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BROWARD COLLEGE

Define yourself.

To: Members of the Board of Trustees

From: J. David Armstrong Jr., President

Date: September 22, 2009

Place: Regular Meeting of the Board of Trustees
Broward College
Boardroom 1208, Building 33-Willis Holcombe Center
111 East Las Olas Boulevard
Fort Lauderdale, FL

Subject: Agenda Item - VII-A- Florida Campus Compact Grant

Brief Description: Broward College has been awarded a grant from Florida Campus Compact to present a "Service-Learning Institute" for faculty. The institute will provide the opportunity for BC Faculty to learn the service-learning pedagogy and explore techniques to incorporate Service-Learning into courses to enhance student success.

Benefit to BC: The Florida Campus Compact grant provides professional development for faculty to effectively implement academic Service-Learning. Students participating in service-learning courses gain further understanding of course content as they serve their community, gain a broader appreciation of the discipline, reflect on the connections between explicit course content and their experiences in the field, and gain an enhanced sense of civic responsibility.

Relationships to College Master Plan:

Service-Learning has demonstrated positive results in students' personal development, interpersonal development, social development, learning outcomes and career development. Students develop a broad foundation of integrated knowledge, skills and behavior enabling them to become engaged citizens.

The instruction and guidance provided faculty participating in the Service-Learning Institute will facilitate consistent messages reflecting the values and goals of Broward College.

Broward College relationship with the community is enhanced as students work directly with partner organizations providing services addressing identified needs. Student participation in a variety of service-learning community projects will generate awareness of the college and its programs.

Board Agenda Approved: _____

Agenda Item VII-A

Date: _____

Enclosure _____

**BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

To: President J. David Armstrong

Date: July 30, 2009

From: Lourdes Oroza, Provost

Subj: Florida Campus Compact Day Institutes on Engaged Scholarship grant award:
Broward College Service-Learning Institute and Faculty Service-Learning Fellow Seminar.

Issue:

Broward College has been awarded a grant from Florida Campus Compact to present a "Service-Learning Institute and Faculty Service-Learning Fellow Seminar".

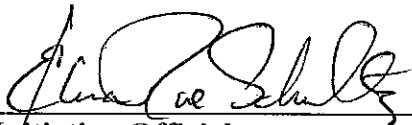
Background/Analysis:

Broward College Holcombe Institute supports Service-Learning/Civic Engagement (S/L) as one of the five innovative programs that enhance the curriculum. Service-Learning is an instructional pedagogy that "integrates community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility" (Robinson, 1995).

The benefits of service-learning are enhanced as faculty learn to balance addressing course objectives with the time required to effectively implement a service-learning component to their course. Faculty members of the Service-Learning Advisory Committee identified the need for professional development opportunities to effectively incorporate service-learning such as the ones offered by Florida Campus Compact.

Florida Campus Compact has awarded Broward College a grant to provide a two day Service-Learning Institute for Broward College faculty. Topic include: Introduction to Service-Learning and Developmental Theory, Service-Learning Reflection Activities, Assessment, Community Partnerships and Syllabus Construction Guidelines.

Fiscal Impact: The grant award is in the amount of \$15,000.



Initiating Official



Vice President/Provost

Staff Position: Recommend Approval

THIS RECOMMENDED ACTION MEETS THE FOLLOWING ELEMENT(S) OF THE COLLEGE'S MISSION STATEMENT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Providing high quality educational programs | <input checked="" type="checkbox"/> Providing high quality services |
| <input checked="" type="checkbox"/> Providing for affordability to a diverse community of learners | <input checked="" type="checkbox"/> Providing for accessibility to a diverse community of learners |
| <input checked="" type="checkbox"/> Commitment to student achievement | <input checked="" type="checkbox"/> Commitment to lifelong learning |
| <input checked="" type="checkbox"/> Commitment to academic excellence | <input type="checkbox"/> Providing use of current technology |

BRIEFLY DESCRIBE HOW THIS RECOMMENDATION ACHIEVES THE ABOVE ELEMENT(S) IN THE COLLEGE'S MISSION STATEMENT:

This grant will allow Broward College to effectively implement the service-learning pedagogy. Service-learning has demonstrated positive results in students' personal development, interpersonal development, social development, learning outcomes, and career development.

