



Office of Service Learning Annual Report 2021 - 2022 Academic Year

The Office of Service Learning has developed a Strategic Plan with Program Goals to help guide the work of the office (see attachment A). The information in this report is aligned with one or more these goals.

Due to the COVID-19 virus, many campus courses were taught remotely or hybrid modality during the 2021-2022 Academic Year (AY). As a result, a portion of Service Learning (SL) and Academic Internship (AI) faculty suspended experiential learning activities. Therefore, the following figures presented represent the reduced number of students who could participate in service learning, service internships and general service activities throughout the 2021-2022AY.

The following large programs were **postponed** throughout the 2021-2022 AY:

- Volunteer Income Tax Assistance (VITA) Program with College of Business,
- Head Start Campus Tour and Fitness Clinic,
- and Foundations of Education Liberal Studies program.

The following large programs were conducted in a **reduced or virtual** form throughout the 2021-2022 AY:

- Pathways to Success Criminal Justice Mentor Program,
- United Samaritans Foundation Legacy of Hope Fundraiser,
- and Science in Our Community Program.

Community Engagement Statistics

\$1,962,983.00

in estimated contribution of service activities (based on \$35.56/hr listed on the Independent Sector) provided to the region by service learning, service internships, and general service.

13 %

of Stanislaus State student body were service learning and extracurricular activities that provided meaningful services to our region.

990

(approx.) students engaged in **17** service-learning course sections.

13

faculty offered service-learning learning and research opportunities in their courses.

246

(approx.) students engaged in **51** academic internships course sections at non-profit agency sites.

15

faculty offered service internships that met relevant community needs.

Community Engagement Statistics Continued

180

(approx.) students were supported in extracurricular
volunteer service opportunities.

25,850

(approx.) hours of service were provided by Stanislaus State students
enrolled in service learning courses.

26,355

(approx.) hours of service were provided by Stanislaus State students
enrolled in academic internships.

