the Ellensburg Adult Activities Center and assisted living facilities in Ellensburg.

Dr. Altman featured AS-L projects within PHIL 308-Medical Ethics. Students propose individualized service-learning projects related to course content but also connected to their career goals or an issue of personal interest. Sharing the dichotomy of the “Physician-Soldier” internal relationship and complexities of incentivized blood donations were just two of the issues explored through AS-L in this course.

The second way in which CWU Faculty were recognized for their commitment to AS-L was through financially supporting AS-L projects of former FF. Dr. Ken Cohen, Dr. Dominic Klyve, Dr. Bruce Palmquist, and Dr. Rebecca Pearson were awarded a stipend to support and/or implement service learning projects within their 2014-2015 courses. The names of their projects are listed in the minutes of April 6, 2015.

A reception to honor these recipients was held on Monday, June 1 at 5:15 in the Grupe Center.

### ***Professional Development Opportunities***

The Office of the Provost supplied professional development funds for the AS-L/FF. A portion of those funds were used to send AS-L/FF to the INSLP/CEI conference in Spokane, where members were able to network with other WA faculty active in AS-L at their universities.

### **Highlighted ASL Projects**

Each FF received a stipend as a way to support the ASL projects. ASL/FF received \$700, while ASL/DFP received \$500. Some of the highlighted ASL experiences from the 2014-2015 year are included here with additional projects posted on the CWU AS-L website.

#### **Dr. Susana Flores**

Dr. Susana Flores coordinated Reading Together/Leyendo Juntos Family Literacy Nights with Yakima and Ellensburg elementary schools. While CWU teacher candidates were reading, sharing stories and facilitating STEM activities with students, Dr. Flores conducted bilingual parent information sessions. Over the sessions, more than 150 families attended these events. Over 300 bilingual children's books were distributed.

McNair Scholar, Estrella Cardenas, designed a survey for parents and conducted focus group interviews that were the basis for her thesis. Additionally, Dr. Flores, Ms. Cardenas and Dr. Alejandro Lee were selected for a paper presentation this Fall for the National Association Of Multicultural Education in New Orleans.

Additionally, Ms. Karla Rojas, CWU teacher candidate was selected to receive the campus wide *Student Serving with Integrity Award* during the Evening of Recognition event on May 20, 2015.

#### **Dr. Jeff Snedeker**

Dr. Jeff Snedeker participated in a number of activities related to AS-L. He presented at two conferences as described:

##### **Be U-nique: 7<sup>th</sup> Annual Leadership Conference, CWU, February 26, 2015.**

Title: *Advocating for Music: A Vehicle for Personal and Social Change*

Co-presenter: Mark Lane, CWU Professor of Music and Northwest Division President, National Association for Music Education (NAfME)

Advocating for music in a school district, a community, or a culture tests one's personal will and values. The music advocate must also test the wills and values of the district, etc. in question. This presentation explores several examples of music advocacy efforts from the local to national levels, and the leadership styles and opportunities for change involved.

##### **Community Engagement Institute 2015, Inland Northwest Service-Learning Partnership, Gonzaga University, Spokane, WA, May 21-22, 2015**

New Research Session Presentation: *Service Learning and Music Advocacy in Ellensburg*

In Winter 2014, ten CWU students enrolled in UNIV 309, a service-learning course offered through the Music Department. After examining a number of possibilities, the students decided to combine efforts in support of the Ellensburg Music Coalition, a community-based not-for-profit organization that advocates for music in Ellensburg School District curricula. This presentation will provide information on how the students' efforts coordinated to contribute to the coalition's annual report.

The **CWU Horn Ensemble** maintains an active outreach program in support of the French horn (an "Endangered Instrument" in many districts) and its music. This year, the CWU HE visited schools in Pasco, Auburn, and Chimacum, giving presentations and performances for elementary, middle, and high school students. The totals included 14 CWU students, five different schools, 15 different classes, and about 400 students. Four members of the CWU HE also performed and participated in the Compass 2

Campus program in October for the Wapato schools that visited CWU (I led two music sessions for the visitors).

Dr. Snedeker continues to serve as Higher Education Curriculum Officer on the Executive Board of the Washington Music Educators Association (WMEA), and Director of the Ellensburg Music Coalition. He was also an invited community member of the Advisory Committee for the Schematic Design phase of Morgan Middle School for its upcoming renovation (May-June 2015). In all cases, he tries to engage his students and to set an example to encourage their participation in community issues. He also visited numerous schools on his own or as part of the Yakima Symphony Outreach program in support of music teachers and advocating for music in school curricula. He plans to continue as an active Distinguished Faculty Fellow in the CWU AS-L program, as well as with his various outreach and advocacy activities. He also hopes to offer UNIV 309 for music advocacy again in 2015-16.

**Dr. Janet Spybrook**

Dr. Janet Spybrook's class: EDSE 433, *Preschool for Children with Developmental Delay*, constructed two (2) Literacy Embedded Play Centers (LEPC) at Bright Beginnings Head Start and one (1) LEPC at the Ellensburg School District Developmental Preschool. These 3 environments: Space, Restaurant and Construction Center were enjoyed by at least 60 children, ages 3-5 and their teachers. Each special education teacher candidate participated in the design, construction, and introduction of the center to the preschool students.

Dr. Janet Spybrook's Compass 2 Campus program and class, ECTL 201, *Youth Mentoring I* hosted a Tour Day for 280 fifth grade students in Fall, 2014. Mentors then worked in the fifth grade classrooms for fall, winter and spring quarters providing academic support and encouragement. All fifth grade students in the 3 Wapato schools were provided an opportunity to visit campus and work with over 50 mentors throughout the school year. An additional 100 volunteers: students, faculty and staff provided time and resources to make Tour Day possible. Video of the event can be viewed at: <http://www.cwu.edu/service-learning/>

**Dr. Sharryn Walker**

Dr. Sharryn Walker's EDLT 321-*Teaching Children's Literature* course co-hosted Family Literacy Nights with the Center for Diversity and Social Justice for the Ellensburg community. The teacher candidates planned a read aloud and a storytelling lesson as part of the class. Then they read and told their stories to the families who attended the event. Each child who attended received a book to take home.

