

Faculty Fellows for Academic Service Learning Report 2016-2017

Report Submitted by: Sharryn Larsen Walker, June 2017

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 90 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 2016-2017 goals and accomplishments of those goals; highlighted AS-L/FF projects and recognitions; 2016-2017 professional development opportunities; recommended AS-L/FF goals for 2017-2018 year; and the 2016-2017 agendas, minutes, and supporting documents.

Eighteen (18) CWU faculty served as Fellows during the 2016-2017 academic year. Seven (7) Faculty Fellows began service in 2016, while 14 served as a Distinguished Faculty Fellow (more than one year service). The faculty included:

Faculty Fellows

Name	Department
Martin Bagaya	ITAM
Julie Bonner	ITAM
Dia Gary	EDTL
Jill Hoxmeier	PESPH
Pamela Juniel	EDTL
Mark Perez	PESPH
Stefan Ward	PESPH

Distinguished Faculty Fellows

Name	Department
Glen Bach	Graphic Design
Tishra Beeson	PESPH
David Bieloh	Graphic Design
Bobby Cummings	English
Wendie Castillo	EDTL
Teresa Divine	L & J
Bob Holtfreter	Accounting
Janet Finke	EDTL
Ian Loverro	CESL
Casey Mace	PESPH
Keith Salyer	EDTL
Peggy Roberts	UNIV 309
Jeff Snedeker	Music
Teri Walker	EDTL
Sharryn Walker	EDTL

Also joining the group were Coordinator Sharryn Larsen Walker, LLSE; Manuel Rodriguez, CLCE; Terri Covey, Website Administrator; and Linda Huber, CEPS Administrative Support.

Goals for 2016-2017

The ASL/FF met approximately three times a quarter in the Faculty Grupe Center. During the 2016-2017 year the AS-L/FF primarily focused on their attention on the following goals. Those checked were completed. Those not checked were not achieved, but will be goal areas for the 2017-2018 year.

- ✓ Support of faculty to publish their AS-L works (PD session with Dr. Watts on May 23)
- ✓ Continue to recognize faculty for service learning (Glen Bach is this year's recipient)
- ✓ Participation/Attendance of Professional Development of AS-L (PD session with Dr. Watts on May 23)
- ✓ SOURCE participation-Develop a criteria and place for AS-L at SOURCE.
- ✓ Complete the Institutional Plan
- ✓ Maintain the AS-L Website-on-going
- ✓ Update the course list with AS-L components
- ✓ Create a video about AS-L which can be used to introduce interested groups to AS-L
- More detailed survey about the use of AS-L at CWU (delivered at faculty meetings??) (move to fall as part of the accreditation process?)
- Assessment of AS-L course (as part of accreditation process?) (could this be part of the survey above)?
- AS-L designation of courses (As part of the GEN ED Discussion??)
- Permanent "home" for AS-L on CWU campus

Faculty Professional Development Session

Practicing, Publishing, and Problematizing Community Engaged Scholarship

Ross Brooke Watts, Ph.D., Director, Dornsife Center for Community Engagement, Whitworth University

The CWU Academic Service-Learning Faculty Fellows sponsored this professional development session on Tuesday, May 23, from 2:00-4:30 in Science II 103. During this session Dr. Watts addressed: "How your scholarship is 'community-engaged scholarship?'" "Avenues for publishing community-engaged scholarship?" and "Promotion and tenure ideas for campus support of community engaged scholarship." Faculty and Graduate Students were invited to attend this informative professional development session. Approximately 20 attended and the materials were posted in the AS-L website for those unable to attend.

CWU AS-L Website

The CWU AS-L website received updating and maintenance throughout the year. Terri Covey in Information Services 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/>

2016-2017 Institutional Plan

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

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 posted in the AS-L website.

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. Glen Bach was the unanimous choice from the AS-L/FF for this recognition. The presentation was made at the SOURCE banquet.

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 2018 SOURCE. Tishra Beeson also had student work highlighted at SOURCE.

Video about CWU AS-L

Dr. Jeff Snedeker created a video about CWU's AS-L opportunities. The purpose of this video is to create awareness of AS-L and can be used at new student and faculty orientations, shared at college and department meetings, as well as to inform administration of AS-L. The video can be accessed at the AS-L website.

Highlighted ASL Projects/Recognitions

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 2016-2017 year include:

Dr. Teresa Divine offered a UNIV 309 class focusing on landlord/tenant rights. The students enrolled in the course offered an information session about these rights.

