Welcome advisory board members!
In attendance: Robyn Brighton, Rhonda Atkinson, Nick Bekas, Valerie Burks, Andy Ray, Shara Lee, Nicole Valentino, Kristeen Christen, Evelyn Lora-Santos, John Gilmore, Terry Rafter-Carles, and Christie Miller

Strategic Goals | Progress
- Goal 2 & 3 | Increase faculty and student awareness of Service Learning courses
Christie gave an overview of her annual trip to Pine Ridge. The trip, organized through RE-MEMBER, is part of a yearly Service Learning course that takes a cohort of Honors students from the Osceola Leadership Track to the Pine Ridge reservation in South Dakota. During this year’s trip, the group was snowed in but they were still able to build bunk beds and outhouses for the community.
  ✓ Service Learning Across the Curriculum | 5/8-6/4
    - 7 participants
The summer session of “Service Learning Across the Curriculum” is the largest yet!
  ✓ New Service Learning webpage
    - Guided tour
Robyn led the group on a guided tour of the Service Learning webpage (http://www.valenciacollege.edu/servicelearning.edu). The site was recently updated by the Office of Curriculum Initiatives to include:
  - Photos from the Service Learning Reception, held on April 7, 2014
  - The write up from The Grove about the Service Learning Reception
  - The essential components of Service Learning, including the addition of “reciprocity”
  - Detailed descriptions of Service Learning courses available at Valencia
  - Steps to serve with SLS2940 or SLS2940H
  - SLS2940 and SLS2940H course materials for download
  - The Service Learning brochure, developed through Marketing
  - Hyper-links to the credit class schedule search tool, Faculty Development course search tool, and the Pine Ridge video from 2013
  - Agency listing document and,
  - Details about the Service Learning Advisory Board, including previous agendas and minutes
The group was pleased with the updates and made a few suggestions:
  - Include a description about the Pine Ridge video to display above the hyper-link
  - Include a description about Service Learning projects to display above the hyper-links
Robyn will make the updates to the webpage.
  ✓ Summer 2014 Data
    - 17 students
    - 660 service hours
    - 11 instructors
  ✓ Spring SkillShops & classroom visits
A suggestion was made to send out an e-mail to faculty with details about upcoming SkillShops.
- Goal 4 | Expand college/community partnerships
  ✓ City Year Red Jackets event | April 2014
  ✓ Rebecca’s Garden of Hope
  ✓ Heart of Florida United Way
- Goal 5 | Recognize and celebrate Service Learning Participants
  ✓ 1st Annual Service Learning Reception
    - Grove announcement | May 20th
    - 183 students invited
    - 31 graduates with service hours | May commencement
    - 18 medallions awarded (40+ hrs.)
    - Recommendations for next year’s event
The group was pleased with the organization and outcomes of the 2014 reception. Suggestions for next year’s event included:

- Keeping the event at the West Campus Special Events Center since the space was ideal for a banquet-like event
  - Book the center a.s.a.p.
- Host the event on a Thursday or Friday, two weeks before final exam week from 4pm-6pm
  - More students, faculty, and community partners should be available on a Friday evening
  - We don’t want it after 6pm because Engineering courses begin at 6pm at West Campus
  - No conflicts with the Honors banquet
  - A room request has been approved for Friday, 4/10 from 4-6pm (this was sent in after the meeting)
  - If funding is available, print formal invitations to mail out to invitees
    - Include R.S.V.P. cards with a check box for students who are graduating at the close of the summer term
    - Include an insert about the medallion for students who are eligible
  - Communicate to students that their attendance is necessary for receiving their medallion
  - Communicate to Campus Deans and faculty about the reception to help increase attendance

- Goal 7 | Establish a process between Director, Curriculum Initiatives and campus administration for scheduling Service Learning sections and data collection
  - 2013/2014 Year in Review
    - 55 course sections
    - 161 students

Strategic Goals | Planning ahead

- Goal 2 & 3 | Increase faculty and student awareness of Service Learning courses
  - Partnership with Peace and Justice | October 2014
    - Purpose of event | Integrated Service Learning courses

Service Learning will join the PJI for a morning/afternoon workshop in hopes to increase the number of integrated Service Learning courses at the college.

- Annual gathering
- Dr. George Lopez | Keynote

George Lopez, VP and Director of the Academy for International Conflict Mgmt. & Peacebuilding at the United States Institute of Peach in Washington DC, will open the workshop with a discussion about Service Learning from a global perspective.

- Thank you Rachel Allan and her team with PJI for collaborating with Service Learning and arranging to have George as the keynote speaker!

The group discussed the options of having a panel, comprised of students, faculty mentors, and community partners for a Q&A. Additionally, incorporating a working session that involves grouping participants by themes (i.e. education, STEM, health care), coupled with a faculty mentor and community partner that has experience with that theme. Groups will explore ways to integrate a service learning experience into their disciplines.

- Staffing | Office of Curriculum Initiatives
  - P/T Staff Assistant II

The Office of Curriculum Initiatives welcomes Douglas Taylor to their team! Douglas is a student that has participated in Service Learning courses and been an advocate for the initiative throughout the last academic year. Douglas will be finishing his courses with Valencia this summer before transitioning to Rollin’s College in the Fall term to complete his BS degree in Mathematics Education. An announcement via e-mail will be distributed after his official start date in July of 2014.

- Responsibilities

Douglas will assist with promoting Service Learning to the community. Some responsibilities may include:

- Facilitating SkillShops
- Tabling at events
- Building relationships with community partners
- Compiling service learning projects to be posted on webpage
John and Evelyn shared an idea to develop a template for agencies to complete, so we have their information stored in a consistent manor.

Shara Lee shared some insight about what UCF is doing and suggested scheduling a meeting with them to see what forms they are willing to share.

- **Goal 4 | Expand college/community partnerships**
  - City Year Graduation | June 2014
    - Dr. Sandy Shugart | Keynote
  - Regional Campus Compact Annual Summit | 6/6 @ UCF

Two representatives are invited per a college. If someone is interested in attending with Robyn than please contact her directly.

- **Goal 5 | Recognize and celebrate Service Learning Participants**
  - Medallion recognition
    - 80hrs

The group decided to develop a new medallion for students who complete 80 service hours. With the current structure of the Service Learning course work, most graduates are attaining 80 service hours and are currently awarded the 60 hour medallion. The 80 hour medallion will be gold and ordered through the Office of Curriculum Initiatives once the 2014/2015 Student Development budget is approved.

  - Disbursement

The group decided to include students who are intending to complete their course work at the end of the Summer term for medallion disbursement. This will not include students who are earning service hours during the last summer term since the course grade will not be available until after the reception.

- **Goal 6 | Increase funding for Service Learning**
  - 2014/2014 Student Development budget request | requested $5,200
    - Reception 2015
    - Medallions
    - Pins

Kristeen provided some insight for what the initiative can do to apply for grant funding:

- Decide what the need for funding will be (i.e. professional development, Vista worker, alternative spring break)
- Determine why there is a need for scalability
- Articulate the best practices of the initiative
- Suggested going through a foundation rather than a federal organization.
  - Look into scholarships provided through the Valencia Foundation
- **Goal 7 | Establish a process between Director, Curriculum Initiatives and campus administration for scheduling Service Learning sections and data collection**
  - SACS visit
    - Evidence of Student Learning
    - Institutional Effectiveness

**Final Thoughts**

- fall meeting | September

An Outlook meeting request has been sent out to the Advisory Board for our fall meeting to be held on 9/23/2014 on the West Campus.