

Thayne Center for Service & Learning Program Review Action Plan 2013-2014



Original Plan Submitted: April 2013
 3-month report (internal to dpt): July 2013
 6-month report (submitted to VP): October 2013
 1st Annual Report (submitted to VP): April 2014

Introduction to this document:

This action plan uses the template provided by the SLCC Student Services Program Review initiative. As was the case with our department's self-study report, individual program coordinators are responsible for representing their work within this template. Every program update is provided by the person directly responsible for coordinating it (see abbreviations below). With guidance from the Thayne Center Director, and stakeholders ranging from faculty to nonprofit community partners, students to administrators, program coordinators have worked since April 2013 to implement the strategic plan as outlined below. Many of the recommendations and goals came directly from the report of our external review team, and some were determined in conversations with program stakeholders.

Key to Abbreviations:

AR:	America Reads Work-study	Program Coordinator: Lynne McCue-Hamilton (LMH)
AB:	Alternative Breaks	Program Coordinator: Linnie Spor (LSP)
CES:	Civically Engaged Scholars	Program Coordinator: Sean Crossland (SC)
CPO:	Community Partner Outreach	Program Coordinator: Sean Crossland (SC)
IR:	Information & Referral Services	Administrative Assistant: Lesa Bird (LB)
SL:	Academic Service-Learning	Program Coordinator: Lucy Smith (LS)
SLICE:	Student Leaders in Civic Engagement	Program Coordinator: Linnie Spor (LSP)
IVM:	Institutionalization of Vision & Mission	Director: Gail Jessen (GJ)

America Reads Community Work-study

Recommendation / Goal	ST LT	Assignments - Lead + Team (if applicable) Actions – How exactly will you do it?	Timeline	Progress (report 07/13, 10/13, 04/2014)
AR: Ongoing strategic taskforce meetings with Financial Aid	LT	Lead: LMH Team: GJ, LB		– 6/11/13- Coordinator created a list of topics for the FA meeting.

		<p>getting from the interested nonprofit(s) a list of skills and needs for placement</p> <p>- Establish contracts and implement</p>	October 2013	<ul style="list-style-type: none"> - AR & CP will create one job description promoting jobs at Level 3 CP. - AR Coordinator will do SLCC hiring paperwork, and pay in banner as AR tutors. - Jobs with CP will preview in PARS in 11/13. - AR Coordinator will regularly list jobs with partners in PARS beginning 1/2014 - AR & CP Coordinators will hire, place and monitor work-study student at Community partner sites as work-study students apply. - This option for work-study students will be promoted in TC Blog & Facebook 1/2014 - FA agreed to allow AR & CP work-study students earn their award from August 1-June 30 each year.
AR: Find out how UofU AR program is structured. How is their Coordinator paid? Funds for program? How are AR tutors paid? Are they hired through HR as part time employees? How is Job Location and Development (JLD) money used?	ST LT	<p>Lead: LMH</p> <p>Plan:</p> <ul style="list-style-type: none"> - Gather University of Utah America Reads structure information - Prepare and bring this information to the Financial Aid meeting 	July 2013	<ul style="list-style-type: none"> - Coordinator received information on Weber & University of Utah Program. Information given to TC director for FA meeting. It informed the conversation and subsequent decisions, outlined in other sections of this report.
AR: Set up all FA13 and SP14 orientations, trainings, and contracts with schools. (sometimes Principals will not sign until August, so try for June.)	ST	<p>Lead: LMH</p> <p>Plan:</p> <ul style="list-style-type: none"> - Look at last year's schedule and add or eliminate as needed - Have orientations and trainings set up each month for last minute Financial Aid awards given - Schedule rooms - Get returning tutors to help 	July 2013	<ul style="list-style-type: none"> - Flier made by Ann Chen and sent to FA. - AR Orientations and Trainings held regularly from 8/13 on-going - Orientations and trainings are set up, booked, and listed on Thayne Center web site monthly all year round in order to attract any students that are awarded work-study at odd times or to attract work-study students wanting to change their job. This allows AR to keep more tutors entering the program as other work-study students earn their entire award. 10/13
AR: Will AR need to leave Whittier with their loss of funding? Contact new school? Contact Westvale? Would UofU AR be open to SLCC AR tutors at their sites? What would that	ST	<p>Lead: LMH</p> <p>Plan:</p> <ul style="list-style-type: none"> - Contact VP at Whittier and let her know we need some kind of commitment by 7/13. - Contact Westvale and David Gourley, re: coordinators, rooms, and literacy program. 	July 2013	<ul style="list-style-type: none"> - Whittier signed contract to stay with AR. - Nibley Park signed contract to stay with AR. - With decreasing numbers of workstudy students, we cannot expand to additional placement sites.

entail as far as contracts, etc?		How stable are they for fall 2013? - Contact district about literacy programs that fit our contractual requirements. - Have two new placements for students no later than 10/13 if Whittier cannot comply.	October 2013	– AR Coordinator will always monitor progress of Whittier & Nibley Park as good placements for SLCC work-study students. On-going.
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Alternative Breaks