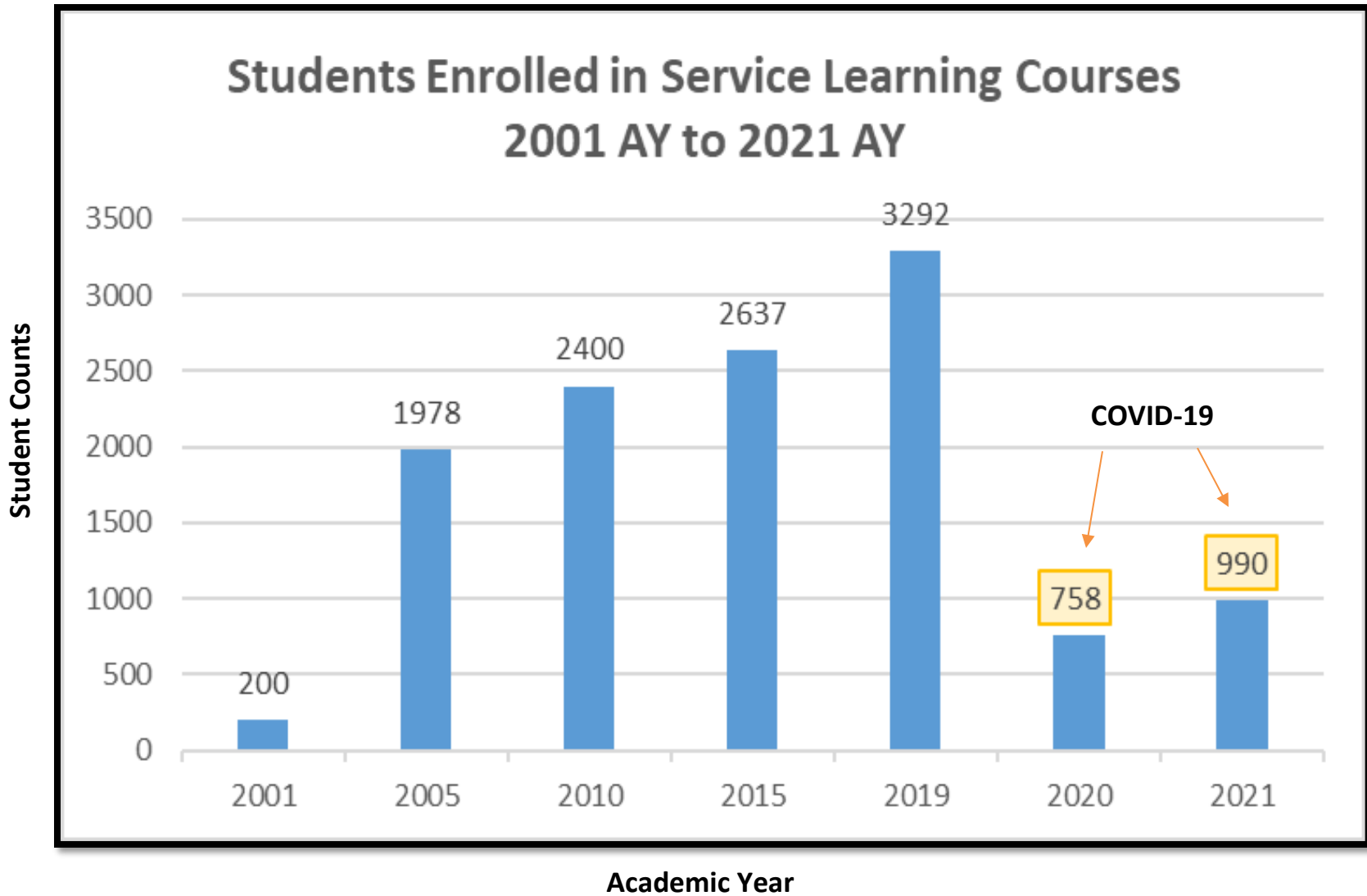
2,997

(approx.) hours of additional general community service were provided
by University faculty, students and staff.

299

active Memorandums of Understanding have been developed, negotiated, and completed
(This number varies annually depending upon MOU expiration dates and agency renewal process).

The development, coordination, and deployment of these activities
continue to be supported by the OSL staff.



As the graph indicates SL was in a growth mode prior to the COVID-19 Pandemic, which halted all face-to-face activities in spring 2020.

Provided Direct Support of Service Learning & Academic Internship Faculty:

During the COVID-19 restrictions throughout the 2021-2022AY, the Office of Service Learning (OSL) continued to provide direct support and assistance to faculty. As described below and in the following sections, the OSL's active support of faculty includes:

- meeting with faculty and community agency representatives to develop service learning and internship activities
- work with faculty and students to develop community-based activities
- provide virtual Risk Management orientation sessions to faculty and campus staff
- meet with students one-on-one to finalize Risk Management documentation
- conduct site reviews and visits to community agencies as needed for Risk Management procedures
- provide community agency on-site assistance during service activity

The OSL also met with faculty in one-on-one sessions in fall 2021 and spring 2022 to assist with service learning course development and implementation, community partnership development for a course with a service learning component, and risk management preparation through the StanServes S4 website.

- The OSL continues to work with campus administration and the Safety & Risk Management Office throughout COVID-19 restrictions during summer, fall and spring review the evolving risk management procedures and federal, state and CSU guidelines for conducting service learning and internships during fall and spring terms. Updates were provided in virtual group meetings or individually with faculty concerning the evolving state, county and CSU COVID-19 policy and procedures when these were made available.

Courses Directly Supported by the OSL:

During COVID-19 restrictions, many service learning courses suspended their service activities during the 2021-2022AY. Highlights and examples of service learning coursework who continued to provide remote service activities that received direct support from OSL included:

- BUS 2090: Business Ethics and Social Responsibility (Mr. Gilchrist)
- CJ 3420: Community Policing (Dr. Sabastian Sclofsky)
- CS 4270: Ecommerce Systems (Dr. Daehee Kim)
- COMM 4940: Communications Internship (Dr. Veronica Dawson)
- EDMS 4110: Reading Methods (Linda Boone, Anne Weisenberg)
- EDMS 4121: Mathematics Methods (Elmano Costa, Shannon Panfilio-Padden)

- GEOG 4930: Planning Issues (Mr. Gene Barrera)
- GEND 4940: Gender Studies Internship (Dr. Betsy Eudey)
- HONS 2850: Honors Service Learning Project (Ms. Maureen McCorry)
- KINS 4940: Practicum in Kinesiology (Ms. Heidi Santino)
- MDIS 3010: Seminar in Community Learning (Ms. Erin Littlepage, Ms. Miriam Ureno-Moreno)
- NURS 4410: Community Health Nursing (Anne Stockman, Diane Katsma, Esther Harris)
- PADM 4940 & 5940: Public Admin. Internship (Umar Ghuman)
- SOCL 4940: Sociology Internship (Drs. Kincaid, Laus, Nakano, Schafer, Snizek, Strahm, Whitmer)

The OSL supported faculty in the following courses and programs that began or continued to develop curriculum and/or community partnerships:

- Course: HONS 2850: Service Learning Project
 Community Partner: Tuolumne River Trust, Great Valley Museum, Operation 9-2-99 Website Project, and Center of Spatial Analysis (CASA)
 Service Learning: Students in groups of two or three worked on projects within the underserved and marginalized communities. The group with Tuolumne River Trust worked to identify the socio-economically challenges that have led to the environmental pollution in the area. The students involved in the website development project assist the Tuolumne River clean-up initiative Operation 9-2-99 to help engage the community to meet the challenges identified by the previous HONS 2850 course. The group with CASA to research the challenges faced by the Airport Neighborhood along the Tuolumne River. Honors students visited the area in groups to observe and obtain GIS mapping points of the locations of visible disparities in and around this neighborhood. This data was then added into GIS software to build a map that can be utilized to determine the challenges residents face and to better understand the structural inequalities in this region. Last final group of students assisted in the Great Valley Museum where they were able to observe and catalogue historical events/artifacts that impact the communities in the area.
- *Pathways to Success Mentor Program*
 Faculty: Drs. Abu Mboka, Huan Gao, and Mr. Jeffrey Kettering, Criminal Justice.
 Courses: CJ 3600: Juvenile Corrections, CJ 3650: At-Risk Youth, CJ 4230: Juvenile Justice, CJ 4350: Violence Against Children, CJ 4700: Youth Mentoring,
 Community Partner: Turlock Unified School District (TUSD) and Mr. Gil Ogden, Director, Office of Student Services.

Service Learning: Now in its 18th year, this program is one of the largest mentor programs in the Central Valley. In past years, over 350 Stan State Criminal Justice students participated in this mentor program to mentor one-on-one over 350 at-risk K-12 students at 15 school sites. Due to the COVID-19 virus, this program was downsized to 133 participants during the 2021-2022 AY. In early June 2021, the OSL held several meetings with Dr. Abu Mboka, Mr. Jeffrey Kettering and Mr. Gil Odgen to discuss continuing this program in fall 2021. The OSL will host a meeting with the faculty, Mr. Odgen and TUSD administrators in the late summer 2021 to review program procedures and seek ways to improve the program. The OSL provides collaborative program management and class orientations to Stan State students each semester prior to their mentor experience. University students focus on making a strong connection with their TUSD protégé and provide a positive role model for the younger students.

- *Civic Action Fellows MDIS 3310*

Faculty: Erin Pevette Littlepage and Miriam Ureno Moreno.

Course: MDIS 3010: Seminar in Community Learning

Community Partner: Civic Action Fellows, CA Governor's Office

Service Learning: In the summer and fall 2020, the Provost's Office applied for and obtained a grant with the California Civic Action Fellows program. The OSL continues to work with Erin Pevette Littlepage and Miriam Ureno Moreno to develop the service learning projects for two groups of students in the course: 1) students worked with assigned high school students at one of 4 schools partnering with this course to mentor the younger students and provide information about how to entering college and apply for financial aid, and 2) a second group of Stan State students under the guidance of the campus Outreach Office assisted prospective high school students with the admissions and enrollment process and they reviewed the benefits of attending college. Additionally, OSL is assisting with the transition of the program to the College Service Fellowship with focusing on climate action, k-12 education, and food insecurity.

- *Computer Science Students Reinvigorate Community Agencies on the Internet*

Faculty: Dr. Daehee Kim, Computer Science

Community Partner: Nested Owl Gifts & Collectibles Shop, Turlock Dry Cleaners

Service Learning: The OSL worked with Dr. Kim to develop this service learning project to connect students with local agencies to update and enhance their websites for greater impact for visitors. Select Computer Science students worked in pairs to meet with agency representatives to learn about their organization, services offered, and clients served at their

agency. The students then worked to update and/or redesigned certain pages for the local agencies. After final consultation with each agency, the website redesign and updates were launched.

- *Community & Problem Oriented Policing Project*

Faculty: Sebastian Sclofsky

Course: CJ 3420: Community & Problem Oriented Policing

Community Partner(s): Child Abuse Prevention Council, Haven Women's Center, Invest in Me, International Rescue Committee, Project Sentinel

Service Learning: Students working in groups had the opportunity to select a local non-profit agency to learn about how the agency addresses the challenges faces by underserved individuals and families in our community. Students had the opportunity to meet remotely with agency staff to research and create a presentation about services their agency provides to overcome their community challenges. Due to the COVID-19 virus, this course was suspended for the 2021-2022 AY and plans to continue in the upcoming 2022-2023 AY.