Minority Firm: Yes ___ No ___ N/A ___

Broward Firm: Yes ___ No ___ N/A ___

Elena Rae Schultz

From: Luciano Ramos [luciano@floridacompact.org]
Sent: Tuesday, July 21, 2009 10:27 AM
To: Elena Rae Schultz
Cc: Lourdes Oroza; Christina Pardo; Courtney Geinert; Alisha; Lauren
Subject: Congratulations!

Dear Elena,

Congratulations! We are please to inform you that your proposal to host a Day Institute has tentatively been selected for funding at \$15,000.00. From here there are several steps to finalize the funding request.

The way Florida Campus Compact is able to fund programming is through a subcontracting process. This is set up very similar to a sub-granting program but our funding agent does not permit sub-grants. They prefer subcontracts that require deliverables related to the mission of Florida Campus Compact and that supports our work. The deliverables you submitted as a part of your prospectus (i.e. hosting the institute) will serve as a main part of the deliverables we subcontract for. We will work with each individual institution to craft additional appropriate deliverables.

This being said, there are several things that we need in order to process our subcontract with you. We will need you to:

- Submit new budget based on the recommended funding amount by July 31, 2009
- Provide a finalized date for the event by July 31, 2009
- Speak with our Outreach and Development Coordinator to discuss your partnerships for the event and how we may be able to assist your efforts by July 31, 2009
- Speak with our Program Coordinator so we can see how we may be able to help with the event (i.e. in securing speakers, marketing the event, coordinating registration, etc.) by July 31, 2009
- Speak with our Budget Manager and/or Fiscal Assistant to begin processing your subcontract by July 31, 2009

Below is a summary of comments we have made on your budget. You will also find contact information for each of our staff that has been assigned to working with you to put on the event. As always, please also feel free to contact me at 850-488-7782 or via email if there is anything I can do to be of additional assistance.

We look forward to working with you to facilitate a wonderful event.

Sincerely Yours,

Luciano

Luciano H. Ramos
Associate Director
Florida Campus Compact
850-488-7782

AGENDA ITEM VII-A

SEP 22 2009

ENCLOSURE _____

Budget Comments: We recommend funding the Broward College program at \$15,000.00. No budget nendments were identified or are needed.

FL/CC Staff Contact Information:

Phone (850) 488-7782

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Lauren K. Carr
Business Manager
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AGENDA ITEM VII-A

SEP 22 2009

ENCLOSURE _____

**Broward College
"It Matters!"**

SEP 22 2009

Faculty Service-Learning Fellow Seminar and Service-Learning Institute ENCLOSURE

Proposal Summary

Broward College proposes the following programs to develop and support the Broward College "It Matters!" Service-Learning Initiative: Faculty Service-Learning Fellows and a two day Service-Learning Institute.

Broward College is working to enhance the informal implementation of service-learning that currently exists by providing professional development opportunities and additional support for the faculty. The two day Service-Learning Institute is proposed to provide Broward College faculty members the means to implement the service-learning pedagogy within their curriculum. The first day of the institute will offer open invitation workshops for Broward College faculty and faculty from neighboring universities. The second day of the institute is an intensive syllabus design workshop.

In addition, the proposal supports the newly created Broward College Faculty Service-Learning Fellow program. Sixteen Faculty will be selected to serve as Faculty Service-Learning Fellows. The Faculty Fellows will attend the two day institute, serve on the Service-Learning Advisory Committee, provide and promote service-learning enhanced courses, and serve as mentors for other faculty interested in incorporating service-learning.

Background

Historically, service-learning has been implemented at Broward College informally. Faculty incorporated aspects of service-learning into their individual course curriculum providing experiential learning opportunities for their students. This has been the practice for more than 10 years. The majority of service-learning opportunities were not student initiated or student-led.

The Broward College Holcombe Institute for Teaching and Learning Excellence supports Service-Learning/Civic engagement to enhance the curriculum. The Holcombe Institute had provided faculty development workshops - the emphasis on service-learning awareness. Since then, minimal service-learning specific professional development opportunities have been available.