Dr. Keith Salyer sponsored nine Family Math Night Events or Family Game Night Events this year. They played host to the events in nine different schools that ranged from 2 to 70 miles from the Ellensburg campus. Combined the events drew over 900 Preschool through eighth grade students and provided 102 CWU teacher candidates with hands-on opportunities to participate in value added service projects. The Family Math Night Events have been ongoing for over 12 years with this year marking the 129th event on May 4, 2017. The events were held at the following schools:

Quincy – Mountain View Elementary School on 5/4/2017	(63 students)	(16 candidates)
Ellensburg- Mount Stuart Elementary School on 4/27/2017	(81 students)	(27 candidates)
Wahluke – Mattawa Elementary on 4/26/2017	(56 students)	(24 candidates)
Grandview – Grandview Middle School on 4/14/2017	(59 students)	(22 candidates)
Thorp – Thorp P-8 Schools on 3/2/2017	(32 students)	(14 candidates)
George – George Elementary School on 2/16/2017	(142 students)	(22 candidates)
Selah – John Campbell Elementary School on 2/7/2017	(197 students)	(21 candidates)
Selah – Selah Intermediate School on 11/17/2016	(226 students)	(24 candidates)
Cle Elum- Cle Elum Elementary School on 11/15/2017	(46 students)	(11 candidates)
Total	902 students	214 candidate participations - 102 students supporting multiple events

During Spring quarter 2017, Dr. Janet Finke was able to take 2 sections of EDLT 422 to a first grade classroom at Lincoln Elementary. Through this ASL project, the teacher candidates were able to assess first grade student writing, teach writing workshop mini lessons, and work one-on-one with first graders in Mrs. Carol Mowry's classroom. The teacher candidates from CWU benefited from this experience by gaining teaching and conferring experience. First graders benefited through being mentored twice a week from CWU students. Before the end of the quarter, 1st graders and CWU students will collaborate to write and publish some poetry.

Recommended Goals for the 2017-2018 Academic Year

The following are identified as potential goals for the 2017-2018 year. The list will be finalized at the first meeting of the 2017 academic year.

- More detailed survey about the use of AS-L at CWU (delivered at faculty meetings??) (move to fall as part of the accreditation process?)
- Assessment of AS-L course (as part of accreditation process?) (could this be part of the survey above)?
- AS-L designation of courses (As part of the GEN ED Discussion??)
- Permanent “home” for AS-L on CWU campus
- Permanent “home” for budget of the AS-L/FF (Provost’s Office?)
- Continued financial support from Provost’s Office for stipends for AS-L/FF projects
- Additional financial support for AS-L/FF to attend the Inland Empire CEI in Spokane, May 2018.
- Support of faculty to publish their AS-L works
- Continue to recognize faculty for service learning
- SOURCE participation-Continued presence of AS-L at SOURCE
- Complete the Institutional Plan
- Maintain the AS-L Website
- Update the course list with AS-L components

AS-L/FF Meeting Agenda
Monday, October 3, 2016
5:15-6:30
Grupe Center

Welcome

Approval of Agenda

Approval of Minutes from May 2, 2016

Introductions

- Welcome Provost Frank, New Members, Returning Members

Overview of AS-L at CWU

- Purpose
- Previous Projects

Goal Setting for 2016-2017

Reminder

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

- ✓ Recognition for service learning-evaluate, establish criteria, and update-**completed June, 2016**
- ✓ SOURCE participation-**completed May, 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**
- Approval process for UNIV 109/309/509 courses
- Earthquake preparedness

Next Meeting:

Monday, November 7, 2016

5:15

Grupe Center

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

Welcome

Approval of Agenda

Approval of Minutes from October 3, 2016

Introductions

- Welcome Associate Provost Jungblut, New Members, Returning Members

Overview of AS-L at CWU

Professional Resources available in Black 204-11

Prioritize Goals for 2016-2017

Goal Areas for 2016-17 Academic Year

The following items were suggested as goals for the 2016-2017 year:

- Continue to recognize faculty for service learning
- SOURCE participation-Develop a criteria and place for AS-L at SOURCE. Tishra stated that she would make a contact about included this at SOURCE
- Update the course list with AS-L components
- Participation/Attendance of Professional Development of AS-L
- Maintain the AS-L Website
- More detailed survey about the use of AS-L at CWU (delivered at faculty meetings??)
- Complete the Institutional Plan
- AS-L designation of courses
- Support of faculty to publish their AS-L works
- Assessment of AS-L course (as part of accreditation process?)

Next Meeting:

Monday, November 28, 2016

5:15

Grupe Center

AS-L/FF Meeting Agenda
Monday, November 28
5:15-6:30
Grupe Center

Welcome

Approval of Agenda

Approval of Minutes from November 28, 2016

Business

Stipends

SOURCE Update

Supporting New Faculty Fellows-Questions, Ideas and Suggestions

Prioritize Goals for 2016-2017-

Prioritize the goals and begin working timelines

Goal Areas for 2016-17 Academic Year

The following items were suggested as goals for the 2016-2017 year:

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- Complete the Institutional Plan
- AS-L designation of courses
- Support of faculty to publish their AS-L works
- Assessment of AS-L course (as part of accreditation process?)

