

Overview

The Senate Service-Learning Subcommittee, a branch of the Experiential Learning Committee, has remained actively engaged throughout the academic year, furthering its mission to support, evaluate, and expand Oakland University's service-learning course offerings. The committee made significant progress in outreach, assessment, course review, and platform integration, contributing to the quality and visibility of service learning across the university.

Committee Membership

The 2024–2025 subcommittee comprised a diverse and dedicated team of faculty, staff, and ex-officio members led by Chair Deidre Hurse. Members participated in monthly or bi-monthly meetings via Zoom, demonstrating consistent attendance and engagement.

Faculty Appointments

Linda Bzhetaj
Ron Piscotty
Sheri Mackey (for Caitlin Demsky)
Ali Woerner
Greg Bartley
Huirong Fu
Deidre Hurse (Chair)

Ex-Officio, Staff, and Guests

Amy Gould
Jennifer Anderson
Susanne Condrón
Sarah Butash
Mustafa Baig
Rebecca Cheezum (Chair of the Experiential Learning Committee)

Committee Charge

The subcommittee adheres to its five-part charge:

1. Collaborate on policies for SL courses
2. Function as a curriculum committee for course reviews
3. Serve as an assessment body for SL-designated courses
4. Report yearly to the Experiential Learning Committee
5. Provide inputs for the Senate's annual report

Key Initiatives and Outcomes

1. Course Review and Approval

The committee continued its rolling course application review process, dividing into two rotating groups. Approved courses this year included:

- NTR 3120 – Community Nutrition
- BIO 4338/5338 – Food Systems Biology
- NTR 4600 – Community Nutrition Practicum

2. Assessment Planning

An assessment plan for SL courses was refined, led by Susanne Condron. Key steps included:

- Implementing a student survey using Qualtrics
- Addressing low student response rates through proposed incentives and in-class participation
- Reviewing draft faculty surveys and discussing potential modifications
- Adding reflective, open-ended questions to assess the student experience

3. Outreach & Promotion

An outreach strategy was designed and deployed:

- Announcements added to the Provost's Friday Announcements
- Inclusion in the Community Engagement Newsletter
- Promotion by the student representative to their faculty
- Emails will be sent to previous SL-designated course instructors
- Promotion at department chairs' meetings is planned for the next academic year

4. Faculty Support and Platform Training

A soft launch of GivePulse, a digital platform for community engagement. Jennifer Anderson facilitated:

- Faculty and community partner training sessions
- Integration of SL data to measure impact and participation
- Plans for further faculty development in Fall 2025

5. Governance and Planning

The committee:

- Reviewed and affirmed alignment with its official charge
- Scheduled regular meetings and adjusted based on application volume
- Confirmed rolling review team assignments
- Drafted meeting notes for transparency and documentation

Reflections and Progress on Committee Charge

At multiple points throughout the year, the committee evaluated its progress. The consensus was positive, noting that all components of the charge had been actively pursued, with substantial progress in assessment planning, faculty engagement, and visibility of service learning.

What Went Well:

- Strong inter-member collaboration
- Approval of new SL courses
- Revamped and responsive student survey planning

Areas for Continued Growth:

- Improve survey participation rates
- Further integration of SL in faculty development and orientation

Looking Ahead

- Finalization of the faculty survey
- Expansion of GivePulse with faculty that are interested
- Continuous course application intake and review
- Plan for approved courses to be evaluated.

Conclusion

The Senate Service-Learning Subcommittee has made substantial strides in strengthening the infrastructure, visibility, and impact of service learning at Oakland University. The committee has laid a strong foundation for growth in the 2025–2026 academic year through dedicated outreach, thoughtful assessment, and collaborative course review.