Recommendation / Goal	ST LT	Assignments - Lead + Team (if applicable) Actions – How exactly will you do it?	Timeline	Progress (report 07/13, 10/13, 04/2014)
AB: Continue to provide ADA accessible trip, and explore additional ADA trips locally	ST	Lead: LSP Team: SC, Steven Lewis, Candida Darling Plan: - Set up a planning meeting to discuss local organizations that have accessible volunteer opportunities - Create a second accessible in-state trip and offer it in the regular cycle of ASB applications and orientations	July 2013 October 2013	<ul style="list-style-type: none"> – 4/15/2013, planning meeting with Steven Lewis and Candida Darling. The Thayne Center will continue to partner with the DRC for 2014 Spring Break. The accessible trip in spring will be Kanab UT. The DRC will include an additional DRC advisor to be trained and attend 2014 Kanab ASB. The DRC and AB Steering Committee would like to rotate Steven with another advisors each year for the Kanab ASB trip. – Fall Break was accessible the flyer noted that if a student has special needs to contact the Thayne Center. – The fall break trip filled and had a waitlist of four. No student requested special needs for fall break.
AB: Explicitly state the learning focus of the program	ST	Lead: LSP Team: Gail, Curt, and Steven Plan: - Review revised TC mission and new departmental learning outcomes - Create a statement that incorporates TC mission and ASB learning outcomes - Update website to reflect this focus - Create a theme for each ASB trip	July 2013 October 2013	<ul style="list-style-type: none"> – The Thayne Center revised our learning outcomes. The AB learning outcomes are in compliance with the Thayne Center's learning outcomes. – The TC AB web page has been up-date. Institutional marketing branded the fall and spring AB flyers. – The theme for fall break was Food Insecurity. The AB Steering Committee decided this. – Sept 19th, 2013 the Alternative Break Committee discussed a themes for spring break. There will be four spring breaks: Seattle WA: theme ,environmental issues; Kanab will

[illegible]

		- Establish program structure and advertise as soon as fall semester starts		<p>Break: Utahns Against Hunger-Real Food Rising, Community Utah Food Co-op, and Utah Food Bank.</p> <ul style="list-style-type: none"> – 20 students signed-up. There was a 20:00 fee for each participant. Linnie was the advisors. A flyer was sent to Institutional Marketing .multiple advertising was used during fall semester. – There will be a new program structure for Spring break. There will be one SLCC employee Advisor and one student Leader. There will be trainings for both positions. A new Advisor manual is being reviewed and will be ready for January trainings.
AB: Engage ASB Alumni to generate resources and support for the expanding program	ST LT	<p>Lead: LSP Team: Thayne Center Alumni Plan:</p> <ul style="list-style-type: none"> - Include ASB alumni Advisors on the Steering Committee - Work with Steering Committee to create an alumni outreach and marketing plan - Work with Steering Committee to involve alumni in planning and hosting the local fall break trip 	July 2013	<ul style="list-style-type: none"> – Four ASB alumni advisors are part of the AB to Advisory steering committee – June 18 there was a meeting with the steering committee to create an alumni outreach marking plan. – There are three student Alumni that were student mentors/advisors on the Fall Break. July 18, & August 26, 2013 three AB Alumni were trained to educate and reflect with the 20 registered FB students.
AB: Create a Trip Advisor program, including rotation cycles, training, manuals, and assessment planning	ST LT	<p>Lead: LSP Team: Abio Plan:</p>	October 2013	<ul style="list-style-type: none"> – July 15, 2013 the AB Steering Committee met. A training manual for AB Advisors was created by Linnie, it was reviewed by the AB Steering Committee. The AB trip Advisor program will start in spring 2014. Abio & Linnie will train new AB Advisors and Student Advisors. Applications for AB Advisors will be drafted by the AB Steering Committee. There will be an interview process June 2014 for 2015 AB Advisors. The AB Advisors have been selected for fall 2014. We have two new AB Advisors for 2014 and will continue to rotate new AB Advisors. There will be a Student Leader structure that will be trained by Linnie and Abio. They will work with the SLCC employee ASB Advisor.

AB: Expand program to (possibly) include Health & Wellness Services, Multicultural Initiatives, etc.	LT	Lead: LSP Team: LSP, LS, Abio, Tatiana Burton, Will Unga Plan: <ul style="list-style-type: none"> - Explore ways to collaborate with other Student Service departments to fund and offer more trips - Include faculty, where applicable, through Lucy 	April 2014	<ul style="list-style-type: none"> - Health & Wellness will be part of the AB Steering Committee. Multicultural Initiative staff is unable to be on the committee. SLL, SLCC staff, and faculty are part of the Steering Committee. - SLL is assisting in funding for spring break. The DRC is assisting in funding the Kanab trip. The committee will explore other student departments in upcoming meetings for additional funding. - Elisa Stone is a Service-Learning faculty on the Steering Committee. In the committee we explore other options to include SL faculty and SL students.
AB: Create a showcase event to highlight the service and learning of ASB participants	LT	Lead: LSP Team: Abio, trip advisors Plan: <ul style="list-style-type: none"> - Possibly combine with other TC showcase events? 	April 2014	<ul style="list-style-type: none"> - June 18, 2013 the AB showcase was discussed. The Steering Committee want to explore tabling displays of the AB trips in April 2014.