**Dr. Teri Walker**

In EDEC 314 Learning through Play class Dr. Teri Walker incorporated the hosting of a field day at Mount Stuart Elementary by CWU ECE teacher candidates. Previous to the event, the teacher candidates planned sets of activities for grades K-2 and 3-5 under the guidance of the Mt. Stuart PE teacher, who served service as a guest speaker/resource for the class. The teacher candidate were responsible to gathering the materials to be used during the event. Field Day was hosted on Tuesday, June 2nd. In the morning the teacher candidates implemented the activities for grades 3-5, while was for K-2 grades.

**2014-2015 AS-L/FF Professional Development****Dr. Tishra Beeson**

Dr. Beeson will be traveling to Guam in the Summer 2015 with Dr. Mark Perez and a group of CWU students. While in Guam, the CWU students will be participating in several AS-L projects at community centers. She'll be hosting focus groups with stakeholders in several different community centers in Guam regarding service learning partnership with our CWU students.

**Dr. Tishra Beeson, Dr. Jeff Snedeker, Dr. Sharryn Walker**

Drs. Beeson, Snedeker and Walker attended the INSLP-CEI conference in Spokane in May, 2015. The purpose of this conference was to learn how AS-L is implemented at other universities, particularly those in the Inland Empire. These faculty were asked to organize a session at next year's INSLP-CEI on the challenges of implementing AS-L in rural settings.

**Dr. Ian Loverro**

Dr. Loverro will attend E-Learn--World Conference on E-Learning is an international conference organized by the Association for the Advancement of Computing in Education (AACE) and co-sponsored by the International Journal on E-Learning in October, 2015. This annual conference serves as a multi-disciplinary forum for the exchange of information on research, development, and applications of all topics related to e-Learning in the Corporate, Government, Healthcare, and Higher Education sectors.

***"The International Forum for Researchers, Developers, and Practitioners to Learn about the Best Practices/Technology in Education, Government, Healthcare, and Business"***

While at the conference, he will be investigating ideas on how to include AS-L in a Research Methods course, which is an online course for in-service teachers. This group of teachers has ready access to communities, schools, K-12 students and parents.

**Possible Goals for 2015-2016**

- Analyze data from the survey disseminated during the 2014-2015 year.
- Participate in WA Campus Compact Faculty Institute and Annual Networking Meeting, November 5-6, 2015 at CWU
- Continue with recognition of CWU faculty who implement AS-L in their courses
- Continue with update and maintenance of the CWU AS-L website
- Organize and lead INSLP-CEI session on challenges of AS-L in rural settings
- FF study the purpose and benefits of reflection in AS-L

**Supporting Documents**

Agendas for AS-L/FF meetings  
Minutes from AS-L/FF meetings  
2014-2015 Institutional Plan

**Academic Service Learning/Faculty Fellows Agenda**  
**October 20, 2014 5:15-6:30**  
**Grupe Center**

**Welcome**

**Minutes from May 5, 2014 meeting**

**Member Introductions**

**Business Items**

- Allowable Expenses
  - Food
  - Identification

**ASL/FF at CWU**

- Definition
- Faculty Needs
- Faculty Resources

**Infrastructures**

- Faculty Support
- Student Support
- University Mission/Strategic Plan
- Community Connections

**ASL/FF Goals for 2014-2015 Year**

**AS-L/FF Meeting Agenda**  
**Monday, November 3, 2014**  
**5:15-6:30**  
**Grupe Center**

**(Please bring your Faculty Fellows Training Notebook. New members, you will receive one at the meeting)**

*Welcome*

*Approval of Agenda*

*Approval of Minutes from October 20, 2014*

***Business Items***

- Status of Survey about the Current Status of AS-L at CWU-Ian Loverro
- Status of CWU AS-L Website-Sharryn
- Updating the Faculty Fellows Training Notebook
  - Directory
  - Definitions of AS-L
  - AS-L Faculty Training Model and Information
  - 2013-2014 Institutional Plan
  - Websites

***Goal Areas for 2014-2015 Academic Year***

- Recognition for service learning
- Survey about the current status of ASL at CWU
- AS-L Website
- ASL/FF Notebook

**Next Meeting:**

Monday, December 1

5:15-6:30

Grupe Center

(Please review a couple of the websites and come with ideas for the CWU AS-L/FF website).



**AS-L/FF Meeting Agenda**  
**Monday, December 1, 2014**  
**5:15-6:30**  
**Grupe Center**

**(Please bring your Faculty Fellows Training Notebook)**

*Welcome*

*Approval of Agenda*

*Approval of Minutes from November 3, 2014*

*Updates*

- UNIV courses
- Stipends

*Business Items*

- Guest- Eric Cheney Director of Faculty Professional Development
- Professional Development Ideas
- Survey about the Current Status of AS-L at CWU-Ian Loverro  
(Review of survey and dissemination procedure)
- Review of CWU AS-L Website-All  
What did you find in your review of other university websites? What should be included in the CWU AS-L website?
- Faculty Fellows Training Notebook
  - Continuums of Service

*Goal Areas for 2014-2015 Academic Year*

- Recognition for service learning
- Survey about the current status of ASL at CWU
- AS-L Website
- ASL/FF Notebook

**Next Meeting:**

Day?

Time?

Grupe Center

**AS-L/FF Meeting Agenda  
Monday, January 12, 2015  
5:15-6:30**

**Grupe Center**

**(There is a meeting the in Grupe Center that goes until 5pm. We may have to move into Black Hall if that meeting runs over)**

**(Please bring your Faculty Fellows Training Notebook)**

*Welcome*

*Approval of Agenda*

*Approval of Minutes from December 1, 2014*

*Updates*

- Stipends
- Survey about the Current Status of AS-L at CWU-Ian Loverro  
(Review of survey and dissemination procedure)
- CWU AS-L Website

*Business Items*

- Faculty Fellows Training Notebook
  - Implementation of AS-L- Please be prepared to share the AS-L opportunities you have or will offer this year.
  -
- Planning for the AS-L “Summit” and/or Retreat

*Goal Areas for 2014-2015 Academic Year*

- Recognition for service learning
- Survey about the current status of ASL at CWU
- AS-L Website
- ASL/FF Notebook