Next Meeting:

Monday, January 9, 2017

5:15

Grupe Center

AS-L/FF Meeting Agenda
Monday, January 9, 2017
5:15-6:30
Grupe Center

Welcome

Approval of Agenda

Approval of Minutes from November 28, 2016

Business

Supporting New Faculty Fellows-Questions, Ideas and Suggestions

Prioritize Goals for 2016-2017

Prioritize goals and begin working on timelines

New Business

SOURCE Rubrics

Institutional Plan

Goal Areas for 2016-17 Academic Year

The following items were suggested as goals for the 2016-2017 year:

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- AS-L designation of courses
- Support of faculty to publish their AS-L works
- Assessment of AS-L course (as part of accreditation process?)

Next Meeting:

Monday, February 6, 2017

5:15

Grupe Center

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

Welcome

Approval of Agenda

Approval of Minutes from January 9

Business

Approval of Institutional Plan

Report on Tasks from January 9 Meeting

- The AS-L Website-Pictures or Quotes to be added?
- Meeting with Provost Frank- Sharryn, Casey, and Wendie
- Presentation- Jeff and Mark
- CLCE-Teri/Sharryn/ Manuel

New Business

SOURCE Rubric Development

Goal Areas for 2016-17 Academic Year

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- Maintain the AS-L Website
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- Complete the Institutional Plan
- AS-L designation of courses
- Support of faculty to publish their AS-L works
- Assessment of AS-L course (as part of accreditation process?)

Next Meeting:

Monday, March 6, 2017

5:15

Grupe Center

AS-L/FF Meeting Agenda
Monday, March 6, 2017
5:15-6:30
Grupe Center

Welcome

Approval of Agenda

Approval of Minutes from February 6, 2017

Business

Report on Tasks from February 6 Meeting

- Meeting with Provost Frank-Sharryn, Casey, Tishra
 - Budget
 - Speaker Fall Quarter
 - Leadership Transcript

- Presentation-Jeff

- CLCE-Sharryn

- SOURCE-Tishra

Old Business

- SOURCE Rubric Development

New Business

- Recognition of Faculty for Service Learning

Goal Areas for 2016-17 Academic Year

The following items were suggested as goals for the 2016-2017 year:

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- More detailed survey about the use of AS-L at CWU (delivered at faculty meetings??) (move to fall as part of the accreditation process?)
- Assessment of AS-L course (as part of accreditation process?) (could this be part of the survey above)?
- AS-L designation of courses
- Support of faculty to publish their AS-L works
- ✓ Complete the Institutional Plan February 6, 2017
- ✓ Maintain the AS-L Website-on-going
- ✓ Update the course list with AS-L components

Next Meeting:

Monday, April 3, 2017

5:15

Grupe Center

AS-L/FF Meeting Agenda
Monday, April 3, 2017
5:15-6:30
Grupe Center

Welcome

Approval of Agenda

Approval of Minutes from March 6, 2017

Business

- Report on Tasks from March 6 Meeting
 - SOURCE
 - SOURCE rubric
 - Need for SOURCE AS-L Judges
 - Encourage SOURCE AS-L submissions
 - Engaged Scholarship/Publishing-Ross Watts, Whitworth University, May 23

New Business

- Recognition of Faculty for Service Learning
 - Timeline?
 - Previous form?

Other

Goal Areas for 2016-17 Academic Year

The following items were suggested as goals for the 2016-2017 year:

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- More detailed survey about the use of AS-L at CWU (delivered at faculty meetings??) (move to fall as part of the accreditation process?)
- Assessment of AS-L course (as part of accreditation process?) (could this be part of the survey above)?
- AS-L designation of courses
- Support of faculty to publish their AS-L works
- Complete the Institutional Plan February 6, 2017
- Maintain the AS-L Website-on-going
- Update the course list with AS-L components

Next Meeting:

Monday, May 1, 2017

5:15

Grupe Center

AS-L/FF Meeting Agenda
Monday, May 1, 2017
5:15-6:30
Grupe Center

Welcome

Approval of Agenda

Approval of Minutes from April 3, 2017

Business

- Report on Tasks from April 3 Meeting
 - SOURCE
 - Need for SOURCE AS-L Judges
 - Service Display Board
 - Engaged Scholarship/Publishing-Ross Watts, Whitworth University, May 23
 - Table advertising this PD Session at SOURCE-Members to host the table?

New Business

- Recognition of Faculty for Service Learning
 - Decision on submissions

Other

Goal Areas for 2016-17 Academic Year

The following items were suggested as goals for the 2016-2017 year:

- Continue to recognize faculty for service learning
- Participation/Attendance of Professional Development of AS-L
- More detailed survey about the use of AS-L at CWU (delivered at faculty meetings??) (move to fall as part of the accreditation process?)
- Assessment of AS-L course (as part of accreditation process?) (could this be part of the survey above)?
- AS-L designation of courses
- Support of faculty to publish their AS-L works
- ✓ SOURCE participation-Develop a criteria and place for AS-L at SOURCE. Complete the Institutional Plan February 6, 2017
- ✓ Maintain the AS-L Website-on-going
- ✓ Update the course list with AS-L components

Next Meeting (This will be a reception for those recognized for their AS-L service.