Civically Engaged Scholars

Recommendation / Goal	ST LT	Assignments - Lead + Team (if applicable) Actions – How exactly will you do it?	Timeline	Progress (report 07/13, 10/13, 04/2014)
CES: Improve intentionality of the program and create a cohort model for student engagement, i.e. Bonner Leaders could be a model	ST	Lead: SC Plan: <ul style="list-style-type: none"> - Research program structures at other Utah institutions - Research Bonner Leaders and other national models - Revise program description to include cohort model structures and minimum requirements to stay active in the program - Stay on top of larger Gen Ed conversation that may alter the structure of CES (GJ) 	July 2013 Ongoing	<ul style="list-style-type: none"> - Program structure revised as of 7/1/13 - Met with Sonia (AA), noting courses with Service Learning Section on Gen Ed Quick Sheet – that now includes SL - Of six (6) required events, two (2) will be cohort meetings to reflect, collaborate, and plan - The Thayne Center blog is being used for CES students to respond to prompts and communicate with each other to and enhance collaboration between CES students - First Cohort meeting on Oct 1 had 14 attendees. Will have 3 cohort meetings per semester - Monthly “Community Partner Spotlight” will

				provide avenue for Scholars to learn about new organizations. First held Oct 8 had 24 attendees
CES: Partner with Engaged Dpt faculty to ensure students understand the CES program	ST LT	Lead: LS Team: SC Plan: <ul style="list-style-type: none"> - Schedule bi-monthly meetings with LS + SC. - Meet with OTA Faculty and/or visit classes - Speak at Health Sciences Orientation 	July 2013 OTA Faculty October 2013 HS Orientation	<ul style="list-style-type: none"> - Bi-monthly meetings with LS + SC started 4/17/13 - Discussed CES with Brenda Lyman and LS will continue to communicate with her. - Presented and tabled at Health Sciences Orientation on 7/30/13 - Memorandum of Understanding for Engaged Departments to be completed by 11/13- to include record requests, invitation to Thayne Center events, and outline graduation procedures - Met with Judy Scott on October 16. Developed next steps plan to create an "Engaged Pathway" in the Nursing Department with the goal of becoming engaged dept. in the future.
CES: Expand the number of CES by increasing the number of Engaged Dpts	LT	Lead: LS Team: SC Plan: <ul style="list-style-type: none"> - Hold bi-monthly meetings with LS + SC - Gather success stories from OTA - Continue working with English Dpt, in the process of becoming an Engaged Dpt 	Ongoing April 2014	<ul style="list-style-type: none"> - Bi-monthly meetings with LS + SC started 4/17/13 - Follow up meeting with OTA FA 13 (LS) - Service Learning 101 meeting with English Adjunct on 7/19 - Currently 52 CES students
CES: Promote program at New Student Orientation and other Student Services events	ST LT	Lead: SC Team: LB, LMH, Student Life & Leadership Plan: <ul style="list-style-type: none"> - Research all campus outreach events - Schedule out six months of orientations, SLL meetings, class visits, ICA, Campus Connect etc. 	July 2013	<ul style="list-style-type: none"> - Peggy Hoffman indicated that there was no time available nor space for Thayne Center to table an Orientation Events. - Discussion with all new SL&L Leaders on 6/13/13 - ICA planned for 2nd or 3rd meeting in every semester. - "Una Mano Amiga" program coordinators have discussed getting students in CES - Emails sent to PALS Coordinators to have students to become CES
CES: Maintain accurate program files, including	ST LT	Lead: LMH Team: SC Plan:		<ul style="list-style-type: none"> - LMH maintains spreadsheet of relevant information for CES program

timesheets, reflections, transcripts, and all required documentation for graduation		<ul style="list-style-type: none"> - Identify all necessary information to be tracked - Create single spreadsheet to serve as master list (contingent on new program description being complete) 	July 2013	
CES: Find meaningful use for leftover scholarship fund, identify possible long term scholarship/funding opportunities	ST LT	Lead: SC Plan: <ul style="list-style-type: none"> - Work leftover funding into new program structure - Create all necessary program materials to utilize the money (i.e. student apps, etc.) - Find additional funding for ongoing scholarship, waiver, stipend, etc. for program (Consider DDSLSP (GJ)) 	July 2013 April 2014	<ul style="list-style-type: none"> - Funds will be concentrated on one student to provide maximum impact - DDSLSP can be accessed by all CES for projects - Marlin Clark gave 5 extra tuition waivers to the Thayne Center. Three to be used for CES students who are able to receive waivers.
CES: Integrate new tracking systems, based on conversations with Ryan Carstens and Nate Southerland	LT	<ul style="list-style-type: none"> - As we develop automated tracking systems for the Gen Ed SLO Community Engagement, make sure the program is in alignment 	Ongoing	<ul style="list-style-type: none"> - New tracking system has yet to be implemented. GJ currently in conversation with Ryan Carstens and Nate Southerland.

Community Partner Outreach

Recommendation / Goal	ST LT	Assignments – Lead + Team (if applicable) Actions – How exactly will you do it?	Timeline	Progress (report 07/13, 10/13, 04/2014)
CPO: Include academic leadership in discussions with community partners	ST LT	Lead: SC Team: GJ, LS Plan: <ul style="list-style-type: none"> - Invite LS to all Community Advisory Board meetings - Invite other SL faculty as appropriate. - Consider Jen Seltzer-Stitt and/or Ryan Carstens for inclusion on Community Advisory Board - Discuss ongoing career/ volunteer fair with Student Employment and Academic Advising 	July 2013 October 2013	<ul style="list-style-type: none"> - LS attended first CAB meeting on 5/31/13 and will be invited to all future CAB meetings - Jen Seltzer-Stitt has been invited to all future CAB meetings. - TC had 4 spaces used by Level 3 Partners at Career Fair, September 25.
CPO: Expand social media empire, primarily Facebook, Blogger, and YouTube	ST LT	Lead: SC Team: All TC staff, ALL TC programs Plan: <ul style="list-style-type: none"> - Fully implement existing Social Media 	October 2013	<ul style="list-style-type: none"> - SC discussed ways each program could maximize Social Media in staff meeting on 7/17/13