- *Geographic Access and Functional Needs Webpage in Merced County*

Faculty: Mr. Gene Barrera, Geography

Course: GEOG 4930: Planning Issues

Community Partner: Merced County GIS

Service Learning Project: The OSL worked with Mr. Barrera to launch a community service project with Merced County that allowed students to work with Geographic Information Systems (GIS) technology to collect data and build an "Access and Functional Needs" website with the Merced County Office of Emergency Services. The students working virtually collected available public information on at-risk areas in the county for fire, flooding or other potential natural disasters. The students then developed a map of potentially hazardous areas and built a web application to allow the public and county officials to view this information. The project is designed to allow for potential hazard mitigation planning throughout the County. The OSL also attended the class at the beginning of the spring semester to provide risk management information and forms for student to complete on S4.

- *Virtual Internship Fair: Politics and Public Administration and Communication Studies*

Faculty: Drs. Dave Colnic, Erin Hughes, Umar Ghuman, and Veronica Dawsons

Course: COMM 4940, PSCI 4940, PADM 5940

Community Partner: African American Chamber of San Joaquin Foundation, American Ag Credit, California Rural Legal Assistance, City of Hughson, City of Oakdale, City of Ceres, and City of Manteca.

The OSL hosted the *Virtual Internship Fair* on Wednesday, September 15, 2021. This meeting led to strengthen partnerships, a paid opportunity with American Ag Credit, and several opportunities with the City of Manteca.

- *Volunteer Income Tax Assistance (VITA)* program

Faculty: Drs. Annhenrie Campbell, Kim Tan, and Mr. Tim Firch, Accounting and Finance.

Course: ACC 4980: Independent Study (for VITA Scholars program)

Community Partners: IRS, Turlock Salvation Army.

Alumni Partners: Mr. Harsh Thakar, Ms. Kathy Johnson, Janet Riley.

Service Learning: Begun in Spring 2003, Accounting and Finance students provide free federal and state tax return preparation for low income and underserved members of the community. After consultation with the Alumni partner coordinators, it was decided to suspend the tax clinics due to the conditions imposed by the COVID-19 virus to efficiently and securely prepare tax returns for our customer base.

Direct Support of Internships:

The OSL works with faculty for MOU development, site risk assessment and site reviews & visits, and student Risk Management documentation in StanServes S4 for their Service Learning and internship course partnerships. During COVID-19 restrictions, certain internship opportunities were postponed for some courses. Typically, the OSL works with Internship Coordinators associated with the following internship courses:

ACC 4980, AGST 4940, BIOL 4940, CIS 4940, CJ 4940, CJ 5940, COMM 4940,
GEOG 4940, JOUR 4940, PADM 5940, SOCL 4940, PSYC 4945, PSYC 4980.

New Student Orientation:

The OSL attended 8 summer 2021, 4 spring 2022, and 1 summer 2022 virtual and in-person *New Student Orientation* sessions for new students and transfer students to provide information about the work of the Office of Service Learning. Attending students received information about the department's services that include the various academic community-based education programs throughout the four colleges, Science in Our Community STEM programs, and community volunteer opportunities.

New Faculty Orientation:

The New Faculty Orientation showcase typically held at the Faculty Development Center was held virtually in late summer 2021. The OSL was invited to submit a brief pre-recorded presentation this past academic year. When activities resume on campus, the OSL attends the New Faculty Orientation event to speak with new faculty about the services offered by the OSL to incorporate and implement community-based pedagogy into the curriculum.

Service Learning and Internship Risk Management Support:



The OSL held 4 virtual drop-in meetings on August 17, 2021; August 18, 2021; January 26, 2022; and January 27, 2022 with internship and service learning faculty in departments offering course related community experience during COVID-19 restrictions during the fall 2021, and spring 2022 semesters. The OSL met and corresponded virtually with Kellie Marshall and Malinda Simao in the Safety & Risk Management Office during summer, fall and spring to review the evolving risk management procedures and federal, state and CSU guidelines for conducting service learning and internships during COVID-19. Updates were provided in virtual group meetings or individually with faculty concerning the evolving state, county and CSU COVID-19 policy and procedures when these were made available. Additionally, the meetings also addressed ongoing compliance with CSU E.O. 1064 that covers SAFECLIP Memorandums of Understanding, student Learning Plans and Participation Guidelines and Liability Waiver for service learning and internship courses. The OSL also reviewed the procedures to track student placements and completing campus Risk Management forms on the StanServes S4 website. An on-going list of sites offering virtual placements for students was updated throughout the academic year on the StanServes S4 website.

