

Service Learning Advisory Board Meeting

February 20, 2018

East Campus, 4-212B (2:00-4:00pm)

Meeting 2:05-4:00pm

In attendance:

Robyn Brighton, Julianna Burchett, Yasmeen Qadri, Resham Shirsat, Laurinda Lott, Andy Ray, Shara Lee, Cheryl Robinson, Karen Reilly, Heather Ramsier, and Bonnie Clum

- I. New Canvas sandbox for SLS 2940/2940H
Heather Ramsier and Gary Kokaisel gave an overview of the new independent Service Learning Canvas sandbox: they took documents from the Service Learning website and content that Heather used for Blackboard; the entry is a welcome page with getting started information based on the fall term schedule, the first link is going to an orientation module with overview of course, policies, & requirements, brochure, community partners, and how the course's structure is based; next is meet the support team and Curriculum Initiative members; next is navigating the course, and the mobile app will be mobile friendly; the course schedule is based on the fall term, click to receive detailed information, each week is a module; learn how to use Canvas for assignments; help with Canvas; click next to begin modules; each week has an overview page that faculty can add reminders, and helpful information along with the task list; all the assignments have the point value taken from the fall term; weeks 3-15 contain the bi-weekly journals with its own submission box for text or file upload, can restrict file types if preferred by faculty; didn't see any rubrics for journals but that can be added; post service assignment has a new rubric attached that basically comes from Values Rubric which is more focused on civic engagement and personal growth so they modified and merged to create this one; Heather and Gary definitely want feedback from faculty; Robyn asked who wants to be added to the list so they can review the course in their own time; Robyn mentioned that a shell would be created so faculty can copy over and make their own for the students as this will ensure that they are using the most updated version of the documents; Gary mentioned that he can add the shell to Canvas Commons and Robyn's office can send the faculty mentor instructions for how to copy over the course. Andy asked if there was a 12-week version for the summer, Gary mentioned that can be done, if it's easier to have a template already created for the 8, 12, or 16 week; Robyn said the 12 week would be beneficial as it is rare that we use the 8 or 10 weeks, upload into the comments sections; Robyn will send the rubric to Gary to upload; Gary said there's a document that he didn't see-a document to event complete submission in week 16-used a couple years ago and we are no longer using; this will be shared with the Intro to Service Learning courses; what's the deadline to receive feedback on the rubric? Robyn suggested March 31st, Cheryl asked if Robyn was comfortable not being here to review the revisions, she's fine with Heather and Gary making the decisions; if you have feedback copy Gary and Heather on the email. We'll let the faculty know about this change for the ones who are mentoring during the summer term.
- II. Bithlo Youth After School Volunteer Program
Todd Currie joined the meeting to share the history of United Global Outreach in the Bithlo community, their current needs and future plans. Previously he has met with Robyn, Julianna, and Resham at various times since August 2017. Todd heard about this program

while he was a student at UCF, he wasn't aware there were needs east of UCF. Tim McKinney, who is the CEO, grew up in Orlando and began United Global Outreach; he knew two communities that experienced problems: Bithlo and Pine Hills. He never heard of anything going on in Bithlo so he met with a local pastor and learned that the households use wells as the water and sewer are not locally available, and they don't have local government. Tim's plan is to gain access to basic needs for the residents and transform the community; some of the areas they are focusing on are education, transportation, health care, basic needs, arts, economic opportunities, and environment. The progress that has been made: they have added a neighborhood LYNX pickup to help the residents get to other locations; they are building a small 600' foot home, foundation has just been laid and is located on their property, Transformation Village is an area with a community coffee shop and library, and they are working on a new septic system for their property. Their goal is to plug in with various community partners to help with the needs in Bithlo and to help with other communities.

