

**Office of Service Learning Program Goals and Outcomes**

**For 2016 – 2017 Academic Year**

Service Learning Statistics that support *Goal One: Support faculty in the development of community-based research and service learning opportunities*.

* **3,162** (approx.) students engaged in **171** service learning course sections
* **69** faculty offered community-based learning and research opportunities that met relevant community needs
* **639** (approx.)students were supported in extracurricular volunteer service opportunities
* **39%** of Stanislaus State service learning and extracurricular students provided meaningful services to our region
* **63,240** (approx.) hours of service were provided by Stanislaus State students enrolled in a SL course
* **12,656** (approx..) hours of additional general community service were provided by University faculty, students and staff
* **$2,160,000.00** in estimated contribution of service activities provided to the region by service learning and general service
* **49** Memorandums of Understanding have been developed, negotiated, and completed

The development, coordination, and deployment of these activities

continue to be supported by the OSL staff.

Academic Year

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| **Goal 1: Continue to support Service Learning faculty in the development of community-based research and service learning opportunities.** | | |
| *Strategies for Achievement* | *Specific Time Line* | *Outcome* |
| Provide faculty with support in curriculum development, internship development, community partnership management and project coordination of service learning courses. | Fall 2016 to Spring 2017 | The Office of Service Learning (OSL) offered faculty the opportunity to develop or expand service learning research and curriculum development for up to nine Service Learning Mini-grants up to $1,000.00 per recipient. The OSL received thirteen applications that were reviewed by the Service Learning Steering Committee in the spring 2016. The following nine mini-grants were awarded for the 2016 – 2017 academic year:   * Dr. Augustine Avwunudiogba, Geography. Support student mapping land use along urbanized section of Tuolumne River Floodplain. * Dr. Ellen Bell, Anthropology for Honors Program. Support for HONS 2850: Service Learning Project for Stan State student engagement with Freemont Elementary School 5th and 6th graders. * Dr. Jeffrey Bernard, Kinesiology. Support for KINS 4500: Exercise Physiology students who provide health screening for seniors. * Dr. Mary Borba, Teacher Education. Support EDMS 4110: Reading Methods students who provide weekly lessons to Medeiros Elementary School students. * Dr. Umar Ghuman, Public Administration. Support for a workshop on non-profit administration with MPA students and local non-profit agencies. * Ms. Esther McKoon, Sociology. Support SOCL 4170: Victimology students’ *Victims’ Rights Awareness Event*. * Dr. Alison McNally, Geography. Support GEOG 2250: Water and Power for students to explore water quality issues throughout the region. * Dr. Koni Stone, Chemistry. Support CHEM: 4400: Biochem I for students providing chemistry activities with students at Crowell Elementary School. * Ms. Kate Weber, English. Support ESL: 1000 student service learning project with Bridge Builders/Smiles Farms for disabled farmer working in our community. |
| **Goal 1 Continued: Continue to support Service Learning faculty in the development of community-based research and service learning opportunities.** | | |
| Support service learning course program development and assist in site placements.  These courses receive continual ongoing support from the OSL on an annual basis. | Summer 2016, Fall 2016 & Spring 2017 | The OSL continues to provide direct assistance and support to the numerous class programs. Highlights and examples of some of the service learning coursework are listed below:   * BUS 2090: Business Ethics and Social Responsibility (Ms. Crittendon, Dr. Donahue, Dr. Filling, Dr. Hassell, Ms. Muser, Dr. Petratos) * BUS 4980: Individual Study – VITA Scholars (Dr. Zhu) * CDEV 3030: Cognitive Development in Schools (Dr. Cortez) * CHEM 3090: Chemistry in the Classroom (Dr. Stessman) * CHEM 4400: Biochemistry I (Dr. Stone) * CJ 3600: Juvenile Corrections – Pathways to Success Mentor Program (Dr. Helfer, Mr. Perry) * CJ 3650: At-Risk Youth– Pathways to Success Mentor Program (Dr. Helfer) * CJ 4230: Juvenile Justice – Pathways to Success Mentor Program (Drs. Helfer, Gao) * CJ 4350: Violence Against Children – Pathways to Success Mentor Program (Dr. Helfer) * CJ 4700: Youth Mentoring – Pathways to Success Mentor Program (Dr. Mboka) * EDMS 4100: Reading Methods (Drs. Borba, Weisenberg) * EDSS 4400: Secondary Ed. Methods (Dr. Andrews) * GEND 4110: LGBT Issues in Education (Dr. Eudey) * HONS 2850: Honors Service Learning Project (Ms. Lunt) * LIBS 1000: Beginning Field Experience (various) * LIBS 2000: Intermediate Field Experience (various) * NURS 4410: Community Health Practicum – Poverty Simulation (Dr. Katsma, Ms. Bonfiglio, Ms. Harris) * Internships associated with the following courses: CJ 4940, CJ 5940, COMM 4940, GEOG 4940, PADM 5940, SOCL 4940. |
| Provide assistance and support for faculty working in the community. Explore extramural funding options. | Fall 2016, Spring 2017 | The OSL co-supervised one AmeriCorp VISTA member to work with science-related STEM community-based programs such as Science Day, Science Saturdays, Junior Scientist, Delhi Medical Academy, National Ag Center, and other related STEM activities. The VISTA developed a STEM Ambassador program giving Stan State students the opportunity to apply their knowledge and gain leadership skills in conducting STEM activities with K-12 students across 10 school districts in our region. The OSL worked with the College of Science Dean, Dave Evans, to resubmit a grant application to renew one VISTA member volunteer placement on campus. The VISTA member application was accepted in spring 2017. The VISTA member will continue to work with current STEM programs, develop new STEM opportunities, and work individually with faculty to support STEM work in the College of Science. The OSL will continue to provide supervisory oversite to the VISTA. This is an on-going pilot endeavor by a service learning office for the Chancellor’s Office VISTA program. |
| **Goal 1 Continued: Continue to support Service Learning faculty in the development of community-based research and service learning opportunities.** | | |
| Provide faculty with support on risk management procedures and policies for internships and SL courses. | Fall 2016, Spring 2017 | The OSL provided several risk management workshops for faculty internship coordinators and faculty utilizing service learning in their coursework. Workshop participants were introduced to the policy and procedures approved by the Stanislaus State Academic Senate for internship and service learning course placements. Additionally, the OSL met individually with faculty/departments as needed to review risk management procedures.  The Office of Service Learning assisted faculty with MOU development in coordination with staff from Financial Services and Public Safety. |
| Support Faculty in the Development of Internships by assisting with the development of MOUs and Risk Management Compliance, and complete MOUs as requested by faculty. | On-going | In the Summer 2016, there were 8 students enrolled in undergraduate internship courses only. In Fall 2016, there were 192 undergraduates and 10 post-baccalaureate students enrolled in internship courses. In Spring 2017, there were 205 undergraduates and 18 post-baccalaureate students enrolled in internships. The SL Office negotiated 49 new MOUs for student placements with outside agencies. The SL Office also worked with agencies on MOU renewals as contracts expire. |