Staff and Faculty Support:

- Broward College enjoys tremendous administrative support for service-learning. Broward College President, Vice President of Academic Affairs, Vice President of Student Affairs, and Provost all champion the value of the service-learning pedagogy. Broward College staff and faculty have attended the Florida Campus Compact conference to investigate and implement best practices for setting up a formal service-learning program for the college.
- Equally encouraging is the interest generated by Broward College faculty. Service-learning has numerous advocates even among those not yet incorporating the initiative into their courses. There is a lot of interest in service-learning as a teaching tool – but faculty need more specifics as to how.
- The Service-Learning Initiative (in its first year) has been funded by Student Success Initiative. Funding has provided for the hiring of the Service-Learning Coordinator, conference/institute attendance, administrative costs, Funding provided to date has been used to define and develop the Service-Learning Plan of Action, initiate the Service-Learning Advisory Committee, and develop the main components for implementation during the 2009/2010 academic year.
- The Service-Learning Advisory Committee was instituted to evaluate the current state of service-learning at Broward College. The committee identified several faculty needs that would have to be addressed for the service-learning pedagogy to be effective. Primary is the need for integration assistance and support.
- **"It Matters!"** Broward College serves as a partner addressing not only the higher education needs of the community, but also as a support provider for the surrounding area. Broward College has designed the **"It Matters!"** service-learning community engagement project to address factors associated with the current economic recovery needs of the community. Broward College proposes to coordinate and enhance service-learning courses to across a central project. The **"It Matters!"** project consists of four theme areas: "Education Matters!" "Money Matters!", "Health Matters!", and "Career Matters!". Service-learning courses and projects will be designed to address one of the four theme areas
- Collaborations with several experienced service-learning practitioners have been instrumental in the Broward College "It Matters" development. Broward College professors, Josh Young (Miami-Dade College), Vincent Ilustre (Tulane University), Luciano Ramos (Florida Campus Compact), and others have committed to continuing to ensure the success of Broward College Service-Learning Initiative. *All have committed to present various workshops for Broward College Faculty.*

PROGRAM PROPOSAL

This proposal provides support for the following Service-Learning "It Matters" Initiative components:

Faculty Service-Learning Fellow Program

Faculty Service-Learning Fellows are selected to serve as leaders and facilitators for Service-Learning. They receive enhanced training, provide service-learning courses, facilitate the Student Service-Learning Assistant program (Learn and Serve Consortia Grant), and serve as mentors for faculty.

Sixteen (16) Faculty Fellow participants will: (during 1 year service term)

- Agree to attend, participate, and prepare for Faculty Fellow seminar (2 day Service-Learning Institute) and Fellows meetings.
- Agree to develop a service-learning course syllabus and negotiate a community partner contract during the planning seminar.
- Commit to integrate academic service-learning into a course taught during the regular academic year semester following the seminar.
- Commit to serving one year on the Service-Learning Advisory Committee
- Commit to mentoring Faculty members interested in incorporating service-learning into their coursework
- Commit to utilizing Student Service-Learning Assistants (SSLA) for the service-learning course including student selection, training, and evaluation
- Select and train the SSLA to act as support / liaisons between the Faculty, Students and Community Partners
- Submit a short report or article for publication after teaching the course.

Service-Learning Institute

A two (2) day institute is scheduled to provide an introduction to service-learning to Broward College faculty, community partners, and students. Presenters from Broward College, Miami-Dade College, Regional, and State (Florida Campus Compact) service-learning organizations.

The Institute workshops will:

- Provide an introduction to Service-Learning for forty-eight (48) Faculty with community partners, and students
- Provide the foundation for the implementation of a college-wide Service-Learning Initiative
- Deepen faculty practice on service learning and civic engagement
- Identify best practices in service learning as a pedagogy and as a strategy for civic engagement
- Assist in the development of community partnerships
- Support faculty development by advancing the scholarship of teaching and learning
- Cultivate faculty leadership for the civic engagement aspect of campus mission

