

MCSLHE Meeting
10-15-04
Nebraska Wesleyan

Attendance: Janelle Schutte-Andreini (Nebraska Wesleyan), Linda Moody (UNL), Jeremy Rehwaldt-Alexander (Midland), Gerry Stirtz (UNK), Deena Kennel (Chadron State), Jacquie Lonning (USD), Dawn Jaycox (USD), Penny Boykins (Creighton), Nora Bacon (UNO), Jean Heriot (Hastings), Kim Graviette (Hastings), Henry Bulley (Grad Assistant), Cynthia Gooch (Metropolitan Community College) and Gary Heusel (Director).

Review of Mission, Aims & Objectives

Handout of current mission, aims, and objectives was reviewed by the group (*changes and conversation in italics*)

Our Mission: The Midwest Consortium for Service-Learning in Higher Education promotes, mobilizes, and supports the efforts of *colleges and universities* in Nebraska and South Dakota that are united in strengthening their academic and co-curricular programs through service-learning in their *institutions*, communities, state, and nation.

Note: Keeping Nebraska & South Dakota in the mission statement is necessary for this grant. In future grants, this may be changed to include other states (North Dakota).

Our primary aims are:

- To increase the level of commitment, partnerships, support and communication from member institutions;
- To expand and diversify the base of faculty involved in service-learning, providing students with quality service-learning, emphasizing civic engagement;
- To expand and improve relationships with community partners; and
- To contribute to the field of service-learning through research and evaluations. *Will be shown in future sub-grant RFPs to Faculty and Research*

More specifically, the Consortium's five-year mission objectives are:

- To expand and enhance services to meet the needs of those in poverty or immigration/refugee assistance environments;
- To develop and implement certification for agencies participating in sponsored events;
- To increase the number of faculty who participate in sponsored service-learning activities and then incorporate it into their curricula;
- To maintain a strong base of students, *faculty*, member institutions, and *community partners* who participate in Consortium sponsored activities; and
- To improve service-learning *evaluations & assessments*.

Status of RFPs for Sub-Grants

Research

- First time for this RFP to be offered by MCSLHE (Nebraska Consortium offered previously)
- Should be able to fund 6 grants utilizing \$6,000 from money unused during grant year 1.
- Several institutions are interested in applying (UNO, Creighton, USD, UNK, UNL, Metro, Wayne)
- Questions about the IRB (Institutional Review Board) Process and how long the process takes

Alternative Break

The current RFP was discussed and the following agreements reached:

- November 15th and January 21st will be set as the new deadlines.
- Three grants will be set aside for the November 15th deadline. Any funds left over will roll over into the second funding cycle on January 21st
- An institution can apply in both rounds, but cannot awarded for more than \$2000 total

Faculty

- Can grant funding be used for faculty pay for summer period? Yes
- Can we remove the request for letters of support? Yes
- Motion (Nora & Penny): Award at least \$10,000 for faculty sub-grant at \$2000 each; subject to availability of rollover funds. Motion carried unanimously.
- Deadline of February 10 and notification on March 10.
- Limitations to faculty may exclude other non-faculty staff or graduate students

Institutional

- Overlap of implementation/award period is permissible for all institutions
- \$200,000 available for grants to the 16 current members of the consortium (however grants from 20 institutions was anticipated in Strategic plan)
- Yr 2 RFP deadline (all money must be spent at end of December and report due 31 December)
- Yr 3 RFP deadline for spending funds is November 1.
- Linda will have a digital copy of timeline to Gary ASAP.
- Quarterly reports due dates: there is need to have someone take charge of reminders to consortium members (Web-based schedule deadline and timelines)
- Motion: All grants will be for up to \$20,000 of funding until grants funds are expended. All proposals that are acceptable to reviewers apply will receive some funding. Vote: Yes - unanimous
- Mentoring institutions (6): Will receive preference for grants above \$15,000.
- Rolling deadline for Yr 2 RFP: first grants proposal review date is December 1, 2004
- Mentoring programs by most institutions are encouraged

Review of Colloquium:

- Overall view of cooperative effort in conducting a successful conference
- Very positive perception at the National Learn & Serve office

Host for Next Year's Colloquium (USD prospectus)

- Possible dates and additional information (see document)
- USD is willing to support a keynote speaker provided that the university is invited.
- Saturday 2:00 p.m. (Spirit Mound field trip)
- International Service-Learning conference in Black Hills (SDSU and Black Hills State are co-sponsoring). MCSLHE will wait to set conference dates until ISL conference dates are announced to avoid conflict of dates. Agreement to allow USD to determine dates and announce.
- 3-day conference program: Unanimous agreement
- Conference Venue: (motion unanimously approved for USD)
- Registration should include cost of meals and breaks.

Regional Trainings

- Target Native American colleges
- Budget for 4 regional training at \$1000 each
- Special session for college administrators during regional trainings
- Potential speaker: Bob Exley (Iowa Western Community College)
- Potential dates: Spring (Hasting/UNK/Central Community College). Other institutional representatives will confer with their folks and inform the MCSLHE about their intentions with regards to the regional training.
- One day regional training program
- Chadron: interested in a training on what is service learning (nuts & bolts of service learning: Jean Heriott, Geri, Penny and Linda Moody are potential presenters)

IRB

- Necessary for reporting on service learning activities
- Potential topic for regional training program
- Idea to develop a common document that could be submitted for approval at various institutions
- Further exploration of relevant information with regards to consortium wide forms.
- Caution about problem with a the negative impact of a single misstep on the overall consortium

Budget

- As of October 6, 2004 - about \$34,000 surplus from year one budget.
- Year 2 budget allocation is similar to year (only \$5.00 less).
- Increase in sub-grants allocations accounted for by last year's surplus
- Potential increase in allocations to double amount available for regional training from \$1000 to \$2000 if surplus funds allow. Motion (Penny & Cynthia): Unanimously approved.

Performance measures

- Focus on one issue of each of the five dimensions
- Evaluations: Last year's evaluator may provide some additional service during first part of year 2 (possibly at November meeting)
- Next meeting: November 15, 2004 (10:00 a.m. at East Campus Union).

Conference Calls

- Penny will forward information from National Conference Call to other consortium members

Duke University at UNL

- Linda Major requested that MCSLHE be given one-hour with the speakers (February 17, 2005)
- Considering a Consortium meeting on February 17 in order to listen and interact with speakers

Potential Reviewers

- Marilyn Leach

Washington State University

Listserv information/procedures

- Change reply settings to "Reply To:"
- Check with listserv administrators about this issue

New updated FURCO Deadline

- December 1, 2004

Ground Rules for operation

1. Committee relations
 - Type of committee (power to act vs. fact finders);
 - Terms of reference (Committee chairs reports to the steering committee);
 - Request for summaries of existing standing committees
2. Time changes and cancellations should be available at least 24 hours; otherwise there should be efforts to reach commuters via home phone and cell phones
3. Respectful and considerate of others in seeking redress to our concerns