Refreshments Provided):

Monday, June 5, 2017

5:00

Grupe Center

AS-L/FF Meeting Minutes
Monday, October 3, 2016
5:15-6:30
Grupe Center

Welcome-in attendance: Dia Gary, Jill Hoxmeier, Jeff Snedeker, Tishra Beeson, Martin Bagaya, Teri Walker, Teresa Divine, Bobby Cummings, Danielle Neal, Sharryn Walker, Keith Salyer, Katherine Frank

Approval of Agenda-Teri moved, Keith seconded. Approved.

Approval of Minutes from May 2, 2016- Minutes from June 6, 2016 were also included. Jeff moved to approve. Teri seconded. Approved.

Introductions

Provost Frank, was introduced to the AS-L/FF in attendance. The members then introduced themselves to the group and stated which department they represented.

Overview of AS-L at CWU

Sharryn started off by giving a brief history of AS-L at CWU, and explained the purpose on campus, including the promotion of AS-L in courses. Jeff added about the UNIV 109, 309, 509 course options. FF shared various projects that have been completed as part of the AS-L group, including Math Nights, Abroad options in Guam and Ireland, Family Literacy Nights, Family Home Kits, and Landlord/Tenant Education. It was also shared that several of the FF attended the INSLP/CEI in Spokane last spring as a way to present, learn, and network with those in the Inland Empire Universities who are engaged in AS-L/CE. It was also noted that the AS-L/FF website was brought up to date in the last year and is now available for faculty and community agencies to access information.

Provost Frank encouraged the AS-L/FF to pursue examining the issue of obtaining an “S” designation for courses as the GenEd committee is meeting to redesign. She also encouraged continued professional development and meeting with the Faculty PD group in order to broaden the visibility of AS-L/FF on campus. She also stated that she would like to know if the AS-L/FF group would need further support to complete these endeavors. Finally, she suggested that Provost Jungblut be invited to meet with the AS-L/FF so that she could learn of this campus entity and how it might be a component of the next accreditation process.

Goal Areas for 2016-17 Academic Year

The following items were suggested as goals for the 2016-2017 year:

- Continue to recognize faculty for service learning
- SOURCE participation-Develop a criteria and place for AS-L at SOURCE. Tishra stated that she would make a contact about including this at SOURCE
- Update the course list with AS-L components
- Participation/Attendance of Professional Development of AS-L
- Maintain the AS-L Website
- More detailed survey about the use of AS-L at CWU (meet at faculty meetings)

- Complete the Institutional Plan
- AS-L designation of courses
- Support of faculty to publish their AS-L works
- Assessment of AS-L course (as part of accreditation process?)

Next Meeting:

Monday, November 7, 2016

5:15

Grupe Center

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

Grupe Center

Attending: Glen Bach, Bob Holtfreter, Wendie Castillo, Julie Bonner, Jeff Snedeker, Martin Bagaya, Jill Hoxmeier, Mark Perez, Tishra Beeson, Terri Walker, Sharryn Walker, Provost Bernadette Jungblut

Approval of Agenda: Jeff moved to approve; Glen seconded. Motion carried.

Approval of Minutes from October 3, 2016 Three corrections were made to the minutes. Tishra moved to approve, Wendie seconded. Motion carried.

Introductions

- Welcome Associate Provost Jungblut, New Members, Returning Members

Overview of AS-L at CWU

So that Provost Jungblut had a sense of the mission of the group, Sharryn began with a history of AS-L at CWU. Other members added information. The CWU AS-L website was shared as a repository of information. Provost Jungblut asked about the quantity and quality of the AS-L experiences at CWU. She felt that this information would be of interest. She shared her experiences with AS-L at UCF and WVU. She noted that the movement was successful there because the administration supported the effort and helped those who needed to be involved become engaged. She asked about the challenges to AS-L at CWU. The nature of the community collaborations, student complaints about the experiences, instructor excuses for not including AS-L, and the efforts to obtaining an “S” designation for courses were shared as some of the challenges to successful AS-L experiences. Provost Jungblut suggested that this group continue to investigate the “S” designation for courses, but working with the Registrar’s Office, the Provost Council, Career Services, and the Baccalaureate Task Force in order to obtain it. Adding an “S” designation to courses would be seen as a “value added” experience for CWU students, thus making the CWU experience different and distinct from other universities. It was also suggested that AS-L/FF support professional development for faculty. Finally, she suggested that AS-L showcase itself on campus through the “S” designation, SOURCE, and communication with community partners.

Professional Resources available in Black 204-11

Sharryn announced that there are professional resources on AS-L located in Black 204-11 should members want to utilize them for research and/or scholarship.

Prioritize Goals for 2016-2017-Based on the conversations with Provost Frank and Provost Jungblut, the prioritizing of goals will be discussed at the next meeting.