Appendices:

Nov 13, 2024 | 📅 Senate Service Learning Subcommittee

Attendees: amygould@oakland.edu awoerner10@gmail.com Deidre Hurse
Susanne Condron gjokaj@oakland.edu Jennifer Anderson Sarah Butash

Agenda:

Senate Service Learning Sub-Committee

First Meeting of the 2024-2025 Academic Year

Date: Wednesday, November 13

Time: 2:00 – 3:00 pm

Location: [Via Zoom](#)

Meeting Agenda

1. Welcome and Introductions

- Welcome new and returning members
- [Overview of the committee's role and goals for the academic year](#)

2. Review The Pending Submission & The Scoring Rubric

- Please see the Senate Service Learning Committee [E-Space](#) for documents related to **NTR 3120** (Note they are in the sub-folder labeled SL Course Designation Applications For Review)
- [Example Rubric](#)

3. Outreach and Promotion Strategy for the 24/25 Academic Year

- Review the outreach plan from the previous academic year:
 - Friday Announcements
 - Contacting Previous Service Learning Course Instructors
 - Community Engagement Newsletter
 - Departmental Outreach
 - Additional Outreach to Department Chairs

4. Give Pulse & Community Engagement Platform Discussion

5. New Business

- Open discussion for members to introduce new topics or concerns for the upcoming year

6. Scheduling Future Meetings

- Set a schedule for upcoming meetings and establish key dates, including potential deadlines for course review applications.

7. Adjourn

Notes

AI Notes from Zoom

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Action items

Meeting summary for Senate Service Learning Subcommittee (11/13/2024)

Quick recap

The group discussed strategies for promoting and reviewing service-learning applications, including email outreach to department chairs and faculty, and the use of the Give Pulse and Community Engagement platform. They also planned for a full student assessment for all service-learning classes and agreed to meet every other month to discuss new applications and other relevant topics. The team also considered the potential for a contest or campaign to make service-learning courses more appealing to students.

Next steps

- Deidre to draft and send an email to previous service learning course instructors and department chairs, after sharing the draft with the committee for review.
- Amy to look into the process for getting information into the Friday announcements and new faculty orientation materials.
- Susanne to prepare and launch the student assessment survey for fall semester service learning courses, and seek committee input on disseminating results.

Summary

Welcome and Introductions

Introductions of all committee members present, most are returning members from last year's committee. The group discussed the charge from the previous year, with Sarah suggesting it was still relevant.

Reviewing Applications

Deidre proposed a process for reviewing applications, involving three faculty members per review. She will be sending an email with the Google Doc (rubric) for review. Any discontinuity of ratings across reviewers will be brought to the full committee for discussion. Ex-officio members will contribute to shared knowledge and expertise while course review will be managed by faculty.

Outreach Strategies

Deidre brought up the need for an outreach and promotion strategy to encourage faculty to submit applications.

- Provost Newsletter: Amy offered to look into the process for the weekly email announcements, while Jennifer provided a link to the information.
- Email to Prior SL Faculty: Deidre also mentioned identifying previous service-learning course instructors to see if they had submitted applications. Susanne proposed sharing a list of courses and faculty from 2017-2018 for potential outreach. Deidre suggested drafting an email to send to this list, with Ali agreeing that a concise email could be a good starting point.
- Community Engagement Newsletter: Jennifer manages the monthly community engagement newsletter, which she will add all committee members to the distribution list. She includes the service learning flyer in each newsletter. The group agreed to keep the flyer unchanged for now.
- Department Chairs: Deidre proposed starting with email outreach to department chairs and heads, with the aim of expanding this to departmental outreach in the coming year. Susanne suggested attending a monthly department chair meeting to promote the initiative. Ali agreed, suggesting that departmental chairs could bring up the topic in their departmental meetings.
- Committee as Ambassadors: Deidre emphasized the need for ambassadors of service learning on campus and suggested creating elevator pitches to promote the initiative.