The OSL continued to work with the Chancellor's Office team to explore ways in which community partners may access the Stan Serves S4 software and exchange information with the campus. OSL continued to work with outside agencies to reach compliance on new and emerging partnerships that support service learning programs and internships. In the 2021-22 AY, the SL Office negotiated **40** new and renewal MOUs with agencies for student placements. Currently, the total **299** MOUs developed that offer **827** locations across the region available for service learning and internship placements.

Service Learning and STEM

(Also see Science in Our Community Attached)

AmeriCorp VISTA and Science in Our Community:

For the 6th year, the OSL co-supervised one AmeriCorp VISTA member who worked with *Science in Our Community* STEM programs. These programs offer faculty and students opportunities to provide STEM activities to K-12 children and their families in our region, with an emphasis to target underserved populations. The VISTA seeks to increase opportunities for student participation to apply their knowledge and gain leadership skills in conducting STEM activities with K-12 students. Due to the COVID-19 virus, the VISTA researched modalities to develop and continue STEM activities virtually for the K-12 community. The STEM activities were developed to accommodate K-12 recipients who can participate virtually and safely within a home or classroom environment during the 2021-2022AY. The OSL Director and STEM Coordinator oversaw the VISTA who worked with over **14** College of Science faculty and over **83** Stan State students who presented the following programs virtually: Science Saturdays, Junior Scientist, Science Week (*a.k.a. Science Day*), and other related STEM activities. Each of these programs provided virtual activities during the 2021-2022AY that continued to engage students and their parents at **47** k-12 school sites, **4** institutions of higher education, and **1** day care program in our region.

NOTE: Due to the COVID-19 virus, some STEM programs were suspended such as the Delhi Medical Academy, STEM Summer Camps, VIP STEM Campus Tour, K-12 School Visitations, Ace the Grade, and Farmers' Market booth.

Science Week (Science Day)

The OSL worked with the VISTA, the OSL STEM Coordinator, Dr. Mark Grobner, Faculty Director for Science in Our Community (SIOC), and the SIOC Steering Committee in the fall and spring semesters to coordinate and manage the annual STEM capstone

Science Day event, which was modified to a week-long virtual event. Due to the complexity of organizing numerous live and pre-recorded virtual events with science faculty, students, and coordination with the Office of Information Technology (OIT) and the Communications Department, the anticipated annual date to hold the event in early March needed to be moved to the week of April 25, 2022. Our VISTA member, Chelsea Flores and STEM Coordinator, Sunpreet Kaur, immersed themselves in the process to learn the complexities of conducting virtual science activities with numerous participants over the **5-day** period during which the **11** virtual live activities occurred over various web-based platforms. They worked over the late fall and early spring semesters to plan and coordinate with numerous faculty and dozens of students to plan for both live and pre-recorded activities that would be made available on April 25. Ms. Flores and Ms. Kaur coordinated with faculty and students for the preparation of **16** pre-recorded activities in the following disciplines and campus departments that were made available on the first day of *Science Week*: Astronomy, Biology, Chemistry, Child Development, Computer Science, Geography, Nursing, the Office of Information Technology, Physics, Psychology, and more. Additionally, they worked with Dawn Ramirez in OIT to set up the webinar platform in Zoom and Facebook with registration, event monitoring and troubleshooting concerns that might arise. They also worked with Kristina Stamper in the Communications Department on appropriate university branding and display cards, as well as conducting outreach to local press to announce this event. On the week of this successful event the **1,137** unique participants attended from throughout the Central and Sacramento Valleys, as well as communities in the Sierra Nevada foothills and a class from the State of Oregon.

Science in Our Community Steering Committee

The Science in Our Community (SIOC) Steering Committee was developed in the 2020-2021AY. During the 2022 AY SIOC steering committee met **4** times to provide guidance and feedback to the *Science in Our Community* leadership team on the work to connect STEM outreach activities with faculty and students in individual departments across campus. They also provided support of the development of education and infrastructure for *Science in Our Community* activities, and to address issues related to program sustainability, academic quality, program development, faculty development, and fiscal support. Membership on the Steering Committee includes:

- the *Science in Our Community* Faculty Director, Dr. Mark Grobner, who serves as the chair;
- at least five faculty members from the College of Science (*Dr. Elvin Aleman, Dr. Andrew Gardner, Ms. Shannon Hernandez, Dr. Brian Jue, Dr. Dae Hee Kim, Ms. Wendy Matthew, and Dr. Brian Morsony*);
- a representative, Mr. Alfredo Vargas, from the College of Education, Kinesiology & Social Work;
- the Director of the Office of Service Learning, Ms. Julie Fox;
- one student representative currently serving as a STEM Ambassador – Ms. Mahnoor Raza;
- Dean of the College of Science – Dean Dave Evans (ex-officio); and

- a staff coordinator of *Science in Our Community* – Ms. Breanna McIntyre (exec. Secretary)

AmeriCorps VISTA Grant Application

The OSL worked with the College of Science Dean, Dave Evans, to resubmit a grant application to renew one AmeriCorps VISTA member volunteer placement on campus for 2022-2023AY. The VISTA member application was accepted in early spring 2022 then later revoked their decision. The VISTA member will no longer continue to work with Science in Our Community (SIOC). As the campus transitions to repopulate with in-person courses and SIOC programs continue, the OSL and the SIOC Steering Committee will work to provide other forms of support in place of the VISTA.