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| **Goal 2: Continue to support community agencies in their work with students and faculty.** | | |
| *Strategies for Achievement* | *Specific Time Line* | *Outcome* |
| Continue to work with agencies and internship sites to reach compliance with university risk management policies. Continue to contact new SL sites for MOU completion and site requirements.  Continue to improve web and paper training materials for community partners regarding risk management compliance. | Fall 2016, Spring 2017  Spring 2017, Summer 2017 | The SL office continued to work with the Chancellor’s Office team during the revision of the risk management S4 software to explore ways in which community partners may access the software and exchange information with the campus. OSL continued to work with outside agencies to reach compliance on new and emerging partnerships. Currently, the SL Office has negotiated 49 new MOUs with agencies for student placements.  The SL Office continued to work with the S4 contact at the Chancellor’s office on web updates and improvements. The campus purchased the Adobe DocuSign software, and is currently developing campus policy and procedures. We are also working with the Chancellor’s Office on whether the Adobe DocuSign software is compatible with the S4 system. |
| **Goal 2 continued: Continue to support community agencies in their work with students and faculty.** | | |
| Coordinate needs of community agencies with student/faculty areas of research and interest. | Fall 2016, Spring 2017 | The OSL worked with community partner agencies to develop opportunities for innovative faculty and student research and volunteer service opportunities. In 2016-17 these opportunities included:   * With assistance from the OSL, staff, faculty and students the fall 2016 participated in the Turlock Together Toy Drive. This initiative gave students the opportunity to develop leadership and managerial skills necessary to develop and coordinate this effort across the campus. Their efforts lead to collecting over 400 toys for underserved families in our community. * The OSL collaborated with the Criminal Justice Department on the long running “Pathways to Success” mentor program with the Turlock Unified School District. Drs. Helfer, Mboka and Gao, and Mr. Perry teach up to five CJ courses with an emphasis in Juvenile Justice. The mentor program was developed with Mr. Gil Ogden, Director of Student Services at TUSD as a prevention program to help at-risk K-12 students decrease class tardiness, lower suspensions and decrease misbehavior. The OSL provided in-class orientations with Mr. Ogden each semester to cover safety guidelines with CSU students. In 2016-17, an estimated 300 Stanislaus State CJ students each mentored one TUSD student for 30 hours in fall and spring semesters. * The OSL collaborated with Dr. David Zhu and Dr. Tim Firch and Stan State alumni on the VITA Tax Program. The OSL oversaw the VITA Scholars Program, which oversaw six outstanding accounting students as they assisted with coordinating clinic management in partnership with the IRS, the Turlock Salvation Army and clinic clients. The OSL assisted with the scholarship application process, student training sessions prior to the tax clinics, and site management and program coordination. The OSL worked with an additional 23 accounting students who participated in the VITA program to prepare federal and state income taxes for low income families and seniors. |
| **Goal 2 continued: Continue to support community agencies in their work with students and faculty.** | | |
| Assist community partners with outreach, trainings and student placements.  Continue participation with the Turlock Community Collaborative and active outreach to the local community. | Fall 2016, Spring 2017 | The OSL provided active outreach and assistance to community partnerships that included:   * The OSL continued to attend and organize the monthly meetings of the Turlock Community Collaborative, which is an association of local non-profit, business, and individuals addressing concerns throughout the City of Turlock. The OSL organized the speakers and maintains an e-list serve of participants to arrange monthly meetings. These meetings provide faculty and students with research and community-based educational opportunities that strongly impact the region. * The OSL worked with Mr. Gil Ogden, Director, Student Services at Turlock Unified School Districts each semester for the placement, training, and orientation of 300 Criminal Justice student mentors for K-12 students throughout 15 Turlock schools. * The OSL worked with the Turlock Head Start Policy Committee to provide information and make aware university resources available to Head Start parents and their young children that include parents being able to continue their education. Both parents and children were invited to an annual spring Fitness Clinic coordinated by the OSL and Stanislaus State’s Men’s Basketball Coach, Mr. Larry Reynolds and his assistant coach, Clint Tremmelling. * The OSL made site visits to community agency facilities prior to the placement of students at these sites. Site visits during the 2016-17 academic year included the Turlock Salvation Army, United Samaritans Foundation, We Care Program and various school sites. * The OSL has been asked to additionally participate in the Turlock Unified School District Collaborative, a monthly meeting of agencies and organization that support the K-12 system. |