Goal Areas for 2016-17 Academic Year

The following items were suggested as goals for the 2016-2017 year:

- Continue to recognize faculty for service learning

- SOURCE participation-Develop a criteria and place for AS-L at SOURCE. Tishra stated that she would make a contact about included this at SOURCE
- Update the course list with AS-L components
- Participation/Attendance of Professional Development of AS-L
- Maintain the AS-L Website
- More detailed survey about the use of AS-L at CWU (delivered at faculty meetings??)
- Complete the Institutional Plan
- AS-L designation of courses
- Support of faculty to publish their AS-L works
- Assessment of AS-L course (as part of accreditation process?)

Next Meeting:

Monday, November 28, 2016

5:15

Grupe Center

AS-L/FF Meeting Minutes
Monday, November 28, 2016
5:15-6:30

Grupe Center

Welcome: Teresa Divine, Jill Hoxmeier, Martin Bagaya, Jeff Snedeker, Julie Bonner, Tishra Beeson, Peggy Roberts, Janet Finke, Mark Perez, Stefan Ward, Sharryn Walker. Guest: Jamie Gilbert

Approval of Agenda: Jeff moved, Peggy approved. Motion carried.

Approval of Minutes from November 7, 2016: Corrections made. Tishra moved, Peggy seconded.
Motion carried.

Business

Stipends-Sharryn shared that the stipend request forms were sent out to faculty. Jeff asked for clarification on what the stipends could be used for. The stipends can be used for registrations, non-consumable, projects related to AS-L. Any non-consumables are property of the university.

SOURCE update-Tishra and Jamie Gilbert

The bulk of the meeting was discussion how AS-L can be a more visible art of SOURCE. It was suggested that there be theme-based displays at SOURCE, in which AS-L could be a theme. For the submission process there should be a line for AS-L as a choice for the theme. It was also suggested that there possibly be a panel discussion at SOURCE about AS-L and how more faculty can be made aware of this opportunity. This panel could field questions about the implementation of AS-L and possibly share project ideas similar to the INSLP-CEI presentations given in Spokane in May, 2016. The AS-L/FF agreed to look at the current rubrics for SOURCE presentations and revise them so that there is one specific to AS-L. Doing so may encourage submissions in this theme. Julie noted that there are SOURCE ambassadors who can come to faculty meetings and classes in order to explain what SOURCE is and how to participate. The AS-L/FF are encouraged to invite the ambassadors to come to a faculty meeting as a way to highlight the experience and to encourage more participation. Julie also mentioned that there is a video on a youtube page about SOURCE. An FAQ sheet was handed out as well. It was also noted that there are peer mentors who can help early on in the research process. Jeff suggested that the AS-L/FF attend a Faculty Senate and ADCO meeting in order to highlight AS-L on campus and encourage more participation in this experience. Julie also commented that there is a question of the value of AS-L within departments and how a presentation at SOURCE can be considered a "B" level scholarship within some departments and not others.

Goal Areas for 2016-17 Academic Year

The following items were suggested as goals for the 2016-2017 year:

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- Participation/Attendance of Professional Development of AS-L
- Maintain the AS-L Website
- More detailed survey about the use of AS-L at CWU (delivered at faculty meetings??)
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- Support of faculty to publish their AS-L works
- Assessment of AS-L course (as part of accreditation process)

Next Meeting:

Monday, January 9, 2017

5:15

Grupe Center

AS-L/FF Meeting Minutes
Monday, January 9
5:15-6:30
Grupe Center

Welcome

Those in attendance: Jeff Snedeker, Ian Loverro, Janet Finke, Jill Hoxmeier, Teresa Divine, Bobby Cummings, Casey Mace, Stefan Ward, Sharryn Walker, Mark Perez, Martin Bagaya, Wendie Castillo, Glen Bach, Teri Walker

Approval of Agenda: Casey moved, Teri second. Motion carried

Approval of Minutes from November 28, 2016: Janet moved, Teresa seconded. Motion carried.

Supporting New Faculty Fellows-Members fielded questions about their current and previous AS-L projects. They also offered ideas in order to assist new members with their ideas. Jill and Martin shared their ideas for possible projects and community agencies in which they might like to approach. Wendie shared the possibility of including an AS-L component in one of her courses.

New Business

Institutional Plan: The committee reviewed the draft of the 2017 Institutional Plan. The completed plan will be brought to the next meeting for approval from the group.

Prioritizing Goals for 2016-2017: Using the Institutional Plan as a guide, the committee prioritized the goals for the rest of the year.

- The AS-L Website will be maintained as an on-going project. Members are asked to send pictures and comments from students to Sharryn that can be added to the website.
- Recognition of a faculty member who incorporates AS-L into their courses will continue.
- A notice about AS-L on campus will be included in *Central Today*. (perhaps in conjunction with event/presentations?)
- Sharryn, Casey, and Wendie will meet to discuss the planning of an event/speaker that highlights/supports AS-L. Sharryn will schedule a meeting with Provost Frank in order to inform her of our interest in this event and request funds to support it. It was also suggested that this group look for support from the 125 Years Celebration Committee, the Diversity Committee, and the Faculty Professional Development Committee.
- Jeff will work on a presentation/video that can be given to various entities on campus. Those entities include ADCO; Provost Council; Freshman/Transfer Student Orientation; Deans' Council; BOD; and Student Advisers.
- Teri and Mark will lead the effort to meet with the CLCE to be sure to include AS-L information on the Leadership transcript through their office.
- The committee will develop rubrics for SOURCE submissions that are focused in AS-L. The committee will support the development of an AS-L thread in SOURCE.