The private school they created, Orange County Academy, graduated their first seniors last year, and their first graduate student is in their second semester at Valencia. The majority of students are pre-kindergarten-5th grade but they offer classes up to 12th grade. They have about 48 students, which for now, is the maximum they can enroll; the students learn together K-1st, 2nd-3rd, 4th-5th, 6th-8th, 9th-12th. Most of the kids have tough dynamics at home, have faced difficulties in public school but here their needs are better met in small groups. Valencia's Peace and Justice Institute have visited their location and UCF Biology donated microscopes so they are working on a science lab. The after school program is open every Wednesday-Friday for kindergarten-5th grades and the students receive a daily meal donated through Second Harvest Food Bank. Their goal is to provide a constructive and supervised environment for the youth in Bithlo to spend a few hours after school; they have different activity areas for the students to participate in and they are still developing the homework assistance program. Currently they have around 30 students and they have 25 on a consistent basis every day they are open. They want to open the program to the youth in the community but they don't have the volunteers needed to do that, thus the students have to attend Orange County Academy to participate in the after school program. They are flexible and work with volunteers every week, they will introduce the volunteers to the director, they do not do background checks, they require 10-15 volunteers every day, the volunteers need to help lead activities and supervise the youth. They need male volunteers to be a good role model and to help with the male students.

Robyn asked where their greatest need is at this time: having volunteers on a sustainable basis and they need a commercial kitchen in the large general room to help with the meals; Lauri asked who supervises the afterschool program-Todd does and his supervisor, the teachers have previously taught in public schools. Todd has extended an invitation to anyone who might be interested to take a tour of Transformation Village to see first-hand what is happening in the Bithlo area. They can accommodate both individual and group tours. He can be reached at tjcurrie@knights.ucf.edu.

III. Funding

Robyn has completed the Student Development budget request for 18/19FY. She met with Tracey Olsen-Oliver regarding the decline for funding, sharing it is used for recognition for the students and Night of Distinction. Tracey will review the budget and provide feedback to

Robyn Tracey is also involved with the Carnegie Classification so she might have more knowledge about Service Learning and Robyn is hoping this may increase funds in the future. There are no SD funds from S-L to use toward Night of Distinction but Robyn has department funds to cover the cost of invitations and programs. The Honors Department will be paying for everything else this year. Cheryl mentioned that there has been a lot of growth with the groups so it might be prudent to have separate award events. Robyn's total request is \$8,500.00 for medallions and Night of Distinction. *NOTE: The SD budget request increased to \$21,520 after the Advisory Board meeting to accommodate alternative break programs for the First 30 cohorts in 2019.*

IV. Recognition

a. VFE Poster Showcase recap-Lauri gave an update on this event. It went overwhelmingly great, had 14 posters presented in building 8, students were well dressed, had 5 judges, the feedback from students was they really preferred the posters instead of in a classroom, will do again this year in 2 of Lauri's courses. The funding came from NFE, and is set for April 17, 2018 at either 10am-1pm or 11am-1pm. There might be a few more posters this year. The posters were presented in the Atrium in Building 8 so everyone could see the posters as they entered the building; very professionally done. Yasmeen suggested it could be an Honors course with the high level of work and professionalism. It was a 3-4 week process, and Lauri gave a poster template to the students.

b. Night of Distinction

We are still getting vendor paperwork done so it's not completely confirmed yet but we are planning to have this event at Showcase Winter Garden as we need to have the option for the students to bring a guest and we are over capacity for any place on any campus. East requires 2 days for set up and 2 days to set down for the gym so it cannot be done. Showcase can accommodate 320 people with round tables and dinner, there is plenty of parking with parking assistants, and it is convenient to get to as it is right off the Turnpike at State Road 50. The outside looks like an old warehouse but the inside is very nice and the price came in less than what we'd pay at Valencia which includes linens; we will provide center pieces and may include seat covers.