		Strategy - Establish monthly reporting system to track and post information from all TC programs and student groups (identify # of posts required per program) - Include newsletter in Social Media Strategy		– Cancelled Argyle Social Media Management subscription. Portion of funds to be used on Facebook advertising.
CPO: Fully implement and enforce OrgSync listings for partner organizations	ST LT	Lead: SC Plan: - In next round of re-signing community partners, organizations will not be considered resigned until OrgSync profile is complete. - If not complete by end of signing period (July 31) will be removed from database. - Find a way to offer ongoing trainings or tech support (i.e. YouTube screenshot videos, navigation document/handout)	Plan developed: July 2013 Fully implemented: October 2013 100% of signed CPs with completed profile: October 2013	– July 2013 “Partnership Renewal Month” and now established as the annual renewal date – Emails to sent weekly to existing and all potential partners, ongoing – Group re-sign and information sessions held on 7/12, 7/18, 7/23 and 7/29 – OrgSync information sessions offered in computer lab – Online Tutorials and How-To’s to go live AUG 2013 – 25 Level 1 Partners, 13 Level 2 Partners, and 26 Level 3 Partners
CPO: Host semi-annual networking breakfast	ST LT	Lead: SC Team: ACE? Plan: - Write proposal for funding to Arts & Cultural Events	Proposal: July 2013	– Not approved for ACE funding Fall semester – VMTS Grant used for first TC Networking Breakfast on October 17 with 27 attendees. – Funding approved in Thayne Center Annual budget for Spring networking breakfast- to include Level 2 + Level 3 Partners, SL Faculty, CES Students – TC will host “Community Partner Spotlight” three times per semester. Funding allocated in Thayne Center Annual Budget. ACE Funding proposal written by a student and submitted with a revised plan to utilize students as program coordinators (October 31)
CPO: Create and host annual on-campus Volunteer Fair, consider partnering with a career fair	ST LT	Lead: SC Team: Academic Advising, Student Employment, Community Advisory Board Plan: - Meet and discuss possibility of combining - If no, develop stand alone fair	Meeting: July 2013 Fair to be held no later than April 2014	– TC had 4 spaces at Career Fair September 25
CPO: Create short YouTube videos for every Level 2 and 3	ST LT	Lead: SC Team: OCSE and/or Work-study Plan:		– Visits will be scheduled after resigning in July 2013

community partner		<ul style="list-style-type: none"> - Schedule 1-2 visits per month with L2 + L3 partners to create short 90 second YouTube videos - Hire work study with interest/ability in film 	<p>Ongoing</p> <p>October 2013</p>	<ul style="list-style-type: none"> - 2 Work-studies hired September 2013 - Goal: 4 site visit/ video filming sessions per month. We have only one by Oct 2013.
CPO: Coordinate presentations to SLICE, CES, ICA, etc.	ST LT	<p>Lead: SC Team: LB, LSP, LMH, SLL Plan:</p> <ul style="list-style-type: none"> - Identify Level 3 Partners to present to SLICE or host SLICE events (LSP) - Plan 1-2 visits to ICA per semester (SLL) - Coordinate CES presentations with SLICE, SLL, L3 Partners 	<p>Plan created by: July 2013</p>	<ul style="list-style-type: none"> - SC met with SLICE mentors to discuss partnership process and Level System on 7/8/13 - SC will meet with SLICE to discuss choosing effective projects from L2 + L3 Partners on 8/14/13 - SC will attend ICA every semester at the 2nd or 3rd meeting
CPO: Design annual assessment plan to evaluate community impact	ST LT	<p>Lead: SC Team: Community Advisory Board Plan:</p> <ul style="list-style-type: none"> - Determine Rubric in next CAB Meeting - Require online assessment (in Campus Labs) as part of signing process 	<p>Designed: July 2013 Implemented: October 2013</p>	<ul style="list-style-type: none"> - Brief intake survey implemented as re-signing process in July 2013. - Focus Group held 6/17/13 with U of U - 2nd survey created in collaboration with U of U MPA research project with input from CAB, intended to define nonprofits' greatest barriers in working with higher ed. Results will be analyzed in Campus Labs Nov 13
CPO: Host two assessment focus groups per year	ST LT	<p>Lead: SC Team: Community Advisory Board Plan:</p> <ul style="list-style-type: none"> - Focus Group 1 will kick off and help establish annual assessment plans - Focus Group 2 will assess nonprofit organizations' biggest barriers in working with higher ed 	<p>October 2013</p> <p>April 2014</p>	<ul style="list-style-type: none"> - Focus Group 1 held 6/17/13 with U of U MPA research project - Focus Group 2 in collaboration with U of U MPA research project tentatively scheduled NOV 13
CPO: Continue to evolve the VMTS, including ongoing structural partnerships with other institutions	ST LT	<p>Lead: SC Team: United Way, Westminster, UofU Plan:</p> <ul style="list-style-type: none"> - Create 2014 VMTS proposal with expenses, various budget options, and training plan - Delegate annual duties and per-event duties for all committee members 	<p>July 2013</p> <p>October 2013</p>	<ul style="list-style-type: none"> - Proposal in second draft, to be completed by end of March 2014 - 3 potential external funding sources identified, all have been approved by Development Office - Training team duties being delegated more effectively, UW and U of U committed to be more involved
CPO: Act as liaison to service-learning faculty and academic administrators as needed	ST LT	<p>Lead: LS Team: SC Plan:</p> <ul style="list-style-type: none"> - As needed, as directed by GJ, ongoing 	<p>Ongoing</p>	<ul style="list-style-type: none"> - Coordinated 10 Community Partner meetings with Josh Gold between 3/18-3/27 - Met with Geoffrey Alexander 5/19 - SL 101 with ENG Adjunct Faculty 7/19