**Next Meeting:**

February 2

5:15

Grupe Center

**AS-L/FF Meeting Agenda**  
**Monday, February 2, 2015**  
**5:15-6:30**  
**Grupe Center**

**(If you have one, please bring a laptop or other device in which to create and/or email documents/information)**

*Welcome*

*Approval of Agenda*

*Approval of Minutes from January 12, 2015*

*Updates*

- Stipends
- Survey about the Current Status of AS-L at CWU-Ian Loverro  
(Review of survey and dissemination procedure)

*Business/Workshop Items*

- Crafting proposals for the INSLP conference (Bring ideas for proposals for this conference if you want to present or help brainstorm ideas for proposals) Link is:  
<http://servicelearning71132.orgsync.com/org/inslp/cei>
- Crafting items for the CWU AS-L website (Some items have been sent along, but more work needs to be done) Link is: <http://www.cwu.edu/service-learning/>
- Crafting ideas for stipends for other AS-L projects
- Crafting ideas for recognition of AS-L at CWU

*Goal Areas for 2014-2015 Academic Year*

- Recognition for service learning
- Survey about the current status of ASL at CWU
- AS-L Website
- ASL/FF Notebook

**Next Meeting:**

March 2, 2015

5:15

Grupe Center

**AS-L/FF Meeting Agenda**  
**Monday, March 2, 2015**  
**5:15-6:30**  
**Grupe Center**

*Welcome*

*Approval of Agenda*

*Approval of Minutes from February 2, 2015*

*Updates*

- Budget- Stipends (amount available for former AS-L/FF; other); Recognition of AS-L at CWU plaque
- Travel to INSLP-CEI-Spokane
- Survey about the Current Status of AS-L at CWU-Ian Loverro (Review of survey and dissemination procedure)
- Review of stipends for former AS-L/FF (please read attachment)
- Review of criteria for AS-L Recognition from this group (please read attachment)

*Business*

- Review of the CWU AS-L website (Some items have been sent along, but more work needs to be done) Please look at the website before our meeting so that we can discuss what still needs to be completed.  
Link is: <http://www.cwu.edu/service-learning/>
- Crafting ideas for stipends for other AS-L projects
- Model for planning and implementing AS-L Projects

*Goal Areas for 2014-2015 Academic Year*

- Recognition for service learning
- Survey about the current status of ASL at CWU
- AS-L Website
- ASL/FF Notebook

**Next Meeting:**

April 6, 2015

5:15

Grupe Center

**AS-L/FF Meeting Agenda**  
**Monday, April 6, 2015**  
**5:15-6:30**  
**Grupe Center**

*Welcome*

*Approval of Agenda*

*Approval of Minutes from March 2, 2015*

*Updates*

- Budget- Stipends (amount available for former AS-L/FF; other); Recognition of AS-L at CWU plaque
- Travel to INSLP-CEI-Spokane
- Survey about the Current Status of AS-L at CWU-Ian Loverro (Review of survey and dissemination procedure)

*Business*

- Review and award of stipends for former AS-L/FF
- Review of criteria for AS-L Recognition from this group (please read attachment)
- Review of the CWU AS-L website (Some items have been sent along, but more work needs to be done) Please look at the website before our meeting so that we can discuss what still needs to be completed.  
Link is: <http://www.cwu.edu/service-learning/>
- Institutional Plan for 2014-2015

*Goal Areas for 2014-2015 Academic Year*

- Recognition for service learning
- Survey about the current status of ASL at CWU
- AS-L Website
- ASL/FF Notebook

**Next Meeting:**

Monday, May 4, 2015

5:15

Grupe Center

**AS-L/FF Meeting Agenda**  
**Monday, May 4, 2015**  
**5:15-6:30**  
**Grupe Center**

*Welcome*

*Approval of Agenda*

*Approval of Minutes from April 6, 2015*

*Updates*

- Budget- Stipends (amount available for former AS-L/FF; other); Recognition of AS-L at CWU plaque
- Travel to INSLP-CEI-Spokane
- Survey about the Current Status of AS-L at CWU-Ian Loverro  
Review of Survey results

*Business*

- Review of the CWU AS-L website (Some items have been sent along, but more work needs to be done) Please look at the website before our meeting so that we can discuss what still needs to be completed.  
Link is: <http://www.cwu.edu/service-learning/>
- Review of criteria for AS-L Recognition from this group (please read attachment)
- Review of submissions for AS-L Recognition

*Goal Areas for 2014-2015 Academic Year*

- Recognition for service learning
- Survey about the current status of ASL at CWU
- AS-L Website
- ASL/FF Notebook

**Next Meeting:**

Monday, June 1, 2015

5:15

Grupe Center

**Academic Service-Learning/Faculty Fellows Minutes**  
**October 20, 2014 5:15-6:30**  
**Grupe Center**  
**Compiled by Sharryn Larsen Walker**

**Welcome-**

Members of CWU AS-L/FF were welcomed with food being served

**Member Introductions**

The members introduced themselves. Those in attendance included Tishra Beeson, David Bieloh, Glen Bach, Janet Finke, Susana Flores, Bob Holtfreter

Ian Loverro, Jeff Snedeker, Teri Walker, Manuel Rodriguez, Sharryn Walker

**Business Items**

- Allowable Expenses
  - Food-It was discussed that food as an allowable expense was to be used for “special occasions.” It was decided that since this group met during the dinner hour, food would be brought and members would contribute to the cost.
  - Identification-In the past vests or sweatshirts were purchased for members of ASL/FF. It was deemed that this money might be better used toward operational costs and stipends for projects. It was suggested that the new members of the group be given sweatshirts.

**AS-L/FF at CWU**

Discussion followed about the nature of ASL/FF at CWU. Glen reminded the group that the mission/purpose was to encourage and support academic service learning across courses at CWU. Benefits of service learning in general were discussed as it does promote a more engaged student and faculty body.

**AS-L/FF Goals for 2014-2015 Year**

Discussion ensued about goals for ASL/FF in the upcoming year.

**Recognition for service learning** was the first topic discussed. Manuel shared how the CELC has a leadership transcript available for students to obtain which documents their leadership and service while at CWU. He also mentioned that the COB was developing a leadership program and he would put Sharryn in contact with the COB so that ideas can be shared. It was also suggested that the ASL/FF examine the possibility of a service learning designation on courses. This could then be included on a leadership transcript (a supporting document for graduation). It was mentioned that there is a request to keep the leadership transcript separate from the academic transcript and that this recognition would need to be linked to the Strategic Plan and be approved by Faculty Senate.

