



# KETTERING COLLEGE COMMITTEE CHARTER

## Service Learning

<b>Name:</b>	<b>Service Learning Committee</b>	
<b>Purpose:</b>	The Service Learning Committee identifies, promotes, evaluates, and supports service learning as a pedagogy at the college to develop lifelong commitment to service in our graduates. The committee also advises and assists the Service Learning Honors Program.	
<b>Status:</b>	Permanent College Administrative Committee	
<b>Membership:</b>	The membership will be composed of faculty and staff members actively engaged in teaching, learning, or working with service and service learning. Ex officio members include the Deans, the Service Learning Honors Coordinator, the campus Chaplain, the Coordinator of the Office of Service and Community Engagement, and the KHN liaison.	
<b>Appointment:</b>	Membership is voluntary for this committee; both staff and faculty can join as they desire or as required by respective department chairs. Membership should not exceed 12 members.	
<b>Term:</b>	Members are expected to serve for a minimum of two years. They can seek reappointment if desired or recommended by the member's department chair.	
<b>Chair:</b>	Elected every two years from the committee membership; must be a committee member for a minimum of two years before seeking the chair position. The chair may be reelected.	
<b>Meeting Frequency:</b>	Monthly during the fall and winter semesters. Additional meetings at the call of the chair.	
<b>Minutes:</b>	Distributed to the membership by the chair. The committee member responsible for taking minutes will share a copy of the minutes on the designated electronic platform.	
<b>Input From:</b>	All administrative and academic departments, staff, students, and College governance entities.	
<b>Reports To:</b>	Academic Deans and College Council	
<b>Committee Objective:</b>	<b>To Act:</b>	<b>Report to:</b>
	<ol style="list-style-type: none"> <li>Enhance and support innovative use of service learning as a pedagogy.</li> <li>Promote development of lifelong commitment to service in our graduates.</li> <li>Promote the development of community relationships for service and experiential learning.</li> <li>Develop and implement standards, policies, and procedures for service learning at the college.</li> </ol>	Academic Deans
	<b>To Recommend:</b>	<b>Recommend to:</b>
	<ol style="list-style-type: none"> <li>Advise and assist with policies and procedures for the Service Learning Honors Program.</li> </ol>	Academic Deans
<b>Committee Procedures:</b>	<ol style="list-style-type: none"> <li>Communicate all new proposals and decisions to College Council.</li> <li>Provide periodic updates on ongoing projects to College Council.</li> </ol>	

	<ol style="list-style-type: none"> <li>3. Coordinate with individuals or groups that the College Council identifies as stakeholders in a given proposal, and with other individuals who indicate an interest in working on the proposal.</li> <li>4. Provide advice, either as a whole or through appointment of a committee member, to workgroups dealing with issues that may affect or be affected by the committee.</li> <li>5. Strive to reach consensus among its members and all stakeholders involved in a given proposal before making a final decision.</li> <li>6. Incorporate feedback received as a result of the College Council’s college-wide communications into proposals and continue to work toward consensus until a satisfactory result is achieved.</li> <li>7. Review charter annually. Give an annual report of its goals and accomplishments to the General Assembly.</li> </ol>
<b>Date of Origin:</b>	<b>May, 2019</b>
<b>Last Reviewed:</b>	<b>September, 2019</b>
<b>Last Revised:</b>	<b>February 24, 2021</b>
<b>Approved By:</b>	
<b>Effective Date:</b>	