				<ul style="list-style-type: none"> – Corresponded with Jamie Stolp 7/22 – Health 1110 Faculty meeting (3 faculty) 8/19 – Visited ENG 1810 8/29 – Intro to Sociology with Dan Poole 9/5 – SLG&D Roundtables on 9/16, 9/24
CPO: Investigate Level 3 partners being used as co-op and internship placement sites	ST LT	Lead: LS Team: SC, Cooperative Ed Plan: <ul style="list-style-type: none"> - Bi-monthly meetings - Schedule meeting with Jack Hesleph to develop plan for NGO internships 	July 2013 (Ongoing)	<ul style="list-style-type: none"> – Bi-monthly meetings with LS + SC started 4/17/13 – Met with Wendy Potter to strengthen Co-Op relationship. At least one Community Partner has met with and is advertising internship – SC will share internship and student employment process with L2 + L3 Partners and help to coordinate meetings as necessary

Information & Referral Services

Recommendation / Goal	ST LT	Assignments - Lead + Team (if applicable) Actions – How exactly will you do it?	Timeline	Progress (report 07/13, 10/13, 04/2014)
IR: Maintain accurate information and documents on the TC SLCC website	ST LT	Lead: LB Team: Plan: <ul style="list-style-type: none"> - Upload documents in one place and hyperlink all web links to that one location. Currently the documents have been independently linked to each page. - Use Outlook calendar/tasks to schedule the removal of documents that expire. - Create an Excel spreadsheet listing all uploaded documents, their last date updated, and the location of the master link. 	July 2013	<ul style="list-style-type: none"> – Upload documents issue is resolved. Using Cascade Docs tab. – Outlook tasks in place and working great. – Spreadsheet unnecessary, using Cascade Docs for date review.
IR: Create an office procedures manual to facilitate the sustainability and succession of programs	ST LT	Lead: LB Team: Billy Walker, OCSE Plan: <ul style="list-style-type: none"> - Design a master template. - Thayne Center staff are to email Lesa their list of procedures that will become the table of contents for their program. - Then Billy will work with all staff to begin 	July 2013 to have template and two procedures started. October 2013 to have 8 procedures created.	<ul style="list-style-type: none"> – Office Procedures Template created and reviewed. – Staff procedures identified and incorporated into Office Procedures Manual Table of Contents. – Alexa, new OCSE, is writing initial procedures draft. She is reading, testing, and editing existing 43 procedures. Anticipated completion

		<p>writing their procedures.</p> <ul style="list-style-type: none"> * 1st procedure will be the America Reads time sheets. * 2nd will be CES graduation procedures (names, cords, program, day of graduation, and transcripts) <p>- Billy will have work-study students test the procedures, screen shot/make edits, and send the final to LB to review, test, and incorporate into the master manual.</p>	<p>April 2014 to have the majority of the procedures written.</p>	<p>Nov 2013.</p> <ul style="list-style-type: none"> - Writing of the remaining procedures will begin when the edits are finished. Anticipated start Nov 2013.
<p>IR: Facilitate a TC presence at on-campus student orientation events, including assigning staff to the event(s)</p>	<p>ST LT</p>	<p>Lead: LB Team: Plan:</p> <ul style="list-style-type: none"> - Create three Prezi presentations that anyone can use to present on our programs. We need one five minute presentation on all programs, one 15 minute, and one hour Prezi. - LB will train key students to present for the Thayne Center at tabling events, orientations, walk in class and individual student presentations. 	<p>April 2014</p>	<ul style="list-style-type: none"> - Prezi presentations are in development. Draft review anticipated Nov 2013. - Weekly tabling scheduled through Dec 11. - Thayne Center Welcome Week tabling brought 100 students to our table. - Request to be in Quick Connect orientations – Told no space.
<p>IR: Create and maintain a posting schedule of TC information to plasma screens (investigate a TC-only t.v.)</p> <p>Program Mission Statement, Pic, Coordinator Name</p>	<p>ST LT</p>	<p>Lead: LB Team: Plan:</p> <ul style="list-style-type: none"> - Research the cost of a plasma screen. - Contact Student Life and Leadership, food service, and surplus to see if they have a surplus TV we can buy/use/have. - Create a 1 slide presentation for each program and event. Upload these slides to our plasma TV and also see about uploading it to other TV's around campus. - Research rules for putting video's on plasma screens. Most have the sound down or off. 	<p>November 2013 to have research from Student Life, Food Service, Surplus, and purchasing our own tv.</p>	<ul style="list-style-type: none"> - Plasma screens: size ranges from 40" – 49" with costs from \$379.99 to \$549.99. Protection plans from 2 -5 years priced from \$69.99 to \$139.99. - Lesa is talking to Tyler Anderson about set up options for the Thayne Center Plasma Screen. - Potential location identified in the hallway on the other side of Sean's desk.
<p>IR: Create a central system by which faculty members request class presentations</p>	<p>ST LT</p>	<p>Lead: LB Team: Plan:</p> <ul style="list-style-type: none"> - Create a form using Adobe Standard for faculty to request a TC staff member to present to their class. The faculty will complete 	<p>November 2013</p>	<ul style="list-style-type: none"> - Lesa is meeting with Lucy in November 2013 to create a form template.