Give Pulse and Community Engagement

Deidre initiated a discussion about the Give Pulse and Community Engagement platform, seeking feedback on faculty's comfort and expectations regarding its use. Jennifer, the main contact for Give Pulse, clarified that faculty hesitance stemmed from concerns about sharing their contacts with other faculty members. Susanne suggested that there had been no clear expectations set for using the platform. Jennifer added that a brief introduction to the platform would be included in the November provost's POP. Deidre ended the conversation by suggesting that the group should consider the potential expectations around service learning courses and the Give Pulse platform.

Service Learning Assessment

Susanne discussed the plan to roll out a full student assessment for all service learning classes in the fall semester, using a Qualtrics survey. Deidre suggested posting the survey in Moodle and having faculty members promote it. Susanne agreed to prepare the data for launching the survey. Deidre also proposed a script for faculty to use when sending out the survey.

Promoting Service Learning Courses with Students

Amy suggested promoting service learning courses to other students and asked about the possibility of a contest or campaign to make it more appealing. Deidre and Amy agreed to discuss this further.

Meeting Frequency and Scheduling Discussion

The team discussed the frequency and scheduling of their meetings. They agreed to meet every other month, with the next meeting scheduled for January. Deidre will send out a poll to determine the best date for the next meeting. Deidre suggested sending her agenda items for the next meeting. There was some discussion about the Experiential Learning Committee, overlap of committee members, and meeting schedule for the EL Committee (TBD).

Jan 6, 2025 | Zoom Link

<https://oakland-edu.zoom.us/j/97337610048?pwd=gDWt9lhXoQFWUnOXQksMz1bH4jugBC.1>

📅 SERVICE LEARNING COMMITTEE (Subcommittee of Experientia)

Attendees: Amy Gould bartley@oakland.edu Caitlin Demsky Deidre Hurse
Susanne Condron Huirong Fu Jennifer Anderson Mustafa Baig piscotty@oakland.edu
Sarah Butash smackey2@oakland.edu Ali Woerner

Agenda

1. Review and confirm notes from the last meeting found here:
📄 Nov 13, 2024 Senate Service Learning Subcommittee
2. Review of Action Items from the November 13, 2024, Meeting (15 minutes)
 - a. Update on outreach emails to previous service learning faculty (Deidre)
📄 Outreach email to previous service learning faculty
 - b. Status of student assessment survey for service learning courses (Susanne)
 - c. Progress on including service learning materials in Friday Announcements (Jen) and new faculty orientation (Amy)
 - i. https://espace.oakland.edu/pluginfile.php/903650/mod_resource/content/1/senateservicelearning_flyer.pdf
3. Service Learning Course Application Review
 - a. Confirm the Rolling Application Review Groups:
📄 2025 Senate Service Learning Committee Roster
 - b. Discussion of current applications in the review process if applicable
 - i. NTR3120 Community Nutrition was approved in November
 - ii. Thanks, Linda and Ali
4. Follow up on the Outreach and Promotion Strategy
5. New Business
 - a. Open discussion for new topics or concerns
 - b. Suggestions for future agenda items
6. Scheduling Future Meetings
 - a. Confirm meeting frequency for the remainder of the academic year
 - b. Tentative dates for March and May meetings
7. Adjourn

Meeting Summary for Service Learning Committee

Jan 06, 2025 12:55 PM Eastern Time (US and Canada) ID: 973 3761 0048

Quick recap

The team discussed the renewal process for the service learning faculty designation, the location and accessibility of a form, and the student assessment survey for service learning courses. They also discussed the process for faculty new orientation, the course application review process, and the need for outreach and promotion strategies. Lastly, they decided on their meeting frequency and discussed the possibility of receiving rolling applications.

Next steps

Deidre to draft a short overview of service learning for the Friday announcements and send it to Jennifer.

Susanne to share the list of faculty who piloted service learning courses with Deidre.

Susanne to prepare a summary of the student assessment survey results for the next meeting.

Susanne to create an example report of survey results to potentially share with faculty teaching service learning courses.