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| **Goal 3: Lead the university in the continued development of a database that tracks community partnership and internship sites, and work toward appropriate storage requirements for Memorandums of Understanding, Student Learning Plans and Student Liability Waivers.** | | |
| *Strategies for Achievement* | *Specific Time Line* | *Outcome* |
| Work with OIT and Risk Management to improve procedural process and efficiency. | Ongoing | The OSL collaborated with Risk Management and OIT to move forward on utilizing DocuSign for MOU completion. The campus purchased the DocuSign software and is currently working on policy and procedure prior to utilizing this online support for MOU generation and storage. |
| **Goal 3 continued: Lead the university in the continued development of a database that tracks community partnership and internship sites, and work toward appropriate storage requirements for Memorandums of Understanding, Student Learning Plans and Student Liability Waivers.** | | |
| Work with outside agencies and organizations on completion of MOUs. | Ongoing | The OSL negotiated 49 MOUs in 2016/17 to successful completion of these agreements in an effective, positive, and professional manner. |

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| **Goal 4: Work to generate support for community-based education and the value of these efforts to the larger community.** | | |
| *Strategies for Achievement* | *Specific Time Line* | *Outcome* |
| Increase outreach about community-based education at CSU Stanislaus.  Support campus community with community-based events. | Ongoing  Fall 2016, Spring 2017 | SL supported programs have been highlighted by the media including the following:  AmeriCorp VISTA STEM science programs such as Science Day and Science Saturday, as well as the Turlock Together University Toy Drive, Head Start Fun and Fitness, United Samaritans Legacy of Hope, Science Day, VITA Program, Martin Luther King Celebration, We CARE Shelter Project and others.  In addition to supporting service learning courses, the OSL helped to support, organize and staff large scale community-based events such as Science Day, Science Saturdays, Junior Scientist, Delhi Academy of Science, Cesar Chavez Day of Celebration, Hazel Mahone STEM Campus Tour, Monache High School STEM Campus Tour, Legacy of Hope Fundraiser, Turlock Toy Drive, VITA Tax Clinics, Head Start Fun and Fitness Day, Nursing Poverty Simulation, Martin Luther King, Jr. Event, and other activities both on and off campus.  The OSL organized student trainings and ran student led VITA tax clinics for the 2016 tax season. The OSL worked with the College of Business to coordinate the VITA Scholars program for six outstanding student leaders who work with the VITA program Site Coordinator to prepare, set up and run eight VITA tax clinics. Additionally, over 23 Accounting students volunteered during spring 2017 to complete 98 tax returns for low income families and seniors. |
| Communicate with University Advancement on SL Programs. | Ongoing | University Advancement is made aware of OSL programing needs and to coordinate community-based activities either on or off campus in the best interest for University needs. Additionally, University Advancement is notified when the OSL assisted faculty with community leaders who visit the campus to speak to service learning classes. |

