

Faculty Fellows for Academic Service Learning Report 2015-2016

Report Submitted by: Sharryn Larsen Walker, June 2016

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 80 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 2015-2016 goals and accomplishments of those goals; highlighted AS-L/FF projects and recognitions; 2015-2016 professional development opportunities; recommended AS-L/FF goals for 2016-2017 year; and the 2015-2016 agendas, minutes, and supporting documents.

Eighteen (18) CWU faculty served as Fellows during the 2015-2016 academic year. Six (6) Faculty Fellows began service in 2015, while 12 served as a Distinguished Faculty Fellow (more than one year service). The faculty included:

Faculty Fellows

Name	Department
Wendie Castillo	LLSE
Cathrene Connery	LLSE
Allyson Klutenkamper	Art
Casey Mace	PESPH
Danielle Neal	Law & Justice
Peggy Roberts	FCS

Distinguished Faculty Fellows

Name	Department
Glen Bach	Graphic Design
Tishra Beeson	PESPH
David Bieloh	Graphic Design
Bobby Cummings	English
Teresa Divine	L & J
Bob Holtfreter	Accounting & Research
Ian Loverro	EFC
Stella Moreno	World Languages
Keith Salyer	TEACH
Jeff Snedeker	Music
Janet Spybrook	LLSE
Terri Walker	TEACH

Also joining the group was Coordinator Sharryn Larsen Walker, LLSE; Manuel Rodriguez, CLCE; and Linda Huber, CEPS Administrative Support.

Goals for 2015-2016

The ASL/FF met three times a quarter in the Faculty Grupe Center. During the 2015-2016 year the AS-L/FF primarily focused on their attention on the following goals:

- ✓ Campus Compact Participation-**completed November 5, 2015**
- ✓ AS-L Website-What needs to be completed?-**completed November 30, 2015**
- ✓ Survey about the current status of ASL at CWU-**completed November 30, 2015**
- ✓ Institutional Plan-**completed February 1, 2016**
- ✓ Participation/Attendance of INSLP/CEI conference-**completed April 19, 20, 2016**
- ✓ Identify courses with AS-L component-**posted to website April 25, 2016**
- ✓ Recognition for service learning-**completed May 2, 2016**
- ✓ SOURCE participation-**completed May 19, 20**

Campus Compact Participation-November 5 & 6, 2015

The WA State Campus Compact was held on the CWU campus on November 4 and 5. Several AS-L/FF members participated in one of the two days. The WA Campus Compact, through consensus participation of the attendees will be working toward assisting K-12 education in the next several legislative sessions and hopes to bring in other campus groups to assist in this effort.

CWU AS-L Website

The CWU AS-L website received updating and maintenance throughout the year. Terri Covey in Public Affairs assisted in the posting and organization of the website as items were sent to her. She was prompt in the requested maintenance and asked for feedback to ensure that the items were posted as requested. Terri's expertise is appreciated by the AS-L/FF. The website may be accessed at <http://www.cwu.edu/service-learning/>

Survey about the Current Status of AS-L at CWU

Ian Loverro led an effort to survey CWU-FF in order to discover the current status of AS-L on campus. There was a low response, however, the following information from the November 30 meeting minutes is highlighted.

Ian shared that it appeared that those who responded to the survey wanted to be more fully supported. It was suggested that the information be used to write a press release about AS-L on the CWU campus and highlight those that have been including service learning in their courses. This press release could include highlighting former members, the website, and promote more AS-L on campus. Sharryn will write a draft and send it to the members for their input before sending it on to Public Relations.

2015-2016 Institutional Plan

The 2015-2016 Institutional Plan was completed at the February 1 meeting and is included in the attached documents.

Participation in INSLP-CEI

Several faculty members attended the INSLP-CEI at Whitworth University in Spokane, April 19-20. In its third year the CEI is sponsored by the universities and colleges located in the Inland Empire. This is the second year that CWU has been invited to participate in this Institute and it has shown to be an effective way to connect with the universities and colleges in Eastern

Washington who provide service learning on their campuses. Janet Spybrook, Jeff Snedeker, Sharryn Larsen Walker, Casey Mace, Glen Bach, Stefan Ward, and Mark Perez presented at the conference. The citations for those presentations is included in the attachments. Danielle Neal also attended the conference. The minutes from the May 2 meeting note the following comments about the Institute:

Janet shared that she enjoyed the conference and that it was a way to learn of other AS-L projects. She especially enjoyed the BOB talks and shared the project about Historic Spokane. Glen shared that he enjoyed learning about the Guam project by CWU professors. Mark Perez and Stefan Ward. Sharryn and Janet shared information about a session on publishing service learning. They distributed handouts and suggested that supporting presentations and publications on service-learning could be a goal for next year. It was suggested that Eric Cheney be contacted about assisting with this through Faculty Development. It was also suggested that Ross Watts from Whitworth and Patricia Chantrill from EWU be invited to give their presentation to CWU faculty.

Identify courses with AS-L component

The AS-L/FF identified courses that include an AS-L component and posted those items to the CWU AS-L website. The list of those courses is included as an attachment to this report.

Recognition for Service Learning

In an effort to recognize faculty for their commitment to the inclusion of AS-L in their courses, the FF refined the criteria for the selection process. Nominations were accepted and this year the CWU AS-L/FF recognized Dr. Mark Perez, Dr. Stefan Ward, and Mrs. Peggy Roberts for their support of AS-L in their courses. The announcement posted in *Central Today* is included in the attachments.

SOURCE Participation

In order to showcase student work, several members of the AS-L/FF participated in SOURCE. Glen Bach's Graphic Arts students shared the finalists' posters for the 2017 SOURCE. Tishra Beeson and Jeff Snedeker also had student work highlighted at SOURCE.

Highlighted ASL Projects/Recognitions

Each FF received a stipend as a way to support the ASL projects. ASL/FF received \$700, while ASL/DFE received \$500. Some of the highlighted ASL experiences from the 2015-2016 year include:

Dr. Janet Spybrook's SPED 433 *Preschool for Children with Developmental Delays* course created Literacy Embedded Play Centers (LEPC) for Bright Beginnings-Head Start Classroom. After the LEPC were set up, the teacher candidates observed and modified the centers based on the data collected.