Deidre to add Ron, Sherry (Mackey), and Greg to the E-space roster for service learning.

Ron to share information about service learning applications at the department chairs meeting on January 14th.

Mustafa to ask Rajiv Singhal about sending an announcement for business courses wanting service learning designation.

Ron to share information about service learning applications at his school's faculty assembly.

Deidre to send out a calendar invite for the next meeting on March 3rd at 1 PM.

Summary

Reviewing Notes and Renewal Process

In the meeting, Deidre initiated a discussion about reviewing the notes from the previous meeting and the action items that were set. She also proposed the idea of using AI to take notes and having someone volunteer to clean them up after each meeting. Deidre also brought up the topic of renewing the service learning faculty designation, with Susanne suggesting it should be renewed every two years. Amy raised a question about the renewal process, and Deidre suggested they might need to start thinking about the assessment process for the courses that were approved a year ago. The team also discussed the need for an outreach email to the previous service learning faculty, with suggestions to adjust the language to clarify the renewal process.

Form Accessibility and Location Discussion

Amy, Susanne, Deidre, and Sarah discussed the location and accessibility of a form. Susanne confirmed that the form is on the UTS page and can be accessed via a direct link or through the e-forms page. Amy suggested creating a dedicated page on the employee resource network (ERN) for the form, but was open to other suggestions. Deidre proposed attaching the form flyer to an email for easy access. Sarah preferred a direct link to the application for convenience. The team agreed to consider both options.

Student Assessment Survey Discussion

Deidre, Susanne, and Mustafa discussed the student assessment survey for service learning courses. Susanne shared that the survey was sent out to students at the end of the semester, but the response rate was low. Mustafa suggested offering extra credit or incentives to encourage more responses. Susanne mentioned that they could consider offering tangible items as

incentives, but the cost would need to be covered. Mustafa offered to be an ambassador for students taking service learning courses. Susanne also mentioned that she would be more careful about the timing of the survey in the future to avoid issues with half-semester courses. The team agreed to consider Mustafa's suggestions for incentives.

Service Learning Materials and Process

Deidre, Jennifer, Amy, and the team discussed the service learning materials and the process for faculty new orientation. Amy agreed to include the service learning flyer in the newsletter and Deidre will draft a short blurb for the Friday announcements. They also discussed the course application review process, with Deidre assigning faculty to review applications and rotate every two years. Deidre will send the application materials and rubric to the assigned faculty. Ron and Mackey requested access to the E space, which Deidre agreed to provide. The team also discussed the faculty groups for the rolling application review, with Linda, Allie, Greg, Sherry, and Caitlin assigned to different groups.

Service Learning Promotion and Ambassadors

Deidre proposed drafting emails and an overview for outreach and promotion strategies. Susanne suggested making an announcement at the department chairs' meeting, which Ron confirmed was scheduled for January 14th. Mustafa offered to ask his boss, Rajiv Singhal, about promoting service learning components in business courses. Deidre emphasized the importance of faculty ambassadors for the service learning designation. Deidre also mentioned her intention to work on her own course's service learning submission. Susanne agreed to bring a student survey for the next meeting. Lastly, Deidre inquired about the status of the Experiential Learning Committee, which Mustafa confirmed was a subcommittee of the committee.

Meeting Frequency and Application Process

The team discussed their meeting frequency, deciding to meet every three months, with the next meeting scheduled for the 1st Monday in March. They also discussed the possibility of receiving rolling applications, but currently, there were none. Deidre offered her assistance via email for any future needs. The team expressed gratitude towards Deidre and ended the conversation.