Meeting Adjourned at 6:30

Goal Areas for 2016-17 Academic Year

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Monday, February 6, 2017

5:15

Grupe Center

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Monday, February 6
5:15-6:30
Grupe Center

Welcome-Attendees: Pam Juniel, Bob Holtfretter, Stefan Ward, Casey mace, David Bieloh, Sharryn Walker, Mark Perez, Tishra Beeson, Jeff Snedeker, Wendie Castillo

Approval of Agenda-Casey moved, Stefan approved. Carried.

Approval of Minutes from January 9- Stefan moved, Casey approved. Carried.

Business

- Sharryn reminded the Fellows the stipend requests are due February 17. She will send out the forms again in case they are needed.
- Sharryn asked the AS-L/FF to update their AS-L activities from the 2015-2016 year. She will update the chart and have it posted to the website.

Approval of Institutional Plan-The Institutional Plan was reviewed. Jeff moved for approval. Casey second. Carried. Sharryn will see that it is posted on the AS-L Website.

Report on Tasks from January 9 Meeting

- *The AS-L Website-*Sharryn asked that pictures or quotes be sent to her so that she can update the website.
- *Meeting with Provost Frank-* Sharryn, Casey, and Wendie. These three met to discuss ways in which AS-L can be more visible on campus. They have approached Eric Cheney from Professional Development about bringing in a speaker. Casey contacted the Seahawks Community Events Section and applied to have a speaker come from their organization. A CWU alumni had also contacted Wendie about possibly speaking on campus. The three have a meeting with the Provost on February 22 to discuss supports for AS-L at CWU. It was brought up that perhaps there should be a position available from which this is organized.
- *Presentation-* Jeff presented the outline for a presentation that can be given to various campus groups about AS-L at CWU. The FF supported Jeff in his efforts and asked that he continue to develop the presentation.
- *CLCE-*Sharryn met with Manuel Rodriguez about how AS-L can be seen on the Leadership Transcript within their office. It was suggested that AS-L be an option on the transcript. Sharryn will request this from the CLCE. Sharryn presented a format that can be used in course syllabi to denote the AS-L component in the course. She also presented a draft of directions for faculty as to how to encourage faculty to get students to document their AS-L experiences on the Leadership Transcript. It was noted, that while this Leadership Transcript might not meet the needs of AS-L having a more visible presence, it was a start to the process.

New Business

SOURCE Rubric Development-The FF discussed how to possibly revise the current SOURCE rubrics to reflect AS-L as a category. Wordsmithing was done on the Poster and Oral

Presentation rubrics. Sharryn will make the revisions and bring them to the next meeting. Tishra will meet with Jamie Gilbert about AS-L being an option strand at SOURCE.

Goal Areas for 2016-17 Academic Year

The following items were suggested as goals for the 2016-2017 year:

- Continue to recognize faculty for service learning
- SOURCE participation-Develop a criteria and place for AS-L at SOURCE. Tishra stated that she would make a contact about included this at SOURCE
- Participation/Attendance of Professional Development of AS-L
- More detailed survey about the use of AS-L at CWU (delivered at faculty meetings??)
- AS-L designation of courses
- Support of faculty to publish their AS-L works
- Assessment of AS-L course (as part of accreditation process?)
- ✓ Complete the Institutional Plan February 6, 2017
- ✓ Maintain the AS-L Website-on-going
- ✓ Update the course list with AS-L components

Next Meeting:

Monday, March 6, 2017

5:15

Grupe Center

AS-L/FF Meeting Minutes
Monday, March 6, 2017
5:15-6:30
Grupe Center

Welcome

Those in attendance: Teresa Divine, Martin Bagaya, Glen Bach, Jeff Snedeker, Jill Hoxmeier, Teri Walker, Mark Perez, Stefan Ward, Sharryn Walker, Bob Holtfretter

Approval of Agenda: Glen moved to approve. Jeff second. Approved.

Approval of Minutes from February 6, 2017 Glenn moved to approve. Teresa second. Approved.

Business

Report on Tasks from February 6 Meeting

Sharryn shared the updates with the various meetings about tasks for AS-L. The budget items were addressed and the stipends are ready to be distributed to those who made requests. The reimbursements should be sent to Linda Huber and Linda will send the departments the reimbursements.

Ross Watts from Whitworth will come to CWU on Tuesday, May 23 to give a presentation about engaged scholarship and publishing the work. All faculty will be invited.

There was discussion about the Leadership Transcript with Teri sharing much about how this fits into the revised GenEd Curriculum. Questions that arose: how much service would be needed in order for a course to be considered to receive an “S” designation; how many hours would a student need in order to receive credit for service; would there be a minimum number of service hours/projects, would there be a threshold; how would the transcript be administered?