		<p>and email the form from our website.</p> <ul style="list-style-type: none"> - The default email address for the submit button will be ThayneCenter@slcc.edu. - Fields will include campus location, class time, length of presentation, date of presentation, name of faculty, course/department, field to request a specific TC staff member (identify we will do our best but there is no guarantee), field verifying quality of internet connectivity in their class room, desired location for the presentation, etc. 		
IR: Create a rotation of monthly tabling events at TR, SC, and JC, including assigning staff to the tabling events	ST LT	<p>Lead: LB</p> <p>Team:</p> <p>Plan:</p> <ul style="list-style-type: none"> - Contact Carol Sandoval for South City, Shannon McWilliams for Jordan, and Cheryl Sorensen for Taylorsville Redwood to find key times to table. - Balance tabling events between high student traffic times and busy event times. - Target specific departments like Sociology, Psychology, English, and Nursing for their orientations. 	July 2013	<ul style="list-style-type: none"> - Times will vary each semester. - Redwood tabling scheduled weekly starting Oct 30 to Dec 11, 2013.
IR: Investigate the possibility of work-study student to be hired/trained to manage walk-in reception conversations	ST LT	<p>Lead: LB</p> <p>Team: LMH</p> <p>Plan:</p> <ul style="list-style-type: none"> - LB will train all work-study students on our programming, Prezi presentations and our blog so they can efficiently present to all individuals walking into the office. - Work-study students will also be key in answering the main phone line. Not main line, but need own line. 	July 2013	<ul style="list-style-type: none"> - All student employees have watched the Prezi intro video. All are educated and ready to begin tabling. - We currently have 5 work-study students and 1 OCSE.
IR: Supervise OCSE	ST LT	<p>Plan:</p> <ul style="list-style-type: none"> - Get job descriptions from each coordinator for the OCSE to use their 20%/ 4 hours per week. - All TC staff to be on hiring committee. - LB hires and trains the OCSE. 	July 2013	<ul style="list-style-type: none"> - Daily and program specific jobs are identified and written on whiteboard. - Coordinators list their jobs on the whiteboard. - Alexa Corsey is our new OCSE.
IR: Prezi	ST	Plan:	July 2013	

	LT	- Create a SL Class Prezi and New student orientation (TC Prezi). As mentioned above, create three total. One five minute, fifteen minute and hour long presentation on TC programs.		- Prezi's are in the development process and should be available for draft review in November.
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Service-Learning

Recommendation / Goal	ST LT	Assignments - Lead + Team (if applicable) Actions – How exactly will you do it?	Timeline	Progress (report 07/13, 10/13, 04/2014)
SL: Revise the operating definition of service-learning to be more inclusive of all forms of community-based learning	ST LT	Lead: LS Team: GJ, Nancy Basinger (UofU), core faculty Plan: - Host a faculty think tank mtg. to generate ideas to revise the definition. Take these ideas to revise definition with Thayne Staff. - Show the definition to students for feedback - Ask U of U Bennion Center about their process of changing from SL to Community Engaged Learning. - Carefully dovetail with new GenEd SLOs	Start May 2013 Show to students Summer 2013 Finalize Aug 2013	<ul style="list-style-type: none"> - Met with representatives from U of U Bennion Center, UVU Volunteer & Service-Learning Center, Utah Campus Compact, St. Mary's College, UC Berkeley, Weber State, and Jen Seltzer-Stitt to discuss service-learning (SL) and community engaged learning definitions and methodology. - Based on information gathered a SL rubric was created for faculty and departments. The new General Education Student Learning Outcomes (GenEd SLO), and SLCC's 2012-2015 Strategic Plan informed the creation of the rubric. - Discussed impacts of revising definition and utilization of rubric at TCCAAB mtg 10/24/13.
SL: Explore revisions to the SLG&D program structure and funding resources, possibly to include receiving grants that support faculty development	ST LT	Lead: LS Team: GJ Plan: - Explore structure in which faculty who have taught three or more semesters can reapply to receive additional guidance on reworking their curriculum - Rework structure to include peer mentoring of faculty new to the pedagogy - Continue to seek funding from Provost - Review AAC&U Bringing Theory to Practice grants as possible funding (ensure they allow faculty stipends)	Possible new RFP – August 2013 May 2013	<ul style="list-style-type: none"> - SLG&D RFP revised to \$500 awards. - Decrease in funding from \$1,000 has not significantly impacted number of awards submitted for SP 2014. One RFP submitted for a course revamp. - Initiated conversations with NSG Assoc. Dean about SLG&D program focusing on department designation. - Incorporated peer mentoring into FA 13 SL 1000 course. - Requested \$10,000 of annual hard funding for SLG&D program.
SL: Develop a faculty co-coordinator program	ST LT	Lead: LS Team: GJ, Academic Affairs, core faculty		<ul style="list-style-type: none"> - No funding available. - This idea was pitched to Picard and there was