IRA Grant for Science in Our Community

The OSL assisted Dr. Grobner with an IRA grant submission, which was awarded for \$17,000.00 a reduction from previous years. This support will assist *Science in Our Community* programs to continue its innovative outreach of science programing in our community. The OSL continues to work with Dr. Grobner and other grant opportunities to support *Science in Our Community* programs.

Community Programs Supported by OSL:

The OSL continues to raise awareness of service-learning opportunities and successes by supporting innovative programs and outreach efforts across the campus and in the community. This work includes the VISTA members outreach efforts for community-based programs. Many OSL programs have received media attention. Due to the COVID-19 virus, activities scheduled during the 2021-2022AY were either limited or conduct in a virtual format. In the 2021-2022AY, the following outstanding community-based programs supported by the OSL include:

- *STEM virtual programs:*
 - STEM Ambassadors Informational Meeting:* July 13, July 19, September 28, 2021
 - 15 Meetings with Active STEM Ambassadors*
 - Junior Scientist:* September 16, November 19, December 2, 2021 & February 8, February 10, March 17, March 24, May 13, 2022
 - Lesson Planning Workshop:* November 4, 2021
 - Enoch's High School Science Night:* April 20, 2022
 - Science Saturday:* October 23, November 13, 2021 & April 8, 2022

Science Week (in place of Science Day): April 25 to April 29, 2022

Solar Suitcase: April 7, April 12, April 28, May 5, May 10, May 12, May 17,
& May 19, 2022

Project 1300: June 30, 2022

STEM Summer Associate (June 21 to August 20, 2021) Mahnoor Raza.

4 Science in Our Community Steering Committee meetings and other email communications.

- The OSL, STEM Coordinator, and VISTA member attended freshman and transfer *Student Orientation* sessions which were conducted virtually and in-person on the following dates: July 1, July 20, July 22, July 26, July 28, July 30, 2021 and January 10, January 12, January 13, January 14, June 22, and June 27, 2022. These sessions allowed in-coming students to become aware of community service opportunities, STEM and related programs associated with their disciplines.
- *Cesar E. Chavez, Dolores Huerta, Larry Itliong Day of Celebration:* The OSL sits on the planning committee under the direction of Carolina Alfaro, Director, Warrior Diversity Center. The program was suspended for the Spring 2022 semester.
- *Turlock Head Start Fitness Clinic:* This annual event typically scheduled for early May with 4 Turlock Head Start schools was not held due to COVID-19 virus.
- United Samaritans Foundation's *Legacy of Hope Fundraiser:* Due to the COVID-19 virus this large service event was limited to set up prior to the attendee portion of the event for fall 2021

Faculty Stars of Service Newsletter

In 2021 AY, the OSL drafted articles for *Faculty Stars of Service*, to highlight the outstanding community engaged service provided by faculty who extend their work into the community with service-learning courses or research that were not able to be posted due to personnel changes and other workload difficulties. The OSL looks forward to continuing work on the drafted articles as well as expanding the focus of the articles. Currently, bulletins highlight work from faculty in Anthropology, Physics, and Computer Science.

Additional support to raise awareness of service learning opportunities and successes are available through the Service Learning website explained next under *Update the Service Learning Website*.

Updates to the Service Learning Website

The Service Learning website is updated throughout the academic year to provide relevant information and resources in the following areas:

- COVID-19 Resources: Links are provided on several Service Learning pages to information on campus, county and state resources, virtual service opportunities, and access to the Turlock Community Collaborative Directory. Additional resources and information about virtual Service Learning and Internships were added to the site throughout the academic year as updated information became available.
- Faculty, student and the community pages updated with relevant information on office programs
- Curriculum development
- Community partnership development
- Risk Management policy and procedures for faculty, students and community partners
- Link to the Stan Serves S4 Website
- Courses with a service learning component
- Procedures, Tutorials and documentation
- Volunteer opportunities
- Events Calendar
- Student Opportunities, Resources and Basic Needs links
- Office Annual Reports
- Recognitions and Awards that include the Carnegie Foundation for the Advancement of Teaching for the 2015 Community Engagement Elective Classification, and the President Higher Education Community Service Honor Roll.