Presentation- Jeff

Jeff shared the draft of the PPT on AS-L with the committee. He stated that he could make it into a “movie” with the slides carrying through so that anyone giving the presentation would be able to follow along. He was encouraged to complete this portion. The presentation could then be posted on the AS-L website and accessed by anyone who wanted to give a presentation to stakeholders including faculty, administration, staff, and students. Faculty are encouraged to send Jeff photos and websites to include in the presentation.

Old Business

- SOURCE Rubric Development-The rubric for SOURCE has changed and will be in electronic format. The erubric was pulled up and the committee reviewed it. It was deemed as appropriate as long as the presentation was selected as an AS-L presentation. Sharryn will send a notice to CentralToday after meeting with Ann Eggers about submitting AS-L projects to SOURCE.

Goal Areas for 2016-17 Academic Year

The following items were suggested as goals for the 2016-2017 year:

- Continue to recognize faculty for service learning

- SOURCE participation-Develop a criteria and place for AS-L at SOURCE. Tishra stated that she would make a contact about included this at SOURCE
- Participation/Attendance of Professional Development of AS-L
- More detailed survey about the use of AS-L at CWU (delivered at faculty meetings??)
- AS-L designation of courses
- Support of faculty to publish their AS-L works
- Assessment of AS-L course (as part of accreditation process?)
- Complete the Institutional Plan February 6, 2017
- Maintain the AS-L Website-on-going
- Update the course list with AS-L components

Next Meeting:

Monday, April 3, 2017

5:15

Grupe Center

AS-L/FF Meeting Agenda
Monday, April 3, 2017
5:15-6:30

Grupe Center

Welcome-Mark Perez, Bob Holtfretter, Bobbie Cummings, Teresa Divined, Glen Bach, Dia Gary, Stefan Ward, Sharryn Walker

Approval of Agenda-Bobbie moved to approve, Teresa second. Motion carried.

Approval of Minutes from March 6, 2017 -Teresa moved to approve, Mark second. Motion carried.

Business

➤ Report on Tasks from March 6 Meeting

○ SOURCE

SOURCE rubric-Sharryn shared the items from the meeting with Anne Eggar. The group looked over the electronic source rubric. The following items were sent to Anne so that they could be included as criteria for AS-L projects at SOURCE:

The “content” and “awareness” sections were the same. This would also include the area of engagement.

For the specifics of the AS-L projects/research we would like the areas of:

Practice-To what extent did the student generate positive outcomes with mutual understanding and proficiency as the project/research was put into practice?

Reflection-To what extent did the student and the community partner benefit from the experience?

Transformation-To what extent does the student share transformative ideas for current and future use based on what was learned/practiced because of the AS-L project/research.

Sharryn also shared that there will be a display board at SOURCE that highlights service from AS-L; CE; and CDSJ. Sharryn will have the ECTL grad students be responsible for setting this up. Members are encouraged to send pictures and captions about AS-L projects to put on the display board.

- Need for SOURCE AS-L Judges-Since AS-L is a category at SOURCE, there will need to be those who can judge these submissions. The AS-L/FF members are encouraged to apply as a judge.
- Encourage SOURCE AS-L submissions-Faculty are asked to encourage students to submit an abstract to SOURCE about their AS-L projects. Submission deadline is April 6.
- Engaged Scholarship/Publishing-Ross Watts, Whitworth University, May 23-Dr. Watts will present on engaged scholarship and the publishing opportunities available in this area. It is tentatively scheduled to be held in Science II-108. Sharryn will send out campus notices at the beginning part of May. There will be a table at SOURCE advertising this.

New Business

- Recognition of Faculty for Service Learning-AS-L/FF agreed to continue to support the recognition of faculty who support AS-L in their courses. She will send out a notice in

Central Today with submissions due in time for the May 3 meeting. The faculty agreed to use the same evaluation form with the addition of descriptors to the numbered criteria.

Meeting adjourned at 5:55pm

Goal Areas for 2016-17 Academic Year

The following items were suggested as goals for the 2016-2017 year:

- Continue to recognize faculty for service learning
- Participation/Attendance of Professional Development of AS-L
- More detailed survey about the use of AS-L at CWU (delivered at faculty meetings??) (move to fall as part of the accreditation process?)
- Assessment of AS-L course (as part of accreditation process?) (could this be part of the survey above)?
- AS-L designation of courses
- Support of faculty to publish their AS-L works
- ✓ SOURCE participation-Develop a criteria and place for AS-L at SOURCE.
- ✓ Complete the Institutional Plan February 6, 2017
- ✓ Maintain the AS-L Website-on-going
- ✓ Update the course list with AS-L components

Next Meeting:

Monday, May 1, 2017

5:15

Grupe Center

AS-L/FF Meeting Minutes
Monday, May 1, 2017
5:15
Grupe Center

Welcome-Dia Gary, Bob Holtfreter, Teresa Divine, Stefan Ward, Mark Perez, Tishra Beeson, Julie Bonner, Peggy Roberts, Sharryn Walker, Martin Bagaya in attendance

Approval of Agenda-Recognition of Faculty for Service Learning was moved to the first agenda item. Dia moved, Bob second. Item and agenda approved.