**Icon for ASL**-It was discussed that having a recognizable brand such as an icon for ASL/FF would assist in the recognition of ASL and SL on campus.

**Survey about the current status of ASL at CWU-**It was suggested that a survey about the current status of ASL at CWU be conducted. In 2013-2104, a sub-committee created such a survey. Ian will bring the survey to the next AS-L/FF meeting for the group to discuss and make recommendations about its distribution.

**AS-L Website-**AS-L/FF has a website; however, it has not been updated. Maintaining this site would be another way ASL at CWU could receive recognition.

**AS-L/FF Notebook-** Sharryn noted that the Faculty Training notebook was outdated. She will work to update the materials and asked members what they would like to have included. She also asked if there were articles or research that the members would be interested in. Jeff said he was interested in websites. Others noted that if there were articles of interest that they be shared with the group.

Meeting adjourned at 6:30

Next Meeting:

Monday, November 3, 2014

5:15

Grupe Center



**AS-L/FF Meeting Minutes**  
**Monday, November 3, 2014**  
**5:15-6:30**  
**Grupe Center**

**(Please bring your Faculty Fellows Training Notebook. New members, you will receive one at the meeting)**

**Welcome:** Those in attendance included Bob Holtfreter, Teri Walker, Jeff Snedeker, Janet Finke, Tishra Beeson, Ian Loverro, Sharryn Walker, Susana Flores

**Approval of Agenda:** Ian moved to approve the agenda. Teri seconded. Approved.

**Approval of Minutes from October 20, 2014:** Teri moved to approve the minutes. Susana seconded. Approved.

***Business Items***

- *Status of Survey about the Current Status of AS-L at CWU*-Ian shared the draft of the survey created last year as part of the 2013-2014 Institutional Plan. He noted that there was a need to find former AS-L FF at CWU. It was suggested that Sheri Hubbard might have a list. Sharryn stated that she had a list, but did not know if it was complete. There were questions about including how CWU is supporting AS-L through workload plans or if faculty were conducting AS-L alone. It was noted that there is a need to document the success of those who have served as a AS-L FF and to find out if they were still conducting AS-L. Ian said that he will get the survey into Qualtrics so that the survey can be sent out to faculty. Sharryn will get the list of former AS-L/FF. It was also noted that there is a survey about AS-L at CWU within the website. However, it was decided that it might not be useful because of access. Accessing the CWU AS-L website was noted as an issue to its being properly used. Finally, a discussion ensued about the UNIV courses offered across campus. It was asked if this group financially supported the faculty workload or if it was assumed by the department. A request was made for the UNIV 109 syllabus to be distributed. Sharryn will request a copy from Peggy Roberts. The purpose and scope of the UNIV 109 and 309 courses was discussed. This topic will be discussed at future meetings.
- *Status of CWU AS-L Website*-Sharryn shared the CWU AS-L website. It is very outdated. Updating the website is a goal for the AS-L FF committee this year. She researched various websites and created a list. The list was distributed in hard copy and will be sent by email. The members of AS-L FF were asked to look at the CWU site and other university sites by the next meeting in order to make recommendations for revisions to the CWU site.
- *Updating the Faculty Fellows Training Notebook*-AS-L FF were asked to bring their training notebooks to the meeting in efforts to update the content. Sharryn handed out new materials (directory, a list of websites, and the Institutional Plan from last year) to include in the notebook. As part of the Professional Development for this session, definitions of AS-L were shared, including those from CWU. Each meeting will include a short PD informational session. For the next meeting, the continuum of service learning will be discussed.

**Goal Areas for 2014-2015 Academic Year-** The goals for the 2014-2015 were reviewed at the end of the meeting.

- Recognition for service learning
- Survey about the current status of ASL at CWU- The survey is in process of being formatted to Qualtrics. Sharryn will get the list of former AS-L FF to Ian.
- AS-L Website-AS-L FF were asked to review the CWU and other university sites before the next meeting in order to make recommendations about the updating of the CWU site.
- ASL/FF Notebook-On-going at each meeting.

**Next Meeting:**

Monday, December 1

5:15-6:30

Grupe Center

(Please review a couple of the websites and come with ideas for the CWU AS-L/FF website).

**AS-L/FF Meeting Minutes**  
**Monday, December 1, 2014**  
**5:15-6:30**  
**Grupe Center**

***Welcome-***

In attendance: Jeff Snedeker, Ian Loverro, Teri Walker, Susana Flores, Glen Bach, Keith Salyer, David Bieloh, Tischra Beeson, Janet Spybrook, Sharryn Walker

***Approval of Agenda-***Jeff moved for approval of the agenda, Susana seconded. Approved.

***Approval of Minutes from November 3, 2014-*** Jeff moved for approval of the minutes, Susana seconded. Approved.

***Updates***

- UNIV courses-Peggy Roberts has taught UNIV 309, mostly on-line, for several years. The course has a high enrollment. Peggy would like to keep offering the course. At the next meeting, it will be discussed about the continuation of this course.
- Stipends-No update was given as Sharryn needed to meet with Sheri Hubbard. This will be reported at the next meeting.
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***Business Items***

- Survey about the Current Status of AS-L at CWU-Ian Loverro (Review of survey and dissemination procedure)-Ian shared what had been completed on the survey about the current status of AS-L at CWU. A few suggestions were made. The survey will be sent to former and current members. Sharryn will send Ian the list of members.
- Review of CWU AS-L Website  
Through email, Bob suggested that we date most of the website links and include the following: Projects, Advisory Committee, CLCE, Community Partners, AS-L, and Contact Us. It was also suggested that “research” be added as a service learning activity, noting that EMU has a statement which says, “Support is also given to faculty to develop community-based programming and scholarship beyond course development.” Sharryn will meet with Sheri Hubbard about accessing the website. She will also contact the web office to see if they can offer assistance in updating the website.
- Professional Development Ideas  
Hosting an AS-L summit was discussed. It was suggested that the theme would be AS-L in rural settings. The WA colleges and universities, perhaps community colleges, will be contacted about their interest in participating in such a summit. This summit would be held in the spring and could include panels and a guest speaker. Sharryn will make inquiries to the colleges and universities in Eastern Washington about their interest in such a summit. It was also suggested that ASL-FF hold a retreat for the group. Sharryn will look into space considerations and a speaker for this retreat. It was suggested that perhaps Andrew Furco could be a speaker. Finally, it was suggested that someone attend a conference on AS-L as a way to maintain currency on AS-L. All of the ideas will be discussed at the next meeting.