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Mar 3, 2025 | 📅 Senate Service Learning Sub-Committee

Attendees: Amy Gould bartley@oakland.edu Deidre Hurse Susanne Condron
Huirong Fu Jennifer Anderson Mustafa Baig piscotty@oakland.edu Sarah Butash
smackey2@oakland.edu Ali Woerner

Notes

- Review of Previous Meeting Notes and Action Items
 - 📄 Jan 6, 2025 Notes - Senate Service Learning Subcommittee
 - Friday announcements: 📄 Draft language:
 - Faculty list & student assessment survey summary:
 - 📄 Assessment Plan for Service Learning Courses
 - 📄 Student assessment of service learning report
 - Outreach at department chairs' meeting
- Service Learning Course Application Review
 - Status of rolling applications:
 - NTR4600 Community Nutrition Practicum - Pending Review Group 1
 - BIO 4338/5338 FOOD SYSTEMS BIOLOGY - Approved by Review Group 2
 - Discussion on the process for course approval (How's it going...)
- New Business & Open Discussion

Action items

Meeting Summary for Senate Service Learning Sub-Committee

Mar 03, 2025 12:52 PM Eastern Time (US and Canada) ID: 959 4970 7948

Quick recap

The team discussed the agenda and notes from their previous meeting, with a focus on the draft language for external faculty communications and the assessment plan for service learning courses. They also reviewed a draft document, discussed the review process, and explored ways to increase student participation in surveys. Lastly, they proposed a method for finalizing the review process, discussed the need for resources and training for faculty, and agreed to meet again closer to the start of the fall semester.

Next steps

- Deidre to post the January 6th meeting notes on the E-space.
- Committee members to review the faculty survey questions and provide feedback for potential modifications.
- Committee to consider ways to incentivize student participation in the service learning survey.
- Susanne to work on adding a reflective question to the student survey and present it to the committee for approval.
- Committee to review and finalize the faculty survey at the next meeting.
- Deidre to contact Amy Symington about presenting at the next department chairs meeting.
- Mustafa to share the draft language about service learning courses with his associate dean.
- Group 1 to complete the review of the Community Nutrition Practicum application.
- Committee members to email Deidre when they are the last person to fill out a course review, indicating agreement or disagreement.
- Jennifer to set up training or one-on-one sessions for faculty needing assistance with Give Pulse.
- Deidre to send out a poll for scheduling the next meeting before the start of the fall semester.

Summary

Briefed on Meeting Notes and Agenda

Group approved the notes from their previous meeting. Deidre mentioned that she would post the notes on the eSpace once she got back to her office.

Service Learning Survey and Faculty Feedback

The committee discusses the draft language for faculty communications and the assessment plan for service learning courses. Susanne presents a summary of student survey results, highlighting low response rates for some courses. The group explores ways to increase student participation, such as incentives or in-class completion. They also consider adding a question about student reflection on their service learning experience. The committee discusses the audience for the survey results and how to incorporate faculty feedback on student reflections without duplicating efforts.

Review and Share Document Draft

The team discussed the draft of a document, with Susanne encouraging everyone to review it and suggest changes. Deidre proposed to send it out in fall and suggested discussing it further in the next meeting. Ron suggested contacting the secretary for the chairs meeting to add outreach to the agenda. Deidre offered to share the information posted in the Friday announcements. Mustafa agreed to share the draft email with his associate dean Rajeev Singhal from the Business School (who he already emailed). The team also discussed the community nutrition practicum and the approved bio course, food and systems biology. Ron highlighted a minor confusion in the review process, and Sheri reported a technical glitch when trying to access the document.

Finalizing Review Process and Utilizing Platform

In the meeting, Deidre proposed a method for finalizing the review process, suggesting that once all reviewers have completed their tasks, someone could notify her to call a full meeting or for the reviewers to meet amongst themselves. Sheri agreed to this approach. Deidre also expressed interest in exploring more ways to utilize the platform for polls and discussed the need for resources and training for faculty. Jennifer offered to provide training and support. Amy noted that the department chairs meeting agenda is managed by Aimee Symington, and requests can be sent to her. The team agreed to meet again closer to the start of the fall semester to finalize the survey that will go out.