		Plan: - Create program framework and job description for a faculty co-coordinator - Work with Provost to request re-assigned time to designate a faculty member to co-coordinate SL programs; and/or work with engaged Deans (short-term only) to fund - Again, investigate AAC&U grant funding	July 2013 Ongoing May 2013	little interest in moving it forward.
SL: Increase the number of faculty members using service-learning in their courses	ST LT	Lead: LS Plan: - This outcome is addressed through the successful implementation of faculty development programming and strategic work to engage particular departments/disciplines	Ongoing	- The following SLG&D RFP's have been submitted for SP 14: COMM 1140, EDU 2150, ENGL 2010, WRTG 990, NSG 2500.
SL: Develop a multi-tiered faculty development system, guiding faculty from initial contact to designation to ongoing engagement.	ST LT	Lead: LS Team: GJ, core faculty Plan: - Create a document that outlines continuum/framework for initial contact to ongoing engagement I.E. Utilize SL 1000 as a way to recruit and train new service-learning faculty. I.E. Operationalize a structure that incentivizes faculty to use service-learning in their courses (see Site Team report for 11 specific suggestions). I.E. Offer continued engagement opportunities for designated service-learning faculty, such as SL Teaching Circles, Teaching Squares, peer mentoring cohorts, special assessment projects, etc.		- Enrolled six faculty in SL 1000 for FA 2013. - Sent letter promoting SL and its designation as a High Impact Practice (HIP) to SL faculty and Assoc. Deans to garner additional administrative/departmental support. Also invited faculty and Assoc. Deans to community partner forums including the Thayne Center (TC) networking breakfast. - Collaborating with two faculty to incorporate SL into on-line courses. Promoting on-line, flipped classroom SL model to interested faculty. - Tabled three times at SLCC events (including convocation) to promote SL to faculty. - Facilitated two SL faculty submissions for the faculty ePortfolio resource site.
SL: Increase the number of Engaged Departments	ST LT	Lead: LS Team: GJ Plan: - Currently working with the English Department to create engaged pathways within the department	Ongoing	- Met with English dept. four times to facilitate engaging the dept. Attending mtg. on 11/11/13 to discuss next steps with key faculty and staff and the Assoc. Dean. - Met with and garnered support from Judy Scott Assoc. Dean of Nursing to facilitate NSG

		<ul style="list-style-type: none"> - Revisit the previous conversations with Health Sciences, particularly Nursing - Stay on top of Gen Ed trends, participate in “pathways” conversations when possible, and explore how to better integrate community based pedagogy across disciplines 	<p>Meet by October 2013</p> <p>Ongoing</p>	<p>becoming an engaged dept.</p> <ul style="list-style-type: none"> – Met with Dave Alldredge, Assoc. Dean of Accounting, Finance, and Economics regarding engaging the School of Business. Dave attended the Thayne Center Community Partner Networking Breakfast. – Follow up mtg. set for December with Jason Pickavance to discuss pathways, HIP, and promoting SL through across disciplines.
SL: Strengthen ties with the Faculty Teaching & Learning Center	ST LT	<p>Lead: LS</p> <p>Team: Jude Higgins, possibly Dave Bate</p> <p>Plan:</p> <ul style="list-style-type: none"> - LS sits on the FTLC board - Meet with new FTLC Director to explore opportunities to partner and offer service-learning professional development opportunities for faculty 	<p>Ongoing</p> <p>July 2013</p>	<ul style="list-style-type: none"> – Facilitated a FTLC teaching circle focused on SL. – Trisa Martin, Assoc. Director of FTLC participated in SL 1000 to learn more about SL in order to more effectively incorporate it into FTLC 1000. – Jude attended Thayne Center Community & Academic Advisory Board Meeting.
SL: Actively participate and/or present at the Annual Faculty Convention and Adjunct Faculty Conference	ST LT	<p>Lead: LS</p> <p>Team:</p> <p>Plan:</p> <ul style="list-style-type: none"> - Attend Annual Faculty Convention in April 2013 - Submit proposal to present or facilitate a panel at the Adjunct Conference in October 2013 - Submit a proposal to present or facilitate a panel at the Annual Faculty Convention in April 2014 	<p>April 2013</p> <p>October 2013</p> <p>April 2014</p>	<ul style="list-style-type: none"> – Facilitated a SL 101 presentation and hosted a TC table at Adjunct conference 10/12/13. Created a new SL 101 Prezi for the conference.
SL: Ensure service-learning courses are designated in the catalog and class schedule	ST LT	<p>Lead: LS</p> <p>Team: GJ, Ryan Carstens, Nate Southerland, MaryEtta Chase, Jourdan McCall</p> <p>Plan:</p> <ul style="list-style-type: none"> - Initial meeting took place March 2013 - Continue to work with stakeholders on a designation committee, troubleshooting Banner issues and finding ways to designate. Carstens and Southerland chair this committee. 	<p>Committee formed and at least one more meeting by July 2013</p>	<ul style="list-style-type: none"> – Complete. “SL” now tagged and searchale in Banner. – “SL” does not show up on transcripts, however. That is the issue to address moving forward.
SL: Track quantitative data of number of classes, students,	ST LT	<p>Lead: LS</p> <p>Team: GJ, Ryan Carstens, Nate Southerland,</p>		<ul style="list-style-type: none"> – Revisions have been made to the faculty, student, community partner, and tracking