- Faculty Fellows Training Notebook
  - Continuums of Service-Sharryn shared information about continuums of service with handouts for the FF Notebook distributed.

**Next Meeting:**

Time and days for the next meeting were discussed as it seems that many have conflicts with the first Monday of the month. It was suggested that a Doodle Poll be conducted to see if a better time would be available. Sharryn will look into that possibility. However, the next meeting is scheduled for Monday, January 12 at 5:15 in the Grupe Center.

The meeting was adjourned at 6:30.

***Goal Areas for 2014-2015 Academic Year***

- Recognition for service learning
- Survey about the current status of ASL at CWU
- AS-L Website
- ASL/FF Notebook

**AS-L/FF Meeting Minutes**  
**Monday, January 12, 2015**  
**5:15-6:30**  
**Grupe Center**

***Welcome***

*Those in attendance:* Jeff Snedeker, Janet Spybrook, Bobby Cummmings, Glen Bach, David Bieloh, Sharryn Walker

***Approval of Agenda-***Glen moved for approval. Jeff seconded. Approved.

***Approval of Minutes from December 1, 201-***Glen moved for approval. Jeff seconded. Approved.

***Updates***

- Stipends-Stipend forms were sent by email and distributed at the meeting. New FF receive \$700 for projects, while Distinguished FF receive \$500. The forms need to be submitted by February 15 for approval. The stipend must be spent by April 15. The FF are to charge to their respective departments and the department will charge the AS-L account. There should be money in the account to offer stipends to former FF as well. The AS-L committee will serve as the vetting committee for the stipends.
- Survey about the Current Status of AS-L at CWU-no report given  
(Review of survey and dissemination procedure)
- CWU AS-L Website-Sharryn updated the committee on the status of the website. There are avenues in the Public Affairs Office in which to update the website. Sharryn will begin working with that office in order to update the website. FF are asked to send photographs that can be put up on the website.

***Business Items***

- Implementation of AS-L- The FF shared what projects they have been or are working on this year. Janet organized and hosted a successful Compass-to-Campus program this past fall. There is another group of students in the course this quarter and again will work with the Wapato School District. Dave is having his graphic design students work with the Communications Department in order to assist community agencies with their advertising and graphic needs. Keith has had teacher candidates engaged in Math Nights at area elementary schools. He is also looking to help a school create an “engagement room.” Jeff has been working to create an online repository of key terms and information about music curriculum. The site is up and running and the ideas were presented to the Ellensburg School Board. Glen is has helped to organize a College Art Day in which high school students visit campus. His graphic design students create posters for various campus events. Bobby has been researching avenues for the secondary English teacher candidates to work with students. Sharryn has been working with the ODSJ to conduct Family Literacy Nights several times each quarter.
- Planning for the AS-L “Summit” and/or Retreat-Sharryn sent out an email to colleges and universities in Eastern Washington asking of their interest in attending a summit concerning the challenges of conducting AS-L in rural settings. She received an email from INSLP from Spokane stating that they already had such an event in the planning stages. The AS-LFF from CWU were invited to submit proposals and attend the event in May. The FF were in agreement

that this would be a good event to attend. Sharryn will respond to the invitation and send out the call for proposals. She will also begin the process to secure registration and travel.

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***Goal Areas for 2014-2015 Academic Year***

- Recognition for service learning
- Survey about the current status of ASL at CWU-In progress. An updated report will be given at the February 2 meeting.
- AS-L Website-In progress. An updated report will be given at the February 2 meeting.
- ASL/FF Notebook-In progress. FF add to the notebook at each meeting.

**Next Meeting:**

February 2

5:15

Grupe Center

**AS-L/FF Meeting Minutes**  
**Monday, February 2, 2015**  
**5:15-6:30**  
**Grupe Center**

***Welcome***

Those in attendance: Bob Holfreter, Janet Spybrook, Jeff Snedeker, Sharryn Walker, Stella Moreno  
Glen Bach; Ian Loverro

***Approval of Agenda***-Moved by Janet, seconded by Glen. Approved

***Approval of Minutes from January 12, 2015*** Jeff clarified the AS-L Music project described in the minutes. Sharryn will update. Moved by Jeff, seconded by Robert. Approved.

***Updates***

- Stipends-Sharryn reminded the members to turn in their stipend forms by February 15. It was discussed that there may be money available to offer stipend to previous AS-L/FF members.
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- Survey about the Current Status of AS-L at CWU-Ian Loverro-Ian reported that the survey was ready to go. Sharryn will send him the list of emails so that it can be distributed.

***Business/Workshop Items***

- The group met to craft ideas for proposal submission for the INSLP conference. Some had ideas for individual submissions while others considered group submissions. The proposals are due February 15. At the next meeting members will need to decide if they are attending the conference so that arrangements can be made.
- Crafting items for the CWU AS-L website-The website was looked at, but as of that meeting, the changes had not been made.
- Crafting ideas for stipends for other AS-L projects-It was decided that there should be a process for former AS-L/FF to apply for stipends for service-learning projects. An application form needs to be created for this. It was also discussed that if there was money left over in the stipends, perhaps current FF could obtain additional funds for projects.
- Crafting ideas for recognition of AS-L at CWU-It was suggested that a plaque be purchased and awarded for service-learning by a faculty member. A nomination form needs to be created for this.

***Goal Areas for 2014-2015 Academic Year***

- Recognition for service learning
- Survey about the current status of ASL at CWU
- AS-L Website
- ASL/FF Notebook

**Next Meeting:**

March 2, 2015

5:15

Grupe Center

**AS-L/FF Meeting Minutes**  
**Monday, March 2, 2015**  
**5:15-6:30**  
**Grupe Center**

*Attendees:* Bob Holtfreter, Janet Spybrook, Ian Loverro, David Bieloh, Susana Flores, Glen Bach, Jeff Snedeker, Janet Finke, Sharryn Walker, Stella Moreno, Teri Walker, Bobbi Cummings

*Approval of Agenda-*Jeff moved, Ian second. Approved.

*Approval of Minutes from February 2, 2015-*Janet S. Moved, Susana Second. Approved.