Robyn received the grad report yesterday from Data Warehouse so Bonnie is still filtering the data and will send the education graduates to Lauri for confirmation. The plan is to send an electronic Save the Date next week and we have different forms based on the medallion levels. The paper invites will be mailed to their house. We have had complications with both paper and electronic methods so we're trying both this year. New medallions were ordered and Robyn passed the new ones around. Guests will be asked to R.S.V.P for the event online. *NOD updates since the meeting: Julianna will be in charge of creating the Save-the-Date, invitations, and program for the NOD event. Honors will manage the event registration.*

V. Carnegie Classification for Community Engagement (CCCE)

Robyn said this is a 2-year process with the entire Learning Leadership Council, Dr. Shugart, and Dr. Ledlow in agreement with perusing the application. Robyn is co-leading with Stephanie Howell who is the college-wide Director of Community Affairs. It is an institution-wide application which looks into how the college is directly impacting the community. There are 13 people on the work team and they will add 2 community partners. It is a very

diverse group representing Deans, Faculty, Student Development, the Foundation office, Resource Development, Service Learning, Internships and work-based Services, Sustainability, Employee Communications, and Faculty Development. There will be quarterly meetings with Dr. Ledlow/Joan Tiller to review the work status and gather feedback. The Carnegie Classification looks at a model of institutional change: how pervasive our work is at the college, how deep the engagement goes within and without the college, and how integrated it is across initiatives and throughout the community; we have approximately one year to gather the data, the 2020 application became available last week, the work group will meet monthly for the rest of the year; and Robyn will give an update at each meeting. It will be a huge accomplishment if we are awarded this classification and it also agrees with the Impact Plan.

- VI. Integrating Service Learning with Teacher Education Program (TEP)
Yasmeen discussed service learning with the teacher prep courses; currently they have 6 schools that allow students to complete service projects and she wanted feedback from the committee about whether they should include more schools since students have asked to go to different schools than the 6 they have. Lauri has taken the on responsibility of vetting schools in the past. Robyn asked Lauri if she can handle looking for new schools within her release time and Lauri said not with her current schedule. They have students who are working two jobs, taking only online courses, and students who are having issues doing their Service Learning in these schools. Resham suggested to prioritize/diversify the schools based on their need or like STEM schools or underdeveloped areas. Robyn mentioned that the Bithlo Youth After School Volunteer Program could be a viable option and easy to vet. Lauri said they're seeing the dynamics changing within their students-more secondary interest than early childhood education which is the first course the students are exposed to when they go into the schools. The independent students get to choose their location. We need to know where the students are going, know the community partners we are engaged with; and the integrated course faculty members need to gather the forms. Yasmeen asked what they do when students request to do their Service Learning at a different location than what they already use. Some of the students have leadership qualities that can be used at other locations. Resham mentioned that the faculty might suggest independent Service Learning as an option where they can use their abilities, for example at the Bithlo project. Robyn suggested talking to the Bridges Department since they limit their community partners; Cheryl mentioned that once we have an MOU for a location we don't need one for each student and they are good for 3 years. Yasmeen confirmed they can move on to more than 6 schools which everyone was in agreement; Robyn said there's no reason it can't be done but it's also what their comfort level is with their growing majors being offered.
- VII. Spring 2018 Enrollment
SLS2940/SLS2940H: 47 students
Integrated: 451 students
EC TEP: 217 students
WC TEP: 75 students
All other integrated courses: 159 students
- VIII. Faculty Development
Service Learning Across the Curriculum, LCTS3212 (20pd)
Dates: February 1st – March 1st

Facilitator: Nicole Valentino
Enrollment: 6 participants
Introduction to Service Learning, LCTS7220 (2pd)
Date: April 12, 2018 (3-5pm), OSC
Facilitator: Heather Ramsier

IX. Other Items

Robyn will be out on FMLA from March 12th-June 8th. Karen Borglum, Julianna Burchett and Bonnie Clum are available for any questions; there are no campus based staff coordinators. Next Meeting: there not usually many updates in the summer so when do we want to meet? Fall was suggested as the next meeting and everyone agreed.

Meeting adjourned: 4:00pm



Volunteer
Recruitment Presen