Additionally, Dr. Spybrook successfully organized the *Compass to Campus* program between CWU and the Wapato School District. The purpose of this program is to introduce 5th grade students to higher education opportunities. More than 300 5th grade students came to CWU

for the day. CWU students served as mentors for the day, as well in 5th grade Wapato classrooms.

Dr. Cathrene Connery's EDLT 321-*Teaching Children's Literature* course co-hosted Family Literacy Nights with Mt. Stuart Elementary. The teacher candidates planned summer reading displays and created interactive centers in which the students and their families could interact.

Dr. Jeff Snedeker offered a UNIV 309 class entitled *Music Advocacy in Ellensburg*. The class took on individual service projects, including an instrument collection drive for the local school district.

David Bieloh's Graphic Design students collaborated with the students in Jennifer Green's Communications courses in the publication *HYPE*, the CWU student award-winning magazine.

The Distinguished Service Award for 2016-2018 was presented to Dr. Robert Holtfreter by Phi Kappa Phi.

2015-2016 Professional Development Opportunities

As previously mentioned, the AS-L/FF participated in several professional development opportunities. Several attended the Campus Compact that was held at CWU in November. It is hoped that the CWU AS-L/FF can participate in future Campus Compact events.

Additionally, eight members of the AS-L/FF attended the CEI at Whitworth in April. While there the participants attended sessions on including AS-L in courses; publishing opportunities of AS-L concerns; highlighted AS-L projects from universities and colleges in Eastern Washington. The keynote speakers were both from the Southern Poverty Law Center. The CEI will now be held every two years and the current AS-L/FF are interested in attending future sessions.

Recommended Goals for the 2016-2017 Academic Year

The following are identified as potential goals for the 2016-2017 year. The list will be finalized at the first meeting of the 2016 academic year.

- Campus Compact Participation
- Continued Maintenance of the CWU AS-L Website
- Completion of the CWU Institutional Plan
- Continued identification of courses with AS-L component
- Recognition of CWU faculty for service learning
- Presentation of AS-L at SOURCE
- Support of CWU faculty toward publishing of AS-L concerns
- The representation of all colleges as 2016-2017 AS-L/FF

AGENDAS

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

Welcome

Approval of Agenda

Approval of Minutes from May 4, 2015

Welcome and Introductions

Updates

- Budget
- Survey about the Current Status of AS-L at CWU-Ian Loverro
 - Review of Survey results
- Campus Compact

Business

Composition of the AS-L/FF

Goal Areas for 2015-2016 Academic Year-Ideas include...

- Campus Compact Participation
- Survey about the current status of ASL at CWU
- Recognition for service learning-evaluate, establish criteria, and update
- SOURCE participation
- AS-L Website-What needs to be completed?
- Other?????

Next Meeting:

Monday, November 2, 2015

5:15

Grupe Center

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

Welcome

Approval of Agenda

Approval of Minutes from October 5, 2015

Welcome, Introductions, and AS-L Sharing

Updates

- Budget
- Campus Compact-Who is attending? Which days?

Business

- Survey about the Current Status of AS-L at CWU-Ian Loverro
 - Review of Survey results
- Recognition for service learning-evaluate, establish criteria, update
- AS-L Website

Goal Areas for 2015-2016 Academic Year-Ideas include...

- Campus Compact Participation
- Survey about the current status of ASL at CWU
- Recognition for service learning-evaluate, establish criteria, and update
- SOURCE participation
- AS-L Website-What needs to be completed?
- Approval process for UNIV 109/309/509 courses
- Identify courses with AS-L component
- Institutional Plan

Next Meeting:

Monday, November 30, 2015

5:15

Grupe Center

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

Welcome

Approval of Agenda

Approval of Minutes from November 2, 2015

Updates

- Budget
- Campus Compact-Sharing of Campus Compact Networking Institute at CWU, November 5 & 6

Business

- AS-L Website
 - Look at the website and make recommendations for change
- Share summary of the survey about the Current Status of AS-L at CWU
 - What do we want to do with this information?
- Recognition for service learning-evaluate, establish criteria, update
- Course Template for UNIV 109/309/509-decisions made based on information from meeting of November 30, 2015

Goal Areas for 2015-2016 Academic Year-Ideas include...

- Campus Compact Participation
- Survey about the current status of ASL at CWU
- Recognition for service learning-evaluate, establish criteria, and update
- SOURCE participation
- AS-L Website-What needs to be completed?
- Approval process for UNIV 109/309/509 courses
- Identify courses with AS-L component
- Institutional Plan

Next Meeting:

Monday, January 11, 2016
5:15
Grupe Center

AS-L/FF Meeting Agenda
Monday, January 11, 2016
5:15-6:30
Grupe Center

Welcome

Approval of Agenda

Approval of Minutes from November 30, 2015

Updates

- Budget
- Draft of press release about CWU AS-L/FF
- Reminder-send items for website to Sharryn

Business

- Course template for UNIV 109/309/509-decisions made based on information from meeting of November 30, 2015
- Proposals for CEI-Spokane (Whitworth), April 19, 20
- 2015-2016 Institutional Plan
- Recognition for service learning-evaluate, establish criteria, update

Goal Areas for 2015-2016 Academic Year-Ideas include...

- Recognition for service learning-evaluate, establish criteria, and update
- SOURCE participation
- Approval process for UNIV 109/309/509 courses
- Identify courses with AS-L component
- Institutional Plan
- Earthquake preparedness
- ✓ AS-L Website-What needs to be completed?-**completed November 30, 2015**
- ✓ Campus Compact Participation-**completed November 5, 2015**
- ✓ Survey about the current status of ASL at CWU-**completed November 30, 2015**

Next Meeting:

Monday, February 1, 2016

5:15

Grupe Center

AS-L/FF Meeting Agenda
Monday, February 1, 2016
5:15-6:30
Grupe Center

Welcome

Approval of Agenda

Approval of Minutes from January 11, 2016

Updates

- Reminder of AS-L/FF Stipend form
- Draft of press release about CWU AS-L/FF
- Reminder-send items for website to Sharryn
- Updated Directory
- Sharing of Project Ideas

Business

- Proposals for CEI-Spokane (Whitworth), April 19, 20/Provost \$ available for travel.
- 2015-2016 Institutional Plan
- Recognition for service learning-evaluate, establish criteria, update
- SOURCE Participation
- Goal areas for 2015-2016

Goal Areas for 2015-2016 Academic Year-Ideas include...

