

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-004-167

Request for Review and Update of Campus Service Learning Policy

Academic Affairs Committee

Date: 10 January 2018

Executive Committee
Received and Forwarded

Date: 24 January 2018

Academic Senate

Date: 14 February 2018
First Reading
07 March 2018
Second Reading

Background

Referral AA-004-167 was submitted because the CSU Chancellor's office requires that the policies of the Service Learning Center be kept up to date. This is a minor update to an existing policy that reflects changes to technological tools related to data management and storage.

Resources Consulted

Sep Eskandari, Interim AVP for Academic Planning
Dr. Lara Preiser-Houy, Interim AVP for Academic Programs
Michael Miller, Director, Center for Community Engagement

Discussion:

This policy updates the CSU Service Learning Policy. This policy is required by the Chancellor's office. It is required that this policy be updated every 5 years. The outdated policy states that hard copies of service learning agreements and site visit information are maintained. The CSU now maintains policies and documents in an online storage system- Broncoserv. The new policy updates the old policy to reflect current CSU practice and policy.

Recommendation:

The Academic Affairs Committee recommendation is that we adopt the attached updated policy.

SERVICE-LEARNING POLICY
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

(1) In 2003, the Academic Senate approved the following definition of service-learning:

Service learning:

- 1) is a pedagogy that provides students with structured opportunities to learn, develop, and reflect through active participation and thoughtfully-organized community involvement
 - 2) enhances the academic experience of students by relating academic content and course objectives to issues in the community
 - 3) integrates assessment and student reflection on the interrelationships between course content and community-based learning activities
 - 4) is conducted in the community and meets the needs of the students, faculty and community partners
 - 5) fosters civic competence and engagement
- (2) All department chairs, associate deans, and deans shall be regularly informed of the policies contained in CSU Office of the Chancellor Executive Orders 829 (insurance requirements for agreements - <http://www.calstate.edu/eo/eo-829.pdf>) and 1051 (use of waivers of liability - <http://www.calstate.edu/eo/eo-1051.html>) as well as campus policies currently in place.
- (3) Service-Learning Agreements
- a. Agreements shall be instituted/reviewed on an annual basis with nonprofit agencies/government agencies/school districts before the placement of students at these locations. Agreements can be renewed every five years and are signed by the Provost or his/her designee. Agreements can be completed electronically and stored online through the Chancellor's Office of Community Engagement software placement system S4 (at Cal Poly Pomona, the system is called BroncoSERV.) The website that houses the documents is www.app.calstates4.com. Hard copy agreements will be filed at the Center for Community Engagement for six years.
- (4) Site Visits
- a. Sites should be visited and evaluated for service-learning placement whenever a new organization is being considered. Once an organization has been evaluated, further site visits need only be conducted every three years, unless there is a concern noted by a student or faculty member, or if there is a major change in the facility or working conditions.
 - b. CCE staff, faculty, or college staff can be designated to conduct the site evaluation. Faculty and/or university staff making the site visits are not risk management experts and will utilize a reasonable person standard when evaluating sites.
 - c. The site visit shall be documented on the university Site Visit form. The completed form will be filed at the Center for Community Engagement and retained for six years. Site Visit forms will be stored on the BroncoSERV online system.

- d. Sites will provide an orientation that includes a site tour; an introduction to staff; a description of the characteristics of and risks associated with the Learning Site's operations, services and/or clients; a discussion concerning safety policies and emergency procedures; and information detailing where students check-in and how they log their time.

(5) Service-Learning Designation

- a. Any course that has a service-learning component must be officially designated. In 2003, the Academic Senate approved the following criteria for a service-learning course to be designated in the university catalog and for administrative purposes:
 - i. be a component of a university course and be described in the syllabus
 - ii. integrate community issues and classroom learning
 - iii. include preparation of students for community environment such as tours, presentations, and/or readings
 - iv. provide structured opportunities, such as writing assignments and group discussion, for students to reflect on the connections between their service experience and course objectives
 - v. include an assessment of student ability to integrate the academic and community experience
 - vi. take place at sites evaluated and approved by the course instructor in the partnership with the community
 - vii. be evaluated by the student, community partner and the instructor.
- b. The document Course Designation Procedures and Request Form must be completed and signed by the department chair and the dean one quarter prior to initial course offering.
- c. It shall be the responsibility of the course instructor to turn in the completed designation form to the Center for Community Engagement staff within the stated deadlines.
- d. The Center for Community Engagement will then review the documentation and forward the designation to the Senior Curriculum Analyst to create a parallel course with an "S". Once the "S" course is created, the department scheduler can schedule the course for future quarters.
- e. The "S" designation can be renewed every five years. All designation paperwork is filed at the Center for Community Engagement and retained for ten years.

(6) Learning Plan, Emergency Contact Information, Release of Liability and Video/Audio Image Release Forms

- a. It shall be the responsibility of the course instructor to have students (those enrolled in their current service-learning course) complete the Release of Liability Form, Learning Plan, Emergency Contact Form and Video/Audio Image Release Form. Instructors will provide BroncoSERV website to students enrolled to complete all four forms. Forms must be completed prior to students beginning their service. Forms will be stored on the BroncoSERV system.
- b. It shall be the responsibility of the course instructor to inform students under the age of 18 to print forms from the BroncoSERV system, get their parent signature and return forms to course instructor. Those forms are to be turned in to the Service-Learning

Coordinator at the Center for Community Engagement to be stored for three years in a locked cabinet.

- c. These required forms are to be completed by all enrolled students for each course.
 - d. Course instructors will utilize the BroncoSERV system as confirmation that required forms have been completed by their enrolled students.
 - e. The course instructor will ensure that no student is placed on site without the above required documentation.
- (7) It shall be the responsibility of Academic Programs to conduct random audits to ensure that agreements are instituted/renewed, site visits are conducted, and emergency contact information, learning plans, video/audio image release forms and release of liability forms are completed online through BroncoSERV or turned into the Center for Community Engagement for filing.