*Updates*

- Budget- Stipends (amount available for former AS-L/FF; other); Recognition of AS-L at CWU plaque. Sharryn has requested this information from Sheri Hubbard. She will pass that information along when she receives it from Sheri.
- Travel to INSLP-CEI-Spokane Sharryn handed out the travel information to the ISSLP-CEI conference in Spokane from on May 21 and 22. The members will make their own travel arrangements. At this meeting, nine members have said they will travel to Spokane for the event.
- Survey about the Current Status of AS-L at CWU-Ian Loverro  
Ian has the list and will have the survey sent out soon.
- Review of stipends for former AS-L/FF (please read attachment) The FF reviewed the draft of the request for stipends for former faculty fellows. The draft was revised and will be sent out to the former fellows shortly.
- Review of criteria for AS-L Recognition from this group (please read attachment) The FF reviewed the draft of the call for nominations for recognition for faculty who use academic service learning in their courses. Revisions were made. The call will be sent out to all faculty shortly.

*Business*

- Review of the CWU AS-L website- The FF reviewed the website for the components added. It was suggested that a photo gallery be added. It was suggested that the “Advisory Council” and the “On-line Survey” tabs be removed. The link to the CE needs to be to the homepage. There also needs to be an explanation of the term “community partners.” FF will also send in citations for research and presentations based in AS-L to add to the site. Finally, the use of AS-L in courses will be added to the site.  
Link is: <http://www.cwu.edu/service-learning/>

*Goal Areas for 2014-2015 Academic Year*

- Recognition for service learning
- Survey about the current status of ASL at CWU
- AS-L Website



- ASL/FF Notebook

**Next Meeting:**

April 6, 2015

5:15

Grupe Center

**AS-L/FF Meeting Agenda**  
**Monday, April 6, 2015**  
**5:15-6:30**  
**Grupe Center**

***Welcome***

Present- Tishra Beeson, Jeff Snedeker, Bobbie Cummings, Ian Loverro, Susana Flores, Janet Finke, and Sharryn Walker

***Approval of Agenda-***Bobbie moved to approve, Jeff seconded. Approved.

***Approval of Minutes from March 2, 2015-***Jeff moved to approve. Ian seconded. Approved.

***Updates***

- Budget- Stipends (amount available for former AS-L/FF; other); Recognition of AS-L at CWU plaque. Sharryn shared that in conversations with Sheri Hubbard, there is enough money to award stipends to Former Faculty Fellows, to purchase a plaque honoring those who include AS-L in their courses, and purchase name tags for the group. Current FF are reminded that the stipend needs to be spent by April 15.
- Travel to INSLP-CEI-Spokane-Sharryn reminded those who are going to attend the conference need to register for the hotel and the conference. At the next meeting, the group will make transportation arrangements. She will resend the travel information to the group.
- Survey about the Current Status of AS-L at CWU-Ian Loverro-Ian sent out the survey to current and former FF. At the next meeting, the data collected will be shared with the group. The current FF are encouraged to respond as the survey does not take more than 5 minutes.

***Business***

- Review and award of stipends for former AS-L/FF-Four requests were submitted from Former Faculty Fellows as a way to provide continued support for AS-L in their courses. The requests were reviewed by the FF. Discussion ensued about the level of detail for the requests. However, it was noted that the form was the same that the current Faculty Fellows completed. It was recommended that should this be offered again in the future that the requests include a breakdown dollar amount with a total amount of the request be included. Tishra moved and Susana seconded that the stipends of \$500 each be approved to Bruce Palmquist (Chromebook and Camera), Ken Cohen (DSLR Camera), Dominic Klyve (memberships and books), and Becky Pearson (CWU Community Garden). The recipients will be notified through email on April 7.
- Review of criteria for AS-L Recognition from AS-L FF-The FF reviewed the revisions made to the criteria for the CWU AS-L/FF Recognition of Service Award. It was decided that the June meeting could be used to honor the recipient and to share about the 2014-2015 AS-L achievements. Sharryn will send out the recognition information to the CWU Faculty through email.
- Review of the CWU AS-L website-Additional items were sent to Teri Covey. She has included those in the website. A photo gallery needs to be added. FF are encouraged to forward photos with permissions to Sharryn. She will keep copies of the permissions. Other testimonials may be added to the site as well. Tishra will resend the testimonials she has and Sharryn will forward

them to Teri. Jeff will search for previous UNIV 109, 309, 509 courses and create a project list to be included on the website. Sharryn will contact Peggy Roberts about completing a project chart for the website. More resources may be added to the site. Link is: <http://www.cwu.edu/service-learning/>

- Institutional Plan for 2014-2015-The FF reviewed the five dimensions of Academic Civic Engagement for the 2014-2015 year. The FF discussed who was responsible for the criteria and whether or not it was accomplished, discussed, or not accomplished for the 2014-2015 year. The rubric will be included as part of the end-of-the-year report submitted to the Provost.

***Goal Areas for 2014-2015 Academic Year***

- Recognition for service learning – In process. Request for submissions will be sent to all faculty.
- Survey about the current status of ASL at CWU –Survey was sent out in April. Data to be discussed at May meeting.
- AS-L Website – The website has been updated each month. It is more current and additional items will continue to be added.
- ASL/FF Notebook – The notebook has been updated, and components of AS-L have been discussed. The component of reflection is an item that needs to be reviewed with the AS-L/FF.

**Meeting Adjourned:** 6:30pm

**Next Meeting:**

Monday, May 4, 2015

5:15

Grupe Center

**AS-L/FF Meeting Minutes**  
**Monday, May 4, 2015**  
**5:15-6:45**  
**Grupe Center**

***Welcome***

***In attendance:*** Janet Finke Janet Spybrook, David Bieloh, Susana Flores, Glen Bach, Bobby Cummings, Robert Holtfreter, Sharyn Walker, Ian Loverro, Tishra Beeson, Stella Moreno

***Approval of Agenda:*** Additions to the agenda included information about the AdHoc SOURCE Committee and the presentation of the ASL Spread Sheet created by Jeff Snedeker. Janet Finke moved to approved, David second. Approved.