AGENDA ITEM VII-A

SEP 22 2009

ENCLOSURE

Faculty Service-Learning Institute Agenda	
Day 1: Workshop Topics	All Participants
Introduction to Service-Learning Developmental Theory	Define Service-Learning concepts. Identify external resources. Identify the service-learning pedagogy / current research. Civic and Academic Goals: What Do We Want Students to Learn? Service-Learning to meet specific learning outcomes
Syllabus Construction Guidelines	Fundamentals of Course Construction Redesigning curriculum to incorporate service-learning as appropriate to each specific course. Draft list of measurable academic and civic course goals and/or objectives
Reflection Activities	Reflection activity alternatives, Facilitating Critical Reflection: Analyzing Concepts, Evaluating Experience, Connecting to Theory
Assessment	Gathering information in order to make an evaluation. Community assessment: current status of a community – focus on the needs and assets of the community, precedes development of plans for work in the community. Assessment of impact: evaluating the effect of a particular program on students, faculty, community members, an institution, or community as a whole.
Policy Issues /Risk Management	Identify available resources at Broward College. Risk Management, Orientation, Monitoring, and Closure.
How to partner with the Community	Investigate how community partners can serve as co-educators. Define the community partnership role in the service-learning activities including reflection/evaluation and limitations. Determine the partnership activities.
Day 2: Workshop Topics	Faculty Service-Learning Fellow Participants only
Syllabus Design	Review of policies regarding service-learning; Guidance to incorporate service-learning into their course curriculum; Student engagement and leadership; Community partnership development
Mentoring	Effective Mentoring techniques
Student Service-Learning Assistant	Learn and Serve Higher Education consortia grant program with Tulane University, Louisiana State University, and Miami-Dade College utilizing Tulane University Student Public-Service Fellows Model Guidelines for facilitating student engagement, student management of mini-grants, etc.

PROGRAM OBJECTIVES

1. **Deepen faculty practice on service learning and civic engagement by structuring discussion, planning, feedback, and dissemination of assessment on best practices in service learning, particularly with respect to civic engagement outcomes for students and strengthening campus-community partnerships;**
Faculty will participate in hands-on workshops implementing service-learning concepts. Workshops will address aspects of student-led projects and project management; Community partnership development; risk assessment and preparation; learning outcomes; and critical reflection activities.
2. **Cultivate faculty leadership for the civic engagement aspect of campus mission by increasing understanding of current service-learning literature, particularly as it relates to best practices in service learning as a pedagogy and as a strategy for civic engagement;**
Faculty will utilize several Service-Learning course design books and workbook to effectively incorporate the service-learning pedagogy into their course. Seminar sessions will include workshops offered by service-learning practitioners including Campus Compact member presenters
3. **Support faculty development by advancing the scholarship of teaching and learning and documenting teaching and civic engagement in dossiers;**
Professional Development credit will be awarded for participation in the Faculty Fellow Service-Learning Seminar. Department Associate Deans, Dean of Academic Affairs, and Campus Provost will receive reports from the Service-Learning Advisory Committee: Seminar completion; Course, Student and Community partnership engagement statistics; and Course Report compilation.
4. **Increase departmental and campus support for service learning and civic engagement by developing a cadre of master teachers in service learning**
Faculty Service-Learning Fellow participants will facilitate future Faculty Service-Learning Institutes (through evaluation, redesign, and/or presentation at future seminars), will submit a short report or article for publication after teaching the course (Course Report), and may serve as "It Matters" Project Focus Area Team Liaison (ref: LSA grant)

2009/2010 Timeline:

- o **October 9, 2009:** Service Learning Institute – open workshops (*alternate date October 2, 2009*)
- o **October 10, 2009:** Faculty Service-Learning Fellow syllabus design workshop (*alternate date October 3, 2009*)
- o **Early October:** applications accepted for Winter 2010 Student Service-Learning Assistant Program (SSLA). Students will apply to participate in SSLA and will be selected by Faculty/Service-Learning Advisory committee. Students will attend ongoing training during their service.
- o **October:** Courses listed for Winter 2010 with Service-Learning designation
- o **Mid October:** Faculty Service-Learning Fellows with Service-Learning Advisory Committee select SSLA for Winter 2010 term
- o **Final week in October/First week in November:** Training retreat for SSLA
- o **December/January:** SSLA work directly with Faculty Service-Learning Fellows and Community Partners to prepare for Winter 2010 course offering
- o **Winter 2010:** Service-Learning Enhanced Course (Faculty Service-Learning Fellow) begins
- o **Ongoing:** Faculty Service-Learning Fellows participate in Advisory Committee; mentor additional faculty

