Service-Learning Subcommittee
Meeting Minutes
May 1, 2026

Richter Center Conference Room, USU Room 310

Present: Janeth Aleman-Tovar, Ben Boone, Natalie Baumgartner, Morgan Hawker, Nusrat Jahan, Mellissa Jessen-Hiser, Celeste Jones, Nicola Olsen, Fernando Parra, Jennifer Roos, Marcus Shaw, and Nicole Smith

Excused: Bernadette Muscat, Myunghwan Shin, and Luz Toribio

Meeting was called to order by Morgan Hawker at 1:34 PM.

Moved, seconded, and carried (MSC) to approve the agenda.

MSC to table approval of meeting minutes and conduct approval process via email due to the incorrect minutes being provided.

Morgan welcomed two new members who will be joining the subcommittee beginning this fall - Janeth Aleman-Tovar from the Kremen School of Education and Human Development, and Jennifer Roose from the College of Health and Human Services. Morgan asked about the committee's experience with recruiting new members and the policies and procedures. She will follow-up with Mackenzi in the Academic Senate office for more details.

Mellissa shared the working group's findings from the review of CHEM 165HS. Overall, it is a very strong course and the team commended the student-driven nature of the class. Some minor changes will be required in order to meet the S-designation standards, namely, clarification needs to be provided on how and when the research activities become service activities. MSC to recertify the course with required changes, as verified by Mellissa following the faculty member's resubmission. Note that Morgan Hawker abstained from the vote because she is the course instructor.

Morgan shared the working group's review of RA 123S, noting that most of the required components were thoroughly addressed in the syllabus. However, a couple of changes are required in order for it to meet S-designation requirements. This includes transferring information that was in the course proposal to the course syllabus, such as more details on the typical service activities and more details about the reflection components. MSC to certify the course with required changes, as verified by Mellissa following the faculty member's resubmission.

Morgan shared that we received revisions for BIOL 116S the day before the meeting. Previously, the subcommittee requested that the revisions go back to the working

group for review prior to approval. MSC to allow the working group to review, then approve or deny the certification via email.

Morgan reminded the subcommittee on the previous discussion regarding the proposal from Betsy Hays and Mary Willis. Marcus started the conversation by sharing that he views the request as similar to his experience with mandated portfolios in GE courses, noting that ultimately the portfolios were well received by students and that a career readiness assignment would fit within the reflection requirement for S-designation.

Nicole emphasized that while career readiness is valuable, it should not be a requirement for S-designation, suggesting it be supported through other avenues to maintain flexibility and allow programs to determine best fit. Fernando expressed support for the concept and suggested that rather than mandating it, it be incentivized or recommended. Ben and Morgan raised concerns about including it in the formal instrument, noting it could create confusion about requirements; instead, they suggested housing it within Richter Center resources or as optional guidance.

Members agreed on the importance of helping students articulate the benefits of their experiences and acknowledged that shifts in practice take time. The proposal to require the component as written did not pass (2 in favor, 8 opposed, 2 abstentions). MSC to have Mellissa and Morgan craft an email outlining the subcommittee's decision, acknowledging the subcommittee's support for the inclusion of career readiness, and proposing a collaborative approach between the Richter Center and the career development center.

The committee approved the following dates for Fall 2026 meetings:

- Friday, August 28, 2026, 1:30-2:30pm, USU 310
- Friday, October 2, 2026, 1:30-2:30pm, USU 310
- Friday, November 6, 2026, 1:30-2:30pm, USU 310
- Friday, December 4, 2026, 1:30-2:30pm, USU 310

Morgan closed with a moment of gratitude for our outgoing members: Myung Shin and Luz Toribio.

There being no further business, the meeting was adjourned at 2:30 PM.

Minutes respectfully submitted by Mellissa Jessen-Hiser on May 7, 2026.