- Recognition for service learning-evaluate, establish criteria, and update
- SOURCE participation
- Approval process for UNIV 109/309/509 courses
- Identify courses with AS-L component
- Institutional Plan
- Earthquake preparedness
- ✓ AS-L Website-What needs to be completed?-**completed November 30, 2015**
- ✓ Campus Compact Participation-**completed November 5, 2015**
- ✓ Survey about the current status of ASL at CWU-**completed November 30, 2015**

Next Meeting:

Monday, March 7, 2016

5:15

Grupe Center

AS-L/FF Meeting Agenda
Monday, March 7, 2016
5:15-6:30
Grupe Center

Welcome

Approval of Agenda

Approval of Minutes from February 1, 2016

Updates

- Draft of press release about CWU AS-L/FF
- Reminder-send items for website to Sharryn
- Sharing of Project Ideas

Business

- CEI-Spokane (Whitworth), April 19, 20/Provost \$ available for travel. Registration.
- Recognition for service learning-evaluate, establish criteria, update
- SOURCE Participation
- Goal areas for 2015-2016
- Spring Quarter meeting dates

Goal Areas for 2015-2016 Academic Year-Ideas include...

- Recognition for service learning-evaluate, establish criteria, and update
- SOURCE participation
- Approval process for UNIV 109/309/509 courses
- Identify courses with AS-L component
- Earthquake preparedness
- ✓ AS-L Website-What needs to be completed?-**completed November 30, 2015**
- ✓ Campus Compact Participation-**completed November 5, 2015**
- ✓ Survey about the current status of ASL at CWU-**completed November 30, 2015**
- ✓ Institutional Plan-**completed February 1, 2016**
- ✓

Next Meeting:

Monday, April 4, 2016

5:15

Grupe Center

AS-L/FF Meeting Agenda
Monday, May 2, 2016
5:15-6:30
Grupe Center

Welcome

Approval of Agenda

Approval of Minutes from April 4, 2016

Updates

- UNIV 109
- Reminder-Stipends -Please have the items charged back to Linda Huber in the CEPS Dean's Office.
- Items for website-courses which include AS-L components; Projects that can be included in a table
- Sharing of Project Ideas
- CEI-Spokane (Whitworth)-Sharing of the conference by those who attended.
- Recognition for service learning-evaluate, establish criteria, update

Business

- SOURCE Participation-Who plans to participate as part of AS-L/FF?
- Goal areas for 2016-2017-Ideas for working on the 2016-2017 Goals

Goal Areas for 2015-2016 Academic Year-Ideas include...

- Recognition for service learning-evaluate, establish criteria, and update
- SOURCE participation
- Approval process for UNIV 109/309/509 courses
- Earthquake preparedness
- ✓ Identify courses with AS-L component-**posted to website April 25, 2016**
- ✓ Participation/Attendance of INSLP/CEI conference-**completed April 19, 20, 2016**
- ✓ AS-L Website-What needs to be completed?-**completed November 30, 2015**
- ✓ Campus Compact Participation-**completed November 5, 2015**
- ✓ Survey about the current status of ASL at CWU-**completed November 30, 2015**
- ✓ Institutional Plan-**completed February 1, 2016**

Next Meeting:

Monday, May 2, 2016

5:15

Grupe Center

AS-L/FF Meeting Agenda
Monday, May 2, 2016
5:15-6:30
Grupe Center

Welcome

Approval of Agenda

Approval of Minutes from April 4, 2016

Updates

- UNIV 109
- Reminder-Stipends -Please have the items charged back to Linda Huber in the CEPS Dean's Office.
- Items for website-courses which include AS-L components; Projects that can be included in a table
- Sharing of Project Ideas
- CEI-Spokane (Whitworth)-Sharing of the conference by those who attended.
- Recognition for service learning-evaluate, establish criteria, update

Business

- SOURCE Participation-Who plans to participate as part of AS-L/FF?
- Goal areas for 2016-2017-Ideas for working on the 2016-2017 Goals

Goal Areas for 2015-2016 Academic Year-Ideas include...

- Recognition for service learning-evaluate, establish criteria, and update
- SOURCE participation
- Approval process for UNIV 109/309/509 courses
- Earthquake preparedness
- ✓ Identify courses with AS-L component-**posted to website April 25, 2016**
- ✓ Participation/Attendance of INSLP/CEI conference-**completed April 19, 20, 2016**
- ✓ AS-L Website-What needs to be completed?-**completed November 30, 2015**
- ✓ Campus Compact Participation-**completed November 5, 2015**
- ✓ Survey about the current status of ASL at CWU-**completed November 30, 2015**
- ✓ Institutional Plan-**completed February 1, 2016**

Next Meeting:

AS-L Service Learning Recognition Monday, June 6, 2016

5:15

Grupe Center

MINUTES
AS-L/FF Meeting Minutes
Monday, October 5, 2015
5:15-6:30
Grupe Center

Welcome-A welcome was extended to the attendees: Bobby Cummings; Teresa Divine; David Bieloh; Tishra Beeson; Sharryn Walker; Peggy Roberts; Janet Spybrook; Ian Lovarro; Wendie Castillo; Teri Walker; Glen Bach; Casey Mace

Combined Fund Drive Presentation- Drew Larsen and Meredith Carlsen presented about the CWU Combined Fund Drive. There is a list of charities on the site that might be of interest for faculty looking for AS-L sites.

Approval of Agenda- Jeff moved to approve the minutes; Teri seconded. Approved.

Approval of Minutes from May 4, 2015-Tishra moved to approve the minutes; Ian seconded. Approved.

Welcome and Introductions- The attendees introduced themselves.

Updates

- Budget-Sharryn shared that there were some issues accessing the budget because of the new university software. Linda Huber in the CEPS Dean's Office is the new administrative assistant for AS-L/FF. When she is able to access the budget, Sharryn will meet with her to determine how much the stipends for the year will be.
- Survey about the Current Status of AS-L at CWU-Ian Loverro
 - Review of Survey results- Because of the small return, Ian will send out a reminder to those who were previously sent the survey. The results will be discussed at the next meeting.
- Campus Compact-Sharryn shared that the WA Campus Compact will be held at CWU on November 5 and 6. The Provost's office will pay for Day 2 of the Institute. Faculty members need to email the Provost's Office to place the request. Should faculty want to attend the first day of the institute, it was suggested they use their professional development funds to finance it. It has been suggested that as many CWU Faculty attend as possible.