The campus website is being redesigned during the 2020-2021AY and began to be launched during the summer 2021. The OSL continues to review the information throughout their current web pages to allow for a smooth transition to the redesigned platform.

Risk Management Policy & Procedures

After a Risk Management audit was conducted in the summer 2017, the OSL continues to improve implementation of campus Risk Management policy and procedures, including the maintenance and utilization of the Stan Serves S4 database.

Service Learning and Community Engagement Common Attribute Designation:

The Chancellor's Office has developed a common course attribute to better identify and capture data on service learning and community engaged activities in a uniform manner systemwide across the CSU. In fall 2019, as part of the annual California Call to Service Initiative, campuses were asked to voluntarily participate in a pilot program to identify courses with either of the two attributes to be used in the new framework: CSLI (service learning) or CCEL (other community engaged learning). Each attribute will be applied to courses in PeopleSoft to identify the level of course participation in the community. Due to the COVID-19 virus in our region, the introduction of the attribute designations to Stanislaus State was initially suspended until Spring 2022. In July 2022, the CCE notified campuses that during the application for the Chancellor's Office 2022-2023 Call to Service Allocation funding, OSL will report on the first year of the 3-year plan to institutionalize the attribute system. The timeline for the application submission is in early fall 2022.

For Risk Assessment Policies and Procedures:

- The Service Learning and Internship student forms called *Learning Plan*, *Participation Guidelines* and *Liability Waiver* continue to be utilized in S4 database. The forms became available for use by students to fill out in S4 in fall 2018. Additionally, certain courses, such as Criminal Justice, utilize modified versions of the *Learning Plan* and *Participation Guidelines* that meet risk management guidelines specifically relevant to their discipline, or that needs to comply with the MOU developed with a community partner agency. These modified forms require additional set up in S4 during the 2022-2023AY. This will help facilitate compliance and tracking of student involvement in the community.
- The community partner *Request to Initiate a Partnership* (RTIP) online form is filled out by community agencies to assist in initiating the required Memorandum of Understanding (MOU) and to mitigating risk and to place appropriate Stan State students with partner agencies for service learning and internship activities. Adding the RTIP form to S4 has resulted in an increase of responses by agencies. Once an MOU is developed, agency information in the RTIP form can be transferred in S4 to the site's new listing for student placements, which reduces data entry time for staff.
- To allow service learning and internship courses to consider conducting in-person activities off campus during COVID-19 restrictions in 2021-2022AY, an online form have been developed in S4: *Student Placement Request: COVID-19 Site Safety*

Review for Face-to-Face Activity. This form allows for students in either a service learning course or an academic internship to conduct their activities in-person. This includes information on the agency's/business' current COVID-19 safety measures in place, the activity description, and the percentage students will be participating in-person activities.

- A bulk email feature in S4 is utilized to automatically notify agencies when an MOU expires and requests the agency to renew their MOU. This feature can be set to notify the agency at a set date prior to MOU expiration to allow time for renewal and continuity in student placements.
- An email feature in S4 is utilized to notify faculty when there are changes to, or notify the expiration of, MOUs utilized by their students. This email feature can also be used to notify faculty about student completion of risk management forms.

For Internships:

- Students in internship courses continue to utilize S4 to complete the *Learning Plan, Participation Guidelines* and *Liability Waiver*.
- Additionally, the OSL worked with the Department of Psychology and Child Development to update risk management forms utilized with the department's field work and internship courses that are currently incorporated for use in S4.
- As noted above under Risk Policies and Procedures, the campus began to allow students performing in-person course-related placements. An online form in S4 was developed for students to submit the current COVID-19 safety measures for the learning site. The online form, *Student Placement Request: COVID-19 Site Safety Review for Face-to-Face Activity* was developed to meet the on-going needs of students during the 2021-2022AY.

Community Partnership Development & Strengthening

OSL staff sits on community agency committees, which affords increased opportunities to maintain and expand community partners for student placements in the region. Committees and positions served include:

- *Turlock Community Collaborative:* Julie Fox serves as Vice-President and co-chair of meetings with over 40 community service agencies. The Collaborative provides resources for faculty and student service learning and internship opportunities with local non-profit agencies.
- *Legacy of Hope Planning Committee* with United Samaritans Foundation. OSL staff sits on this committee that organizes and facilitates over 180 students, and 35 faculty and staff volunteers for this event hosted by John Rogers. Due to COVID-19, the volunteer numbers were reduced to 64 students and 5 faculty and staff in fall 2021.