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| **Goal 5: Work towards the reduction of risk in service learning and internships and improve the efficiency of the consistent application of appropriate policy.** | | |
| *Strategies for Achievement* | *Specific Time Line* | *Outcome* |
| Continue to work with the Chancellor’s Office on software development. | Ongoing | All current sites have been logged into the system. SL attended monthly webinars and training to learn about S4 development. Currently there is an issue with compatibility between the DocuSign software and the S4 system. We are working with the CO’s office to see if this can be corrected. |
| **Goal 5 continued: Work towards the reduction of risk in service learning and internships and improve the efficiency of the consistent application of appropriate policy.** | | |
| Continue to work with OIT to develop and/or implement supportive software such as E-signature to increase efficiency. | Ongoing | The OSL is collaborating with Risk Management, Office of Information Technology and the CO’s office to make programs compatible. |
| Continue outreach to faculty on appropriate policy and procedures. | Ongoing | SL and internship policy are on University Websites with directives and necessary forms so that faculty may comply with policy directives. |

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| **Goal 6: Continue to work with other University offices to move forward on issues related to risk and University liability.** | | |
| *Strategies for Achievement* | *Specific Time Line* | *Outcome* |
| Collaborate with other University Offices to achieve efficiency. | Ongoing | The OSL:   * Communicated continually with the Contracts Office to ensure efficient workflow for MOUs and to update the contracts office on MOU workflow. * Worked jointly with Risk Management staff on event coordination and safety, MOU issues, student volunteer risk issues, faculty project risk issues to ensure appropriate management of risk to the University. * Organized consistent communication and meetings with Risk Management, Contracts Office, and OIT Staff to ensure SL policy implementation is moving forward. |

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| **Goal 7: Continue to lead the effort to further implement Service Learning and Internship Policy.** | | |
| *Strategies for Achievement* | *Specific Time Line* | *Outcome* |
| Offer faculty support and training on policy and implementation. | Ongoing | The OSL hosted group training sessions for faculty during the 2016-17 academic year.  Additionally, one on-one support was offered to faculty as requested to implement service learning and internship policy.  Service Learning/Internship Policy is on the Stanislaus State website, including the necessary forms and directions, and a form to initiate community partnerships that can be filled out online and sent to SL staff. |
| **Goal 8: Continue to develop the needs of the office with the needs of the larger University** | | |
| *Strategies for Achievement* | *Specific Time Line* | *Outcome* |
| Work with other departments to meet University goals. | On-going | The OSL:   * Worked with the College of Science on Delhi Academy of Science event, Science Saturdays, Science Day, and the 2016 Lagomorph conference. * Worked with campus-wide community on the following: Cesar Chavez Celebration, Science Day, Science Saturday, College of Business Student Recognition Dinner, Ag Summer Camp, and MPA Alumni Event. * Work successfully with Finance Office on completion of contracts. * Worked successfully with Risk Management Office on compliance issues. * Worked with faculty on procedural compliance with University policy with internships and service learning. * Worked with numerous academic departments on events and service learning projects as detailed previously in this report. |

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| **Goal 9: Continue to manage Resources effectively and efficiently** | | |
| *Strategies for Achievement* | *Specific Time Line* | *Outcome* |
| Manage base budget and Chancellor’s Office allocation to meet office needs and program costs. | Ongoing | OSL successfully worked within budget to run multiple programs, events and projects. The OSL managed multiple programs and program budgets to successfully continue ongoing projects and events. |
| Collaborate with other University Offices to achieve efficiency. | Ongoing | The OSL:   * Met as needed with the Contracts Office to ensure efficient workflow for MOUs and to update the contracts office on MOU workflow. * Worked jointly with Risk Management staff on event coordination and safety, MOU issues, student volunteer risk issues, and faculty project risk issues to ensure appropriate management of risk to the University. * Organized consistent communication and meetings with Risk Management, Contracts Office, and OIT Staff to ensure SL policy implementation is moving forward. |