Business

Composition of the AS-L/FF- There has been interest from part-time and adjunct faculty who would like to join AS-L/FF. Sharryn checked into if a charter had ever existed which detailed who was eligible to join the group. According to the Provost, it is up to the AS-L/FF body to define the composition of the group. Glen reported that traditionally the composition of this group was FT/TT/T faculty. After discussion about the nature of the work in AS-L, this group came to consensus that FT/TT/FT/NTT would be included in the composition of the group. Sharryn will contact those who were interested and meet this criteria and invite them to join. It was also noted that there was not a representative from COS in AS-L/FF this year. It was suggested that Dr. Kurtz be contacted to see if there was an interesting faculty member.

Goal Areas for 2015-2016 Academic Year

The AS-L/FF faculty discussed goal areas for the 2015-2016 academic year:

- Campus Compact Participation: Encourage AS-L/FF to attend one or both days of the Faculty Networking/Institute to be held at CWU on November 5, 6.
- Survey about the current status of ASL at CWU-Review and publish the results of the Status of AS-L on the CWU campus.
- Evaluate the recognition for service learning that was begun in the 2014-2015 academic year. This included the stipends awarded to previous FF, as well as the recognition of former FF with an award. The evaluation criteria needs to be reviewed and updated should the AS-L/FF wish to continue with this endeavor
- SOURCE participation-SOURCE is working to include a strand of AS-L in its conference. Sharryn is working on a subcommittee that is creating a rubric for the evaluation of AS-L presentations submitted to SOURCE. She will share after the next meeting of this AdHoc group.
- AS-L Website-Work to keep the website current.
- Create an approval process for UNIV 109/309/509 courses for departments. In doing so, the AS-L/FF will know which departments are offering those courses. Additionally, it will be detailed as to how the course is funded and possible impacts on faculty WLU.
- Work to identify courses that have an AS-L component and advertise across campus. At this initial stage the AS-L/FF could work in conjunction with CLCE to have hours recognized on Leadership Transcript. This could be a beginning step toward identifying courses with an 'S' recognition.

Next Meeting:

Monday, November 2, 2015

5:15

Grupe Center

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

Welcome-Janet Spybrook, Bob Holtfreter, Keith Salyer, Bobby Cummings, Glen Bach, David Bieloh, Casey Mace, Wendie Castillo, Danielle Neal, Teresa Divine, Teri Walker, Sharryn Walker, Jeff Snedeker present

Approval of Agenda-Keith moved to approve, Casey second. Approved

Approval of Minutes from October 5, 2015 Bob moved to approve, Wendie second. Approved.

Welcome, Introductions, and AS-L Sharing-The members introduced themselves and shared a bit about their AS-L integration into their courses. This was done so that new members can begin thinking of ideas on how they might integrate AS-L into their courses. Attention was drawn to the informational items in the notebook about the CWU definition of AS-L.

Updates

- Budget-Sharryn reported that the budget amount was found in the new system. However, the new system does not yet break out line items. It is hoped by the next meeting that information will be available so that the amounts of the stipends can be announced.
- Campus Compact-WA Campus Compact will be held at CWU on November 5 and 6. Danielle will be attending both days. Janet, Sharryn, and Casey will attend Friday.

Business

- Survey about the Current Status of AS-L at CWU-Ian Loverro
 - Review of Survey results-The initial report of the survey given to former AS-L faculty was distributed. Using the data, the following was discussed:
 - Support for AS-L needs to be given at the college and department level through financing and scheduling
 - It is recommended that members of AS-L/FF share at department meetings about the mission and goals of AS-L. This would improve visibility of the AS-L/FF. This might also unearth more sharing opportunities and in turn garner more support for AS-L.
 - The responses seemed to be down the middle, but there was some information that might be helpful in setting some direction for the AS-L/FF
 - Based on the feedback, it was visible who felt supported.
 - There was a need for clarification between AS-L and CE. This was related to growing AS-L PD opportunities within courses. It was suggested that Eric Cheney be involved in helping that come to fruition.
 - There needs to be follow-up regarding AS-L presentations at SOURCE
 - The validity of the data was questioned based on the number of respondents
 - Sharryn will meet with Ian in order to summarize data from the survey

Goal Areas for 2015-2016 Academic Year-Ideas include...

- Campus Compact Participation
- Survey about the current status of ASL at CWU
- Recognition for service learning-evaluate, establish criteria, and update
- SOURCE participation
- AS-L Website-What needs to be completed?
- Approval process for UNIV 109/309/509 courses
- Identify courses with AS-L component
- Institutional Plan

[Meeting adjourned at 6:30](#)

Next Meeting:

Monday, November 30, 2015

5:15

Grupe Center

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

Welcome-Ian Loverro, David Bieloh, Teresa Divine, Sharryn Walker, Jeff Snedeker, Janet Spybrook, Tishra Beeson, Casey Mace, Danielle Neal, Stella Moreno, Glen Bach

Approval of Agenda-Jeff moved to approve; Ian seconded

Approval of Minutes from November 2, 2015-David moved to approve, Jeff seconded

Updates

- Budget-Still no update on the budget items.
- Campus Compact-Sharing of Campus Compact Networking Institute at CWU, November 5 & 6. Sharryn, Janet, and Danielle shared what they learned at this session. Campus Compact will be working toward assisting K-12 education in the next several legislative sessions and hopes to bring in other campus groups to assist in this effort. Also announced at this meeting was the CEI sponsored by INSLP in Spokane on April 19-20. Last year it was suggested that the CWU AS-L/FF submit a proposal on completing service learning within rural areas. **The proposals are due January 15, 2016. Link is www.inslp.net/cei**

Business

- AS-L Website
 - Look at the website and make recommendations for change-It was recommended that we continue to post up pictures to the site. Members having pictures should forward those to Sharryn and she will pass them on. It was suggested that perhaps the pictures be categorized by year. Links to news releases should also be included. If members have those available, they are asked to send those as well.
- Share summary of the survey about the Current Status of AS-L at CWU
 - What do we want to do with this information?-Ian shared that it appeared that those who responded to the survey wanted to be more fully supported. It was suggested that the information be used to write a press release about AS-L on the CWU campus and highlight those that have been including service learning in their courses. This press release could include highlighting former members, the website, and promote more AS-L on campus. Sharryn will write a draft and send it to the members for their input before sending it on to Public Relations.
- Course Template for UNIV 109/309/509-Jeff shared a template of a syllabus for AS-L courses. Three questions arose: 1) Do we need to have a standard syllabus for these courses?; 2) What is the curricular process for acceptance of the syllabus/course?; 3)How does this fit within RCM? It was discussed that the syllabus needed to have the components of ASL within them. Sharryn reminded the group that those components are in the planning sheet posted in the website. It was suggested that the syllabus template be put in the resources section of the website and that in the article to be sent to Public Relations it is highlighted as available for others to use. It was also suggested that we request that departments let the AS-L/FF know when one of these courses is

going to be offered. In this way the AS-L/FF can advise or help promote such courses and opportunities.

