Service-Learning Subcommittee
Meeting Minutes
October 2, 2026

Richter Center Conference Room, USU Room 310

Present: Janeth Aleman-Tovar, Ben Boone, Morgan Hawker, Nusrat Jahan, Celeste Jones, Nicola Olsen, Jennifer Roos, Marcus Shaw, JC Delgado, Lina Homberger Cordia, Matthew Jendian

Excused: Bernadette Muscat, Fernando Parra, Natalie Baumgartner

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

Approving the agenda. Janeth moved, Celeste seconded, approved.

Introductions around the room.

Approving the April 10, 2026 minutes. Nicola moved, Janeth seconded. Approved.

Approving the May 1, 2026 minutes. Typo noticed in Jennifer's name. Nicola moved, Celeste seconded to approve with the correction to the name. Approved.

New Business:

a. ACCT146S materials received today. Assigned to Working Group 2. CSCI 196S also received and assigned to Working Group 1. Awaiting the rest of the course materials (MCJ 118S, NUTR 53HS, SOC 1S, and SOC 3S), and will be assigned to working groups when received.
b. SL subcommittee task list and committee restructuring discussion. Ben shared three categories of responsibilities, officers, working groups, and individual members of the committee. It may be easier to organize and assign work based on these three categories of roles. This task list fits more with the officers, Chair, Vice Chair, and Secretary. Committee reviewed the number and potential time commitment of each section to ensure that this is an appropriate commitment for each of the roles. Discussion, modifications, or additions on this list will be continued at the November meeting. Tentative plan to vote to approve the assigned roles in December.

Old Business:

a. 5-Year Reviews: INTD 188S (Working Group 4: Marcus, Nicola, Lina). Discussion about the template structure of this syllabus, and the potential for an instructor to adapt the syllabus to the specific circumstances of their course poses for verification that each iteration of this course meets the requirements for an S-designation. Comparison to topics courses, continued, with the caveat that

asking to approve the course syllabus on a case-by-case basis might quickly lead to too much work for the committee if the scope is not kept narrow. Committee would like to approve, with the required revisions, but with the caveat that each specific course that will be offered based on this template needs to be routed from CGE to the Richter Center/this subcommittee, for approval before the course is offered to ensure that it qualified.

i. Motion to send the main points from the working group with requested changes to the appropriate department plus requirement for discussion, moved by Morgan, seconded by Nicola. Matthew will follow up with CGE on how that approval process might be managed as a workflow.

Announcements:

November will review Committee charge, vote/make changes to the SL committee task list.

Meeting adjourned at 2:31pm.