service hours, and community partner organizations within each semester		MaryEtta Chase, Jourdan McCall, SC, LB Plan: - Work with LB to continue to manually track program statistics until a system is implemented institutionally. Impact Summary stats due by 06/01/2013. - Revise and continue to use the Campus Labs tracking survey to gather data including a list of partners and placements (for FA13+) - Implement the new designation and tracking system to automate this process (see action above)	May 2013 Review and revise – July 2013 October 2013 October 2013	surveys for FA 2013. – An institutional method of tracking via Banner was being investigated by Southerland and Carstens, however those conversations stalled. We will continue to use Campus Labs until we can re-initiate the larger conversation.
SL: Expand the use of SL course evaluations in Campus Labs to include all designated courses on a rotating basis	ST LT	Lead: LS Team: GJ Plan: - Develop a framework so that faculty who are already designated to rotate through the Campus Labs course evaluations surveys on a rotating basis, i.e. every four semesters, or something similar - Involve faculty in the discussions around this plan, so that we can know best how to market this and not confuse it with the institutional course evals - Create a chronological course list, based on when they were first designated, and establish who will rotate through a new round of evaluations in FA13 and SP14 - Roll out the plan and provide reports	October 2013 October 2013 October 2013 – ongoing	– SL course evals revamped, including separate forms for faculty, students, and partners. – New, more simplified plan: Newly revised eval forms will be used in SP14, distributed to ALL designated SL faculty. After that, every three years we will evaluate ALL SL courses at once. – In the off years, we will continue to use a tracking survey to gather more quantitative data.
SL: Gather designated SL syllabi at the beginning of each semester, maintaining accurate records of which courses are taught in each semester	ST LT	Lead: LS Plan: - Establish a communication system through which it is routine for designated faculty members to share their syllabus with the Thayne Center at the beginning of each semester - Maintain current records of all designated service-learning syllabi at the institution	July 2013 Ongoing	– Met with 74% of designated faculty about their service-learning courses (those who have not met with a TC staff in the past year).

SLICE: Student Leaders in Civic Engagement

Recommendation / Goal	ST LT	Assignments - Lead + Team (if applicable) Actions – How exactly will you do it?	Timeline	Progress (report 07/13, 10/13, 04/2014)
SLICE: Create a strategic plan that outlines a more pedagogically driven program. Specifically, redesign the current curriculum so that it teaches transferable, universal skills of community organizing and volunteer management, not individual project execution.	ST LT	Lead: LSP Team: SC, counterpart coordinators at other Utah institutions Plan: <ul style="list-style-type: none"> - Research articles, text books, and other program models, re: community organizing, project management, and leadership - Create a new manual that includes content on universal community organizing, project management, and leadership skills. Manual will also include best practices for working with non-profits, volunteer management, etc. - Only focus on two issues per semester, as determined by the 2013-2014 SLICE team - Each week teach a new universal skill. These skills may include building relational trust, integrating educational knowledge, solving complex problems, planning projects, managing volunteers, reflections, etc. - Coach students to apply the universal skills they're learning to the projects they carryout. I.E. Identify social justice issues in the community, gain an understanding of the assets and needs, teach students how to implement from start to finish an engaging project – ALSO reflect on and discuss long-term systemic solutions. 	<p>July 2013</p> <p>By October 2013</p>	<ul style="list-style-type: none"> – Linnie contacted other universities about their student leadership handbooks. She is reading about the best practices from Youth Service America (YSA), United Way, and other on-line Leadership materials. – Linnie revised the SLICE Manuel. The SLICE Manuel includes the following information and skills; Community organizing, project management, leadership, working with non-profits, volunteer management, etc. – In fall SLICE is focusing on Social Justice and Hunger & Homelessness. In spring semester SLICE will focus on Social Activism and Environmental Issues. – In the syllabus of SLICE t student leaders focus on new universal skills including the skills listed above and building trust through team building activities, solving complex problems, integrate educational knowledge by teaching each other learned skills, solving complex problems in small teams and with their mentor, planning two projects each semester, managing volunteers. Guest speakers have been scheduled to address and teach SLICE best practices to serve in our community and technical leadership skills. – SLICE is trained to use the Thayne Centers database on OrgSync and gain an understanding of non-profits assets and needs. In the manual there are guidelines and a check-off list of how to implement from start to finish an engaging project. Five reflections will be submitted in OrgSync from each student each semester. Reflections are discussed each week in SLICE meetings. There is dialogue after each

				issues and discussions about long-term systemic solutions.
SLICE: Ensure program coordinator is trained in teaching practices	ST LT	Lead: LSP Team: GJ Plan: <ul style="list-style-type: none"> - Attend Continuums of Service conf in Portland, OR, with a specific focus on collecting information on student leadership development programs - Continually research best practices and apply them to the SLICE program structure - Work with GJ to identify appropriate SLCC courses and training opportunities both internal and external 	April 2013 Ongoing	<ul style="list-style-type: none"> - April 24-26, 2013, Attended Continuums of Service Conf in Portland, OR. Attended six sessions and four keynote speakers. Listed are a few of the sessions I attended; Mentoring Social Justice Educators Con Carino Designing a “Blues-Print” For teaching Conscious Rhymes, presented by California State University; Developing Engaged Student Leaders For The Public Good, Presented by Washington State University Center for Civic Engagement; Beyond Service-Learning Taking Programs and mentoring to the Next Level for Deeply Engaged students, presented by University of Washington - May 15-17, 2013 attend Utah Leadership Academy and attended five sessions and two keynote speakers on a variety of student Leadership skills and service leadership development. - Linnie is researching best practices from Youth Service America (YSA), United Way, Utah Universities including, U Of U, WMC, Weber State, and BYU. - Linnie is currently taking math classes to acquire my AS Degree. I’m working toward my BS in The