- Earthquake Preparedness-Stella suggested that perhaps the AS-L/FF group promote a community project on Earthquake preparedness. Sharryn said she would put this on the goals list.

Meeting adjourned at 6:25

Goal Areas for 2015-2016 Academic Year-Ideas include...

- Recognition for service learning-evaluate, establish criteria, and update
- SOURCE participation
- Approval process for UNIV 109/309/509 courses
- Identify courses with AS-L component
- Institutional Plan
- Earthquake preparedness
- ✓ AS-L Website-What needs to be completed?-**completed November 30, 2015**
- ✓ Campus Compact Participation-**completed November 5, 2015**
- ✓ Survey about the current status of ASL at CWU-**completed November 30, 2015**

Next Meeting:

Monday, January 11, 2016

5:15

Grupe Center

AS-L/FF Meeting Agenda
Monday, January 11, 2016
5:15-6:30
Grupe Center

Welcome-Jeff Snedeker, Casey Mace, Tishra Beeson, Bobby Cummings, Glen Back, Teresa Divine, Peggy Roberts, Allie Klutenkamper, Sharryn Walker

Approval of Agenda-By acclimation

Approval of Minutes from November 30, 2015-Teresa moved, Jeff seconded. Motion approved

Updates

- Budget-New FF will receive \$700 toward projects, while Distinguished FF will receive \$500. The requests must be submitted to Sharryn by February 15, with the funds spent by April 17. Members have been sent the stipend forms.
- Jeff moved that those teaching a UNIV 309 course be eligible for the ASL-FF stipend. Teresa seconded. Approved.
- Draft of press release about CWU AS-L/FF-Sharryn shared a draft of the press release. She will contact publicity to see if there is someone there who can help with this.
- Reminder-send items for website to Sharryn

Business

- Course Template for UNIV 109/309/509-decisions made based on information from meeting of November 30, 2015. The template was posted on the AS-L Site for faculty to access.
- Proposal for CEI-Spokane (Whitworth), April 19, 20. Sharryn shared a proposal for the CEI. They were due January 15 (since changed to Feb 1). Tishra was interested in submitting a proposal. Allie said she would organize one for Art. Sharryn will organize one for AS-L in rural settings.
- 2016 Institutional Plan-The group reviewed the IP for 2016. Sharryn will finalize it and bring to next meeting for approval.
- Recognition for service learning-evaluate, establish criteria, update-moved to next meeting

Goal Areas for 2015-2016 Academic Year-Ideas include...

- Recognition for service learning-evaluate, establish criteria, and update
- SOURCE participation
- Identify courses with AS-L component
- Institutional Plan
- Earthquake preparedness
- ✓ AS-L Website-What needs to be completed?-**completed November 30, 2015**
- ✓ Campus Compact Participation-**completed November 5, 2015**
- ✓ Survey about the current status of ASL at CWU-**completed November 30, 2015**

- ✓ Approval process for UNIV 109/309/509 courses-**Decided to support those who wish to offer UNIV courses and refer to resources on AS-L website**

Next Meeting:

Monday, February 1, 2016

5:15

Grupe Center

AS-L/FF Meeting Minutes
Monday, February 1, 2016
5:15-6:30

Grupe Center

Welcome-Jeff Snedeker, Teresa Divine, Bobby Cummings, Bob Holtfretter, Tishra Beeson, Glen Bach, Allyson Klutenkamper, Danielle Neal, Ian Loverro, Casey Mace, Stella Moreno, Sharryn Walker

Approval of Agenda-Allyson moved, Teresa seconded. Consensus

Approval of Minutes from January 11, 2016-correction to the minutes notes. Changed UNIV 390 to UNIV 309. Jeff moved, Allyson seconded. Consensus.

Updates

- **Reminder of AS-L/FF Stipend form**-AS-L/FF were reminded to submit their stipend forms to Sharryn by the February 17 due date.
- **Draft of press release about CWU AS-L/FF**-Allyson stated that she had a copy of press release information that she will forward. Using models such as this can help in the crafting of the press release for AS-L/FF projects.
- **Reminder**-Sharryn asked the members to forward items for the website. She will then forward them to Terri Covey in Relations.
- **Updated Directory**-Sharryn distributed an updated directory of AS-L/FF.
- **Sharing of Project Ideas**-Members of the group shared project ideas and support those working to include AS-L in their courses. Jeff shared that he has 6 students in UNIV309 this quarter. He had hoped that they would work as an advocate group for Ellensburg Schools, but the students had ideas they wanted to implement. Bobby asked for ideas in implementing a program to help teacher candidates pass the writing portion of the WEST-B. Many ideas were suggested with ways to have English majors meet with teacher candidates who need further writing instruction. Bobby will look into how to best implement the ideas. Allyson asked for direction in providing AS-L experiences for art students. It was suggested that she look at assisting at Gallery One in some way, as it would fill a community need. She will continue to explore options.

Business

- **Proposals for CEI-Spokane (Whitworth), April 19, 20.** Several proposals from CWU were sent for consideration the CEI conference in Spokane. The Provost Office has awarded \$2500 to the AS-L/FF for PD. This money can be used for travel to that conference.
- **2015-2016 Institutional Plan**-Jeff moved for approval of the institutional plan. Ian seconded. Consensus. Sharryn will have it posted to the AS-L website.
- **Recognition for service learning-evaluate, establish criteria, update**-The members looked over the criteria used for evaluating the recognition of service-learning. The criteria will be used to evaluate this year's nominees.
- **SOURCE Participation**-This will be discussed at the next meeting.

Goal Areas for 2015-2016 Academic Year-Ideas include...

