Western Michigan University
Faculty Senate
Memorandum of Action

MOA – 18/09
Creation of Service Learning Course Approval Procedures

Name of Council(s)/Committee(s): Undergraduate Studies Council

Approval Date: September 11, 2018
Implementation Date: Upon Administrative Approval

RECOMMENDATION:
The Undergraduate Studies Council recommends creation of a formal procedure for approving service learning courses, including a Course Designation Request Form (Appendix A).

Bruce Ferrin, Chair, Undergraduate Studies Council Date

☐ Approve ☐ Disapprove ☐ Other Action
Comments:

Amended and approved by the Faculty Senate on November 1, 2018

Richard A. Gershon, Faculty Senate President Date

☐ Approve ☐ Disapprove ☐ Other Action
Comments:

Jennifer P. Bott, Provost and Vice President for Academic Affairs Date

☐ Approve ☐ Disapprove ☐ Other Action
Comments:

Edward B. Montgomery, University President Date
Western Michigan University
Faculty Senate
Memorandum of Action

MOA – 18/09

Creation of Service Learning Course Approval Procedures

RATIONALE:
There is currently no procedure to approve or designate courses as service learning. The Faculty Senate approved the definition and criteria for service learning courses in January 2015. Faculty self-identification of a service learning course is not sufficient to develop a consistent and University wide effort for course identification. Among the most effective processes utilized by other universities is a formal course approval process. Creating a system to ensure that criteria are met is the next step to ensuring that courses identified as service learning are meeting minimum criteria.

RECOMMENDATION
The Undergraduate Studies Council recommends creation of a formal procedure for approving service learning courses, including a Course Designation Request Form (Appendix A).

ACTION
Implementation of the following procedures and acceptance of the Course Designation Request Form (Appendix A).

PROCEDURES
The procedures are as follows:

- A faculty member who is teaching a service learning course will complete a Course Designation Request Form (Appendix A) and forward the form along with the course syllabus to his/her department chair. The form was designed to ensure the course meets the Faculty Senate-approved criteria for service learning (January 2015).
- The department chair will review and submit the designation request form and syllabus to the Undergraduate Studies Council’s Service Learning Course Approval Subcommittee.
  - The request form must be completed and submitted to the Service Learning Course Approval Subcommittee at least two months prior to curriculum submissions deadlines.
  - The Service Learning Course Approval Subcommittee will meet monthly during fall and spring semesters, as needed, to review and approve courses.
- If the syllabus meets all service learning minimum criteria, the Service Learning Course Approval Subcommittee will approve the course for a service learning course designation and notify the Office of Service Learning.
- The Office of Service Learning will notify the Registrar’s Office, department chair, and the faculty member who submitted the course approval request that the course was approved.
- The Registrar’s Office will add a service learning attribute, designating the course in Banner and in the Undergraduate Catalog (MOA-18/10: Creation of Service Learning Course Identification Procedure).
- For all subsequent semesters during which the course is taught with a service learning component, the faculty member teaching the course will notify the Registrar’s Office prior to curriculum submissions via email. The department teaching the course will notify the Registrar’s Office using the Section Change Form. (form attached)
  - The Registrar’s Office will add the service learning attribute upon notification on a semester-by-semester basis.
  - Because the Registrar’s Office will be notified each semester the course is taught, removal of the attribute is not a concern except in the case of a late faculty change.
• If the Service Learning Course Approval Subcommittee does not approve the course, the committee will provide recommendations and assist faculty to apply appropriate changes in order to meet minimum criteria.
  o The faculty member and chair may resubmit the request form an unlimited number of times to the Service Learning Course Approval Subcommittee for approval.
• All courses that receive the service learning designation must be resubmitted and reapproved every five years through the established procedures.

DEFINITIONS/GLOSSARY
Official service learning definition and course criteria, adopted by WMU Faculty Senate, January 2015:

Service learning, while enrolled at Western Michigan University, is a mutually beneficial endeavor in which course learning objectives are met by addressing community-identified needs – putting academics into practice. The criteria for the service learning course designation are as follows:
• Service project must enhance understanding of course learning objectives
• Students provide at least 15 hours of service during the semester. Project-based learning is determined by completion of project goals rather than hours. *(Hours must be logged)*
• Must include critical reflection of student’s experiences
• Projects must serve a community-identified need
• Only course in which service learning is required for all students will receive the service learning designation
• To receive the designation, the course must include the service learning requirement every time it is taught

Additionally:
• Provide students with opportunities to be a part of the solution to challenges identified by our community partners
• Empower community members, students, and faculty to create change
• Must include a reciprocal partnership among community partners, students, and professors/instructors/staff.
• Projects must be arranged by university faculty or staff.
Appendix A

Western Michigan University
Faculty Senate
Undergraduate Studies Council
Service Learning Course Approval Subcommittee

COURSE DESIGNATION REQUEST FORM

Instructor: ___________________________ Department: ___________________________
Course Name: ___________________________ Course Number: ___________________

1. Is service learning required for all students enrolled in the course? □ Required □ Optional

   NOTE: To receive course designation, all students must participate.

2. Course objectives: ___________________________________________________________

3. Project vision: ______________________________________________________________

4. How many hours will students be required to serve? ___________________________

5. How many community partners do you envision working with each semester? _______

6. Do you have a community partner(s) in mind? ________________________________

7. What reflection method do you envision utilizing? ___________________________

8. Were you approached by the community to provide a service? □ Yes □ No

   If not, how was the community need identified? ________________________________

APPROVAL SIGNATURES

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Section Change Form

This form is used after round one Banner access has been removed.

**Section Change Form Instructions**

1. Identify the class by the CRN
2. Enter the Course Number
3. Enter the Section Number
4. Complete only what you wish to have changed.

**Upload the completed form online at:**
wmich.edu/Registrar/faculty-staff-submissions

*Please note: if the section is to be added, please provide the following:*
- Section number, status, instructional method
- Capacity, waitlist
- Credit hours
- Start and end date, start and end times
- Building and room preference (cannot be guaranteed)

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**Comments:**

All Section Change Forms must be signed by the Department Chair and the College Dean. Incomplete forms will result in a processing delay.

**Department Chair:**

**Date:**

**College Dean:**

**Date:**