CONTACT INFORMATION

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AGENDA ITEM VII-A

SEP 22 2009

ENCLOSURE _____

BUDGET WORKSHEET

	Seminar Total	Broward College share	FL CC proposed Funding	Description
BC PERSONNEL EXPENSES:				
	16	8		# Faculty Service-Learning Fellows
Supplement*	22,720	11,360	11,360	Faculty Service-Learning Fellows Development and Presentation Supplements
Fringe Benefits				AGENDA ITEM VII-A
For F/T & P/T staff	3,976	1,988	1,988	
				SEP 22 2009
TOTAL	\$26,696	\$13,348	\$13,348	ENCLOSURE

OTHER EXPENSES:

Consultants – Outside	2000	1000	1000	Presenters for Seminar
Honoraria Fees				
Hospitality	1050	1050	0	Breakfast and Lunch Day 1: 55 participants, presenters, staff Day 2: 20 participants, presenters, staff
Room	400	400	0	Building 17 rooms 425 and 426 reserved Max participant capacity 48
Printing	480	480	0	Materials for Day 1: 48 participants
Postage				
Materials (Educational) (Office Supplies)	1,452	800	652	Service-Learning curriculum development books + binders/bags per Faculty Service-Learning Fellows
TOTAL	\$5,382	\$3,730	\$1,652	
TOTAL REQUESTED:	\$32,078	\$17,078	\$15,000	Florida Campus Compact RFP Institute on Engaged Scholarship

ITEMIZED BUDGET JUSTIFICATION:

Expense Category:

Broward College has committed to provide funding for eight (8) Faculty Service-Learning Fellows and partial Service-Learning Institute expenses through the Student Success Initiative. Florida Campus Compact Funding will allow Broward College to train eight (8) additional Faculty Service-Learning Fellows and provide a more effective Service-Learning Institute involving outside consultants and presenters.

Description: Faculty Supplement

Total: \$22,720
FL|CC Amount: \$11,360

Detailed Justification: For each Faculty Service-Learning Fellow participation per one year Fellow Service responsibility agreement (see Job Description) including **Development Semester** (Fall 2009) Rank 1 Zone 1 (\$710.00) + Rank 1 Zone 1 (\$710.00) for **Course Presentation** (Spring 2010 and Summer or Fall 2010). Rank 1 determined by initial interest survey – most interested faculty are Rank 1. Actual participants may differ – Supplement will be consistent with UFF contract Academic Supplemental Compensation rates.

Description: Full Time Faculty Fringe Rate

Total: \$ 3,976
FL|CC Amount: \$ 1,988

Detailed Justification: Based on 17.5% x \$22,720. Will be adjusted as Actual participants are identified

Description: Consultant/Presenter Fees - Outside

Total: \$ 2,000
FL|CC Amount: \$ 1,000

Detailed Justification:

Description: Hospitality

Total: \$ 1,050
FL|CC Amount: \$0

Detailed Justification: Breakfast, Lunch and snacks: \$14/person/day
Day 1: 48 participants + 7 facilitators/staff = 55 total
Day 2: 16 participants + 4 facilitators/staff = 20 total

Description: Room

Total: \$ 400
FL|CC Amount: \$0

Detailed Justification: Central Campus: Building 17 Rooms 425 and 426

Description: Printing

Total: \$ 480
FL|CC Amount: \$0

Detailed Justification: Materials for Day 1 participants, advertising flyers, misc. resources.

Description: Materials: Service-Learning books/workbook, Binders/bags

Total: \$ 1,452
FL|CC Amount: \$ 652

Detailed Justification: Each Fellow will receive service-learning curriculum design books/workbooks, a binder with service-learning materials and a Fellows bag to keep their materials. Books/Workbooks: Fundamentals of Service-Learning Course Construction (\$49.00), Service-Learning Course Design for Community Colleges (\$24.00), Service-Learning Course Design Workbook (\$12.00)

AGENDA ITEM VII-A

SEP 22 2009