- *Martin Luther King, Jr. Commemorative Committee.* In collaboration with Modesto Junior College, NAACP, and other community agencies, a virtual presentation regarding the legacy of Dr. Martin Luther King Jr. was created and shared with the public
- *Cesar E. Chavez, Dolores Huerta, and Larry Itliong Celebration Committee:* The OSL serves on this committee to prepare for the annual Poster and Essay Contests for K-12 and University students. Due to the COVID-19 virus, unfortunately, the event was suspended.
- *Turlock Head Start Delegate Committee* community partner representative: The OSL attends the Delegate committee meetings and prepares for the Head Start Campus Tour and Fitness Clinic. Due to the COVID-19 virus, these events were cancelled for the spring 2022 semester.
- *Science in Our Community Organizing Committee.* Due to the COVID-9 virus, the OSL continues to meet for planning meetings over zoom as STEM programs are being prepared for remote presentations to the community.
- *We Care Homeless Shelter Board of Directors:* Julie Fox.

Promoting a Culture of Engagement

The OSL assists in building a culture of engagement across the campus by partnering with the following campus groups who share a community focus:

Science in Our Community

The OSL co-supervised one AmeriCorp VISTA and worked with the faculty and administrators in the College of Science to provide virtual innovative STEM programs throughout the academic year to **47** k-12 school sites, **4** institutions of higher education, and **1** day care program in our region during the 2021-2022 Academic Year.

Cesar E. Chavez, Delores Huerta, and Larry Itliong Celebration Committee

The OSL sits on the planning committee under the direction of Carolina Alfaro, Director, Warrior Cross-Cultural Center with participation from faculty from Ethic Studies, and campus administrators. The 2020-2021AY marks the 27th anniversary of this community event. Due to the COVID-19 virus, this event suspended.

New Student Orientation

The OSL participates with virtual Student Leadership and Orientation to attend the summer 2021, spring 2022, and summer 2022 orientation sessions for new and transfer students coming to Stanislaus State. The OSL attended a total of 13 sessions for incoming

new and transfer students during the 2021-2022 AY. The OSL informs incoming students about numerous opportunities to become involved to make a difference in the region through service learning and other volunteer opportunities throughout the academic year.

Legacy of Hope Fundraiser

The OSL began attending planning meetings in the early summer 2022 for the fall 2022 Legacy of Hope Fundraiser that will return to Larsa Hall in Denair for this vital community fundraiser. Due to the limited number of classes meeting face-to-face in fall 2022, there will likely be a smaller number of students available in the area to recruit to volunteer for this fundraiser.

Pursuit of Support of Program Growth

Service Learning Steering Committee

The OSL leads a Steering Committee whose charge is to give direction and academic support to advance service learning pedagogy as a High Impact Practice across the 4 colleges at Stan State. The OSL held a Steering Committee meeting on September 16, 2021. Topics discussed included: 1) COVID-19 impact on service learning and internships, related risk management procedures for virtual internships and face-to-face activities; 2) annual year-end reports, and 3) current staff update regarding Brett Forray retiring December 2021.

The OSL worked with the Office of the Provost to explore avenues for additional staffing to meet increased office needs in the areas of Risk Management, Assessment, and ever-growing community-based STEM programs that impact the effectiveness of the current staff.

Chancellor's Office/AmeriCorp VISTA Application

The OSL worked with College of Science to develop a 7th year AmeriCorp VISTA through the Chancellor's Office in order to develop and manage *Science in Our Community* programs and meet graduation goals in the College of Science. The Chancellor's Office did not award Stanislaus State Office of Service Learning support for one VISTA member during the upcoming 2022-2023 AY due to a change in the AmeriCorp VISTA funding priorities.

Assessment Activity

The OSL developed a more user-friendly MOU template that was approved by Contracts Office and General Council. Additionally, the OSL is working with Risk Management, OIT and the Contracts offices to move the MOU process of review and signatures from a paper format to an online electronic format through S4.

- *WASC / Campus Labs*

OSL worked with the Office of Assessment during the 2021-2021 AY to continue updating information in the Campus Labs website on service learning and internship activities.

- *Faculty Learning Community Participation*

The OSL participates in the Faculty Learning Community on civic engagement. The OSL has assisted in all phases of the committee and will continue to work in this capacity in the coming year.

- *Support Unit Review*

The OSL's Support Unit Review, in coordination with VP Gitanjali Kaur, SPEMI, was completed in 2021. Recommendations were for additional staffing. The outcome is currently pending review and implementation.