- Recognition for service learning-evaluate, establish criteria, and update
- SOURCE participation
- Approval process for UNIV 109/309/509 courses
- Identify courses with AS-L component
- Earthquake preparedness
- ✓ AS-L Website-What needs to be completed?-**completed November 30, 2015**
- ✓ Campus Compact Participation-**completed November 5, 2015**
- ✓ Survey about the current status of ASL at CWU-**completed November 30, 2015**
- ✓ Institutional Plan-**completed February 1, 2016**

Next Meeting:

Monday, March 7, 2016

5:15

Grupe Center

AS-L/FF Meeting Minutes
Monday, March 7, 2016
5:15-6:30
Grupe Center

Welcome-Those in attendance-Bob Holtfreter, Wendie Castillo, Allie Klutenkamper, Danielle Neal, Jeff Snedeker, David Bieloh, Peggy Roberts, Sharryn Walker

Approval of Agenda-Allie moved, Wendie seconded. Approved.

Approval of Minutes from February 1, 2016-Jeff moved, Allie seconded. Approved.

Updates

- Sharryn reminded the members that they needed to spend their stipends by April 17.
- Draft of press release about CWU AS-L/FF-moved to the end of the meeting.
- Reminder-send items for website to Sharryn. Sharryn will have the minutes and agendas posted to the website.
- Sharing of Project Ideas-Jeff shared about the music advocacy projects in his UNIV 309 course. An instrument drive for the Ellensburg School district was successful. Appraisal forms were used in order to determine a donated value of the instrument. A student also sent out surveys looking at bridging the gap between preschool and kindergarten programs. In another project, a student survey students at Stadium High School about their perceptions of how music supports learning. Finally, a student organized a concert. Allie shared about a service project at Gallery One. Sharryn shared that a section of UNIV 109 has been offered in the past in the Northshore School District. Jeff asked if we could possibly get a copy of the syllabus. Sharryn will see if she can obtain one.

Business

- Sharryn reminded the FF of the CEI-Spokane (Whitworth), on April 19, 20. Provost \$ available for travel and registration. The requests for reimbursements should be sent to Sharon Jonasson in the Provost's Office.
- Recognition for service learning-evaluate, establish criteria, update-Sharryn will update the information and send it out for nominations.
- SOURCE Participation-AS-L/FF are encouraged to participate in SOURCE. It is scheduled for May 18 and 19. Deadline for submissions is April 14th. It is a chance to showcase AS-L at CWU. (As an aside, Tishra contacted the SOURCE organizers and received the following information from an email dated 3/14/2016): In case others find themselves with students who also wish to submit ASL-related abstracts, here is the guidance I received from Jamie Gilbert, SOURCE coordinator: "Yes, we most definitely do welcome scholarly works that result from academic service learning projects. We met with the SOURCE committee last month to discuss it and the reason that there isn't a category is we would still like them submitted under the academic area they evolved from, but if you scroll down where it says Theme-Linked or Double Session Requests – you can write in that box that it should be linked with academic service learning. I am very excited that your students are submitting a presentation because I believe service learning is integral to a student's critical thinking development."

- Spring Quarter meeting dates Meetings are scheduled for April 4, May 2, and June 6.
- Write-up for AS-L/FF-The FF met in small groups in order to brainstorm ideas as to what could be included in a write-up about AS-L at CWU. Sharryn will take the notes and bring a draft to the next meeting.

Goal Areas for 2015-2016 Academic Year-Ideas include...

- Recognition for service learning-evaluate, establish criteria, and update
- SOURCE participation
- Approval process for UNIV 109/309/509 courses
- Identify courses with AS-L component
- Earthquake preparedness
- ✓ AS-L Website-What needs to be completed?-**completed November 30, 2015**
- ✓ Campus Compact Participation-**completed November 5, 2015**
- ✓ Survey about the current status of ASL at CWU-**completed November 30, 2015**
- ✓ Institutional Plan-**completed February 1, 2016**

Next Meeting:

Monday, April 4, 2016
5:15
Grupe Center

AS-L/FF Meeting Minutes

Monday, April 4, 2016

5:15-6:30

Grupe Center

Welcome-Teresa Divine, Ian Loverro, Janet Spybrook, Danielle Neal, Allie Klytenkamper, Tishra Beeson, Casey Mace, Jeff Snedeker, Sharryn Walker, Glen Bach, David Bieloh

Approval of Agenda-Jeff moved to approve, Ian second. Motion carried

Approval of Minutes from March 7, 2016-Casey moved, Danielle second. Motion carried.

Updates

- UNIV 109-Sharryn has been in contact with Continuing Education in order to get a copy of the UNIV109 syllabus used in the College in the Classroom program in the Northshore School District.
- Sharryn reminded the committee that stipends need to be spent by April 17. Please have the items charged back to Linda Huber in the CEPS Dean's Office.
- Sharryn reported that more items have been loaded to the website. She encouraged the members to send along photos and news items that can be added. She asked the members to update the table that had been previously posted to reflect this year's AS-L components in courses.
- Sharing of Project Ideas-Teresa shared that she has added a UNIV 309 to her workload plan for Spring 2107. The focus of the course will be landlord/tenant laws and the students enrolled will conduct an informational session for the community. She stated that she may need help when organizing the session.
- Sharryn asked who was attending the CEI-Spokane (Whitworth) on April 19, 20. She reminded everyone of how to obtain the reimbursements from the Provost's Office. Sharryn, Janet, Glen, and Danielle will attend both days. Casey will attend Tuesday, while Jeff will attend Wednesday. Tishra will not be able to attend, but Mark Perez and Stephan Ward will attend in her place on Wednesday. Sharryn, Janet, Jeff, Mark, and Stephan will present on Wednesday. Casey will present on Tuesday. Glen will present as well.
- The call for recognition of service learning was sent out to Central Today and is posted on the AS-L website. The May meeting will be used to evaluate the submissions of the nominations. Jeff announced that Bob Holtfretter received the Phi Kappa Phi Distinguished Service Award for 2016-2018.
- Sharryn handed out the draft of the press release about CWU AS-L/FF for comments and revisions. Those comments and revisions were made and she will also solicit quotes to add to the piece.

Business

- SOURCE Participation-Tishra and Jeff has already submitted to SOURCE concerning AS-L. A previous message was sent to the members about how to submit so that the presentation is classified as a AS-L presentation.
- Goal areas for 2015-2016-The goal list was reviewed. The recognition for AS-L and SOURCE participation will be completed this year. It was recommended that Faculty Senate Curriculum Committee be contacted concerning receiving information about any UNIV courses being offered. A more clear line of communication needs to be established so that the committee knows who and when these courses are being offered.