***Approval of Minutes from April 6, 2015:*** Ian moved to approve. Janet second. Approved.

***Updates***

- Sharryn shared that there is an AdHoc Committee to discuss a more prominent presence of AS-L at SOURCE. The first meeting is on May 8.
- Budget- Stipends (amount available for former AS-L/FF; other); Recognition of AS-L at CWU plaque Sharryn reported that there was enough money to purchase a plaque for the AS-L Recognition and for snacks at the reception.
- Travel to INSLP-CEI-Spokane-Sharryn checked to see who was going to the conference. Sharryn, Teri, Jeff, and Tishra will be attending.
- Survey about the Current Status of AS-L at CWU-Ian Loverro-Ian shared that he would look at the response rate of the survey and determine if it needed to be resent. He will email his comments about this to the AS-L/FF in the next few weeks.
- Sharryn shared the spread sheet Jeff created about the service learning courses offered since 2008. The spreadsheet will be posted to the AS-L website under reports.

***Business***

- Review of the CWU AS-L website-Sharryn shared that the site is updated to this point. The end of the year reports will be posted in June. AS-L/FF were asked to send citations of presentations and publications related to AS-L so that they can be posted to the site. Sharryn thanked Terri Covey for updating the site.  
Link is: <http://www.cwu.edu/service-learning/>
- Review of criteria for AS-L Recognition-the AS-L/FF reviewed the criteria previously established for the Recognition. It was agreed to use the criteria.
- Review of submissions for AS-L Recognition-The AS-L/FF reviewed the submissions for the AS-L Recognition. Each member independently rated each submission. When the submissions were reviewed, discussion about the submissions followed. Based on the submissions, it was determined to recognize Matthew Altman and Jeff Penick for this year's recognition. The recognition will be held on June 1 in the Grupe Center.

***Goal Areas for 2014-2015 Academic Year***

- Recognition for service learning
- Survey about the current status of ASL at CWU
- AS-L Website
- ASL/FF Notebook

**Next Meeting:**

Monday, June 1, 2015

5:15

Grupe Center

No meeting held. Reception for the AS-L Faculty who receive stipends and awards.

**January 2015**

Since 2000, the CWU Academic Service-Learning program has used the Furco Self Assessment Rubric for the Institutionalization of Service-Learning in Higher Education to facilitate annual self assessment activities and development priorities.

**Self Assessment Rubric for the Institutionalization of Academic Service-Learning at CWU  
as Perceived by Faculty Fellows**

**Dimension I: Philosophy and Mission of Academic Civic Engagement**

	<b>Goal</b>	<b>Action Plans</b>	<b>Who</b>	<b>2014-2015 Accomplishment</b>
<b>Strategic Planning</b>	The campus has an official strategic plan for advancing CE on campus, which includes viable short and long-range institutional goals	Faculty fellows have developed an annual action plan and assume responsibility for implementing the plan	Faculty Fellows	<ul style="list-style-type: none"> <li>Action Plan to be posted to website with end of year report</li> </ul>
<b>Definition of Civic Engagement</b>	The institution has a formal, universally accepted definition for high quality CE that is used consistently to operationalize many or most aspects of CE on campus.	Publish definition in program materials, in related course syllabi, and on AS-L website	Faculty Fellows	<ul style="list-style-type: none"> <li>CWU AS-L website updated</li> </ul>
<b>Alignment with Institution Mission</b>	AS-L is part of the primary concern of the institution. AS-L is included in the campus' official mission and/or strategic planning.	Maintain visibility of AS-L in university, college and department mission statements and strategic planning activities	Faculty Fellows	<ul style="list-style-type: none"> <li>Former Faculty Fellows Stipend Recognition</li> <li>Academic Service Learning Campus Recognition</li> </ul>

<p><b>Alignment with Education Reform Efforts</b></p>	<p>AS-L is tied formally and purposefully to other important, high profile efforts on campus (e.g., campus/community partnership efforts, learning communities, improvement of undergraduate teaching, writing excellence emphasis, etc.).</p>	<p>Identify AS-L outcome options for programs and/or courses</p>		
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Adapted from: Furco, Andrew. (2002). Self-Assessment Rubric for the Institutionalization of Service-Learning in Higher Education. A Project of Campus Compact at Brown University. University of California, Berkeley.  
 CE = Civic Engagement

**Dimension II: Faculty Support for and Involvement in Academic Civic Engagement**

	<b>Goal</b>	<b>Action Plans</b>	<b>Who</b>	<b>2014-2015 Accomplishment</b>
<b>Faculty Awareness</b>	A substantial number of faculty members know what AS-L is and can articulate how CE is different from service-learning, community service, internships, or other experiential learning activities.	Share definitions and participation opportunities at new faculty orientations, academic affairs council & at ADCO. Discuss definitions with faculty fellows. Faculty fellows will use a common template to present AS-L product reports through SOURCE.	Faculty Fellows Deans	<ul style="list-style-type: none"> <li>• Definition updates on AS-L website</li> <li>• Met with Deans to inform about AS-L at CWU</li> </ul>
<b>Faculty Involvement &amp; Support</b>	A substantial number of influential faculty members participate as instructors, supporters, and advocates of AS-L and support the infusion of AS-L both into the institution’s overall mission AND the faculty members’ individual professional work.	Faculty fellows will integrate AS-L opportunities into their curriculum	Faculty Fellows	<ul style="list-style-type: none"> <li>• Displayed on CWU AS-L website</li> <li>• Survey of current and former Faculty Fellows</li> </ul>
<b>Faculty Leadership</b>	A highly respected, influential group of faculty members serves as the campus’ AS-L leaders and/or advocates.	Each faculty fellow will serve as an advocate for AS-L in their departments and colleges	Faculty Fellows	<ul style="list-style-type: none"> <li>• Faculty Fellows support and mentored faculty interested in incorporating AS-L in courses</li> <li>• Attendance at INSLP-CE</li> </ul>
<b>Faculty Incentives &amp; Rewards</b>	Faculty who are involved in AS-L receive recognition for it during the campus’ review, tenure, and promotion process; faculty are encouraged and are provided various incentives (mini-	Faculty fellows will identify and serve as advocates for recognition strategies for AS-L and colleges. Faculty fellows are encouraged to present and participate in AS-L	Faculty Fellows	<ul style="list-style-type: none"> <li>• Presentations at SOURCE and INSLP-CE</li> <li>• Attendance at INSLP-CE</li> </ul>



	grants, sabbaticals, funds for AS-L conferences, etc.) to pursue AS_1 activities.	conferences and regional or national projects. Participation is financed by the Sphere funding.	Faculty Fellows	<ul style="list-style-type: none"><li>• Presentations at SOURCE and INSLP-CE</li><li>• Attendance at INSLP-CE</li><li>• Stipends for AS-L projects</li><li>• Recognition of Faculty</li></ul>
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**Dimension III: Student Support for and Involvement in Academic Civic Engagement**

	<b>Goal</b>	<b>Action Plans</b>	<b>Who</b>	<b>2014-2015 Accomplishment</b>
<b>Student Awareness</b>	There are campus-wide, coordinated mechanisms (e.g., CE and service-learning listings in the schedule of classes, course catalogs, etc.) that make students aware of the various AS-L and service-learning courses, resources, and opportunities that are available to them.	Identify the process for designating classes as AS-L classes in class schedules and/or the catalog. (Use writing course (w) model)	Faculty Fellows	<ul style="list-style-type: none"> <li>Discussed at meetings and documented in minutes</li> </ul>
<b>Student Opportunities</b>	AS-L options (in which service is integrated in core academic courses) are available to students in many areas throughout the academy, regardless of the student’s major, year in school, or academic and social interests.	Increase enrollment of student volunteers who are using their curriculum to conduct service in credit bearing AS-L classes. Identify strategies for merging UNIV 101 and UNIV 109 or integrating service into 101.	Janet Spybrook	<ul style="list-style-type: none"> <li>Compass to Campus</li> </ul>
<b>Student Incentives &amp; Rewards</b>	The campus has one or more formal mechanisms in place (e.g., catalogued list of AS-L/CE courses, AS-L/CE notation on student’s transcripts, etc.) that encourage students to participate in AS-L/CE and reward students for their participation in AS-L/CE.	Identify strategies for integrating and recognizing AS-L/CE productivity with the CWU leadership transcript. Investigate the feasibility of developing a AS-L/CE gen ed course and/or a graduate requirement.	Faculty Fellows	<ul style="list-style-type: none"> <li>Discussed and recorded in minutes</li> <li>CE Office</li> </ul>
<b>Student Leadership</b>	Students are welcomed and encouraged to serve as advocates and ambassadors for institutionalizing AS-L/CE in their departments or throughout the campus.	Recognize AS-L/CE student accomplishments on the CWU Leadership transcript	Civic Engagement Office Faculty Fellows	<ul style="list-style-type: none"> <li>Discussed and recorded in minutes</li> <li>CE Office</li> </ul>

**Dimension IV: Community Participation and Partnerships**

	<b>Goal</b>	<b>Action Plans</b>	<b>Who</b>	<b>2014-2015 Accomplishment</b>
<b>Community Partner Awareness</b>	Most community agencies that partner with the college or university are aware of the campus’ goals for AS-L/CE and the range of AS-L/CE opportunities that are available to students.	Use the community/staff liaison to present AS-L/CE program opportunities to community partners, students & faculty	Office of Civic Engagement Faculty Fellows	<ul style="list-style-type: none"> <li>Office of Civic Engagement coordinated this effort</li> </ul>
<b>Mutual Understanding</b>	Both the campus and community representatives are aware of and sensitive to each other’s needs, timelines, goals, resources, and capacity for developing and implementing AS-LCE activities.	Develop a MOU that can be used by all partners to facilitate ASL/CE activities and clarify partner expectations (Coop Model). Clarify liability responsibility for AS-L/CE activities	Office of Civic Engagement	<ul style="list-style-type: none"> <li>Office of Civic Engagement coordinated this effort</li> </ul>
<b>Community Partner Voice &amp; Leadership</b>	Appropriate community agency representatives are formally welcomed and encouraged to serve as advocates and ambassadors for institutionalizing CE on the campus; community agency representatives are provided substantial opportunities to express there particular agency needs or recruit student and faculty participation in CE.	Develop and implement a campus/community CE advisory committee		

**Dimension V: Institution Support for Academic Civic Engagement**

	<b>Goal</b>	<b>Action Plans</b>	<b>Who</b>	<b>2014-2015 Accomplishment</b>
<b>Coordinating Entity</b>	The institution maintains coordinating entity (e.g., committee, center, or clearing house) that is devoted primarily to assisting the various campus constituencies in the implementation, advancement, and Institutionalization of AS-L/CE.	Coordinate academic and non academic activities with the Director of Academic CE programs and the Director of the Don and Verna Duncan CE Center	Faculty Fellows Office of Civic Engagement	
<b>Policy-Making Entity</b>	The institution's policy-making board(s)/ committee(s) recognize AS-L/CE as an essential education goal for the campus and formal policies have been developed or implemented.	Submit annual productivity report to President, Provost and to maintain administrative support for AS-L/CE	Faculty Fellows	<ul style="list-style-type: none"> <li>Completed and submitted in June 2015</li> </ul>
<b>Staffing</b>	The campus houses and funds an appropriate number of permanent staff members who understand AS-L/CE and who hold appropriate titles that can influence the advancement and Institutionalization of AS-L/CE on campus.	The Provost's office funds a permanent staff member to develop and manage student volunteer activities. The Provost provides load time for 2 faculty members to serve in leadership roles for academic CE and the American Democracy Project.		
<b>Funding</b>	The campus' academic A-L/CE activities are supported primarily by hard funding from the campus.	Base funds facilitate the AS-L/CE action plans		

<p><b>Administrative Support</b></p>	<p>The campus' administrative leaders understand and support AS-L/CE, and actively cooperate to make AS-L/CE a visible and important part of the campus work.</p>	<p>Every college Dean annually nominates faculty fellows for the program.                  The President &amp; FS annually recognizes a Distinguished Professor of Service as part of commencement activities (recommend criteria).</p>	<p>Deans</p>	<ul style="list-style-type: none"> <li>• AS-L/FF nominated by College Deans</li> </ul>
<p><b>Evaluation &amp; Assessment</b></p>	<p>An ongoing, systematic effort is in place to account for the number and quality of AS-L/CE activities that are taking place throughout the campus.</p>	<p>Develop and use a shared web site for recording and assessing all academic and volunteer AS-L/CE activities</p>	<p>Faculty Fellows Office of Civic Engagement</p>	<ul style="list-style-type: none"> <li>• In-Process</li> </ul>