Approval of Minutes from April 3, 2017- Peggy moved, Teresa approved. Motion carried.

New Business

- Recognition of Faculty for Service Learning- The committee agreed to recognize Glen Bach for his years of service to the AS-L/FF, SOURCE, and the Children of Chernobyl Project. The committee has been asked to present this recognition at the SOURCE dinner. The committee agreed that this would be an appropriate venue for the recognition. Sharryn will contact Glen to ensure that he will be at the dinner in order to receive the recognition.

Business

- Report on Tasks from April 3 Meeting
 - SOURCE
 - Need for SOURCE AS-L Judges-There is still a need for SOURCE judges.
 - Service Display Board-Jennie Norton and Scott Lehman are grad students who are making a display board for SOURCE that will highlight service from the AS-L/FF, CLCE, and CDSJ. They may be contacting AS-L/FF for pictures and captions.
 - Engaged Scholarship/Publishing-Ross Watts, Whitworth University, May 23, 2-4:30. Dr. Watts will be coming to CWU to present on Engaged Scholarship. Faculty and Grad Students will be invited. One announcement has already been posted on Central Today, with others to come. A flyer will be sent to all faculty.
 - Table advertising this PD Session at SOURCE-Scott and Jennie from above may be contacting faculty about being at a table at SOURCE advertising the PD Session with Dr. Watts.

Other

Sharryn announced that while she will continue to serve as an AS-L/FF, after three years she is stepping down as the coordinator. She will meet with Provost Frank to inform her. If there is an current AS-L/FF who is interested, they should be aware that the Provost will decide on the selection process and decision.

Goal Areas for 2016-17 Academic Year

The following items were suggested as goals for the 2016-2017 year:

- More detailed survey about the use of AS-L at CWU (delivered at faculty meetings??) (move to fall as part of the accreditation process?)
- Assessment of AS-L course (as part of accreditation process?) (could this be part of the survey above)?
- AS-L designation of courses (As part of the GEN ED Discussion??)
- Permanent “home” for AS-L on CWU campus
- ✓ Support of faculty to publish their AS-L works (PD session with Dr. Watts on May 23)

- ✓ Continue to recognize faculty for service learning (Glen Bach is this year's recipient)
- ✓ Participation/Attendance of Professional Development of AS-L (PD session with Dr. Watts on May 23)
- ✓ SOURCE participation-Develop a criteria and place for AS-L at SOURCE.
- ✓ Complete the Institutional Plan February 6, 2017
- ✓ Maintain the AS-L Website-on-going
- ✓ Update the course list with AS-L components

As the AS-L Service recognition will be given at the SOURCE dinner, the June meeting is not necessary.

January 2017

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	2016-2017 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 website
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 Faculty 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	2016-2017 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 • Presentations to various entities including Provost Council, Deans' Council, ADCO, students, advisers • Press release about CWU AS-L or information in <i>CentralToday</i>
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 • Sponsor Speakers/Event about AS-L •
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 • Sponsor Speakers/Event about AS-L
	Faculty who are involved in AS-L receive recognition for it during the campus' review, tenure, and promotion process;	Faculty fellows will identify and serve as advocates for recognition strategies for AS-L and colleges.		<ul style="list-style-type: none"> •

<p style="text-align: center;">Faculty Incentives & Rewards</p>	<p>faculty are encouraged and are provided various incentives (mini-grants, sabbaticals, funds for AS-L conferences, etc.) to pursue AS-L activities.</p>	<p>Faculty fellows are encouraged to present and participate in AS-L conferences and regional or national projects. Participation is financed by the Sphere funding.</p>	<p style="text-align: center;">Faculty Fellows</p>	<ul style="list-style-type: none"> • Presentations at SOURCE and INSLP-CEI • Sponsor Speakers/Event about AS-L • 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	2016-2017 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 Presentation to new and transfer students SOURCE Presentations List of courses with AS-L Component
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.	Faculty Fellows	<ul style="list-style-type: none"> Student presentations at SOURCE UNIV 309
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 GenEd course and/or a graduate requirement.	Faculty Fellows	<ul style="list-style-type: none"> Discussed and recorded in minutes CLCE transcript SOURCE(AS-L Thread) Research the ability to give student recognition at SOURCE
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 transcript Research the ability to give student recognition Presentations to new/transfer students, ASCWU

Dimension IV: Community Participation and Partnerships

	Goal	Action Plans	Who	2016-2017 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 coordinates this effort • Center for Diversity and Social Justice • Representation from ODSJ and CLCE on AS-L/FF
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 coordinates 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 • Discuss the standing with the CLCE

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 2017
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 • Professional Development through event/speaker
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, chairs, faculty, ADCO, Provost Council

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">• Provost Jungblunt, Benjamin Richards
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