Goal Areas for 2015-2016 Academic Year-Ideas include...

- Recognition for service learning-evaluate, establish criteria, and update
- SOURCE participation
- Approval process for UNIV 109/309/509 courses
- Identify courses with AS-L component
- Earthquake preparedness
- ✓ AS-L Website-What needs to be completed?-**completed November 30, 2015**
- ✓ Campus Compact Participation-**completed November 5, 2015**
- ✓ Survey about the current status of ASL at CWU-**completed November 30, 2015**
- ✓ Institutional Plan-**completed February 1, 2016**

Meeting adjourned at 6:15

Next Meeting:

Monday, May 2, 2016

5:15

Grupe Center

AS-L/FF Meeting Minutes
Monday, May 2, 2016
5:15-6:30
Grupe Center

Welcome-Wendy Castillo, Catherine Connery, David Bieloh. Glen Bach, Bobby Cummings, Jeff Snedeker, Janet Spybrook, Bob Holtfreter, Sharryn Walker

Approval of Agenda-Wendie moved, Jeff seconded. Approved.

Approval of Minutes from April 4, 2016-Cathrene moved, Jeff seconded. Approved.

Updates

- **UNIV 109**-Sharryn shared a UINV 109 syllabus used by Barbara Wilson in the NorthShore School district. This course is offered as part of the College in the Classroom program coordinated by Continuing Education.
- **Reminder-Stipends** –Sharryn reminded the members to please have the items charged back to Linda Huber in the CEPS Dean’s Office.
- **Items for website**-Sharryn reminded the members to send along items for the website as they become available. The photo from those attending the CEI has been put upon the site.
- **Sharing of Project Ideas**-Cathrene shared that the teacher candidates in her Literacy Courses will be assisting in the Literacy Fair to be held at Mt. Stuart. They will also be assisting in the school district summer school. David shared that he had spoken to Jennifer Green in Communications and she is interested in the service learning component of courses. The Graphic Design students from David’s courses have worked in collaboration with her students to publish HYPE, the CWU student award-winning magazine.
- **CEI-Spokane (Whitworth)**-Janet shared that she enjoyed the conference and that it was a way to learn of other AS-L projects. She especially enjoyed the BOB talks and shared the project about Historic Spokane. Glen shared that he enjoyed learning about the Guam project by CWU professors. Mark Perez and Stefan Ward. Sharryn and Janet shared information about a session on publishing service learning. They distributed handouts and suggested that supporting presentations and publications on service-learning could be a goal for next year. It was suggested that Eric Cheney be contacted about assisting with this through Faculty Development. It was also suggested that Ross Watts from Whitworth and Patricia Chantrill from EWU be invited to give their presentation to CWU faculty.
- **Recognition for Service Learning**-Three nominations were put forward to receive recognition from the AS-L/FF for their work in promoting service learning in CWU courses. Peggy Roberts has taught UINV 309 for nine years and has mentored more than 400 service learning projects. Mark Perez and Stefan Ward were also nominated for their work in Guam. Since its inception, the service learning components offered for CWU students and the citizens of Guam have expanded. They have received recognition from the Guamanian Legislature for their work. These recipients will be invited to the final ASL-FF meeting as a way to thank them for their commitment to AS-

L. Sharryn will arrange for the recipients to receive plaques and their department chairs will be notified of this recognition.

Business

- **SOURCE Participation**-Tishra and Jeff have submitted presentations related to AS-L to SOURCE
- **Goal areas for 2016-2017**-Sharryn asked the members to think of ideas for the 2016-2017 goals.

Goal Areas for 2015-2016 Academic Year-Ideas include...

- SOURCE participation
- Approval process for UNIV 109/309/509 courses
- Earthquake preparedness
- ✓ Recognition for service learning-**completed May 2, 2016**
- ✓ Identify courses with AS-L component-**posted to website April 25, 2016**
- ✓ Participation/Attendance of INSLP/CEI conference-**completed April 19, 20, 2016**
- ✓ AS-L Website-What needs to be completed?-**completed November 30, 2015**
- ✓ Campus Compact Participation-**completed November 5, 2015**
- ✓ Survey about the current status of ASL at CWU-**completed November 30, 2015**
- ✓ Institutional Plan-**completed February 1, 2016**

Next Meeting:

AS-L Recognition Reception
Monday, June 6, 2016
5:15
Grupe Center

AS-L/FF Meeting Minutes
Monday, June 6, 2016
5:15-6:00
Grupe Center

The AS-L/FF held a reception for the recipients of this year's AS-L Recognition. Dr. Mark Perez, Dr. Stefan Ward, and Mrs. Peggy Roberts were recognized for their commitment to AS-L in their courses. In addition to AS-L/FF attendees, President and Mrs. Gaudino attended.

January 2016

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

	Goal	Action Plans	Who	2015-2016 Accomplishment
Strategic Planning	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"> Action Plan to be posted to website with end of year report
Definition of Civic Engagement	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"> Posted on CWU AS-L
Alignment with Institution Mission	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"> Former Faculty Fellows Stipend Recognition Academic Service Learning Campus Recognition
Alignment with Education Reform Efforts	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.).	Identify AS-L outcome options for programs and/or courses	Faculty Fellows	<ul style="list-style-type: none"> Sample course syllabus in and reflective journal entry on AS-L CWU website Encourage faculty to offer AS-L opportunities in courses

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

	Goal	Action Plans	Who	2015-2016 Accomplishment
Faculty Awareness	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"> • Definition posted on AS-L website • Emailed Deans to inform about AS-L at CWU • Press release about CWU AS-L
Faculty Involvement & Support	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"> • Displayed on CWU AS-L website • Results of survey of current and former Faculty Fellows posted on website
Faculty Leadership	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"> • Faculty Fellows support and mentored faculty interested in incorporating AS-L in courses • Attendance at INSLP-CEI
Faculty Incentives & Rewards	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-grants,	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"> • Presentations at SOURCE and INSLP-CEI • Attendance at INSLP-CEI and SOURCE

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

	Goal	Action Plans	Who	2015-2016 Accomplishment
Student Awareness	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"> • Discussed at meetings and documented in minutes • Posted sample syllabus and reflective journal in CWU AS-L website
Student Opportunities	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 Jeff Snedeker	<ul style="list-style-type: none"> • Compass to Campus • UNIV 309 • Student presentations at SOURCE
Student Incentives & Rewards	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"> • Discussed and recorded in minutes • CLCE • SOURCE • Research the ability to give student recognition
Student Leadership	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	CLCE Faculty Fellows	<ul style="list-style-type: none"> • Discussed and recorded in minutes • CLCE • Research the ability to give student recognition

Dimension IV: Community Participation and Partnerships

	Goal	Action Plans	Who	2015-2016 Accomplishment
Community Partner Awareness	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	<ul style="list-style-type: none"> • CLCE • Faculty Fellows • Center for Diversity and Social Justice 	<ul style="list-style-type: none"> • CLCE coordinated this effort • Center for Diversity and Social Justice
Mutual Understanding	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	CLCE	<ul style="list-style-type: none"> • CLCE coordinated this effort
Community Partner Voice & Leadership	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	CWU AS-L FF	<ul style="list-style-type: none"> • Discuss the possibility of an advisory board

Dimension V: Institution Support for Academic Civic Engagement

	Goal	Action Plans	Who	2015-2016 Accomplishment
Coordinating Entity	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 CLCE	<ul style="list-style-type: none"> Proactive Discussion Actively promoting AS-L across Campus
Policy-Making Entity	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"> Completed and submitted in June 2016
Staffing	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.		
Funding	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	Provost Office	<ul style="list-style-type: none"> AS-L stipends AS-L Faculty Recognitions
Administrative Support	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.	Every college Dean annually nominates faculty fellows for the program. The President & FS annually recognizes a Distinguished Professor of Service as part of commencement activities (recommend criteria).	Deans	<ul style="list-style-type: none"> AS-L/FF nominated by College Deans
Evaluation & Assessment	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.	Develop and use a shared web site for recording and assessing all academic and volunteer AS-L/CE activities	Faculty Fellows CLCE	<ul style="list-style-type: none"> Discussions In-Process with the CLCE

**Presentations from INSLP/CEI
Whitworth University
April 19 & 20, 2016**

Bach, G. (2016, April 20). The children of Chernobyl. Community Engagement Institute, Spokane, WA.

Beeson, T., Ward, S., & Perez, M. (2016, April 20). Cross-cultural academic service-learning in Guam. Community Engagement Institute, Spokane, WA.

Ryan, K., Sage, R. & Mace, C. (2016, April 19). Interdisciplinary university partnerships in rural communities: Challenges and opportunities. Community Engagement Institute, Spokane, WA.

Walker, S. L., Spybrook, J., & Snedeker, J. (2016, April 20). Universities and Rural Partnerships in Education: Challenges and opportunities. Community Engagement Institute, Spokane, WA.

Course #	Course Title	Project name	Course instructor
Art 370	Layout and Design	Rock Against Rape Emblem	Glen L. Bach
Art 495	Studio Project	Graphic Design Student Show Poster	Glen L. Bach
Art 371	Advanced Layout and Design	CWU SOURCE Poster	Glen L. Bach
Art 372	Design and Production	Stanford University Program Cover	Glen L. Bach
ECTL 201	Compass to Campus	Mentoring in Wapato School District	Janet Spybrook
EDCS 492	Practicum-Instructional Foundations Major	Learner Lead Differentiation Matrix	Teri Walker
EDEC 322	Parent Involvement	Learning at Home Kits	Teri Walker
EDEL 323	Teaching Elementary School Mathematics	George Family Math Night	Keith Salyer Melanie Kingham
EDEL 323	Teaching Elementary School Mathematics	Thorp Family Math Night	Keith Salyer Melanie Kingham
EDEL 323	Teaching Elementary School Mathematics	Selah Family Math Night	Keith Salyer Melanie Kingham
EDEL 323	Teaching Elementary School Mathematics	Grandview Family Math Night	Keith Salyer Melanie Kingham
EDLT 308 EDLT 321	Literacy I Teaching Children's Literature	Preschool Bi-literacy Mornings	Cathrene Connery
EDLT 321	Teaching Children's Literature	Family Literacy Nights	Sharryn Larsen Walker Michelle Cyrus
EDLT 409	Literacy II	Tutoring in local schools	Sharryn Larsen Walker Carol Butterfield
EDLT 411 EDLT 493	Teaching Comprehension Literacy Practicum	Mt. Stuart Literacy Fair	Cathrene Connery
EDSE 433	Preschool for Children with Developmental Delays	Literacy Embedded Play Centers (LEPC) at Bright Beginnings Head Start	Janet Spybrook

HED 351	Community Building Strategies for Health	Food Recovery Network Sexual Assault Prevention Training Minority Health Summit KVH Happy Heart Month Needle Exchange Outreach	Tishra Beeson
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Campus Announcement Posted on *Central Today*

The 2015-2016 CWU Academic Service Learning (AS-L)/Faculty Fellows is pleased to announce recognition of several faculty members for their commitment to the integration of AS-L in their courses.

Dr. Mark Perez, Dr. Stefan Ward and Mrs. Peggy Roberts are recognized for the sustained integration of AS-L in their courses.

Dr. Perez and Dr. Ward have created Academic Service-Learning opportunities in their PESH 492/HED 494/HED 422 courses. Over the past five years, Dr. Perez and Dr. Ward have led teaching and leadership field experiences to Guam in relation to these courses. Providing this AS-L experience has given CWU students the opportunities to solve real world problems; interact with people in diverse settings; interact with students utilizing physical education and health content; and gain an understanding of students' abilities in a physical and health settings.

More than 70 CWU students have participated in this AS-L opportunity, representing those majoring in elementary education, physical education, dance, health education, and population and public health. While in Guam, these CWU students have had the opportunity to partner with Guam Public Schools, the Mayors' Council Summer Camp Programs, Division of Senior Citizens, University of Guam Summer Camp, and the Guam Department of Public Health and Social Services.

Mrs. Peggy Roberts has facilitated the UNIV 309-*Civic Engagement* course for more than nine years. During that time, she has mentored more than 400 CWU students in their individual AS-L pursuits.

The AS-L/FF thanks Dr. Perez, Dr. Ward, and Mrs. Roberts for their commitment to the continuation of Academic Service-Learning at CWU. To learn more about AS-L at CWU please visit: <http://www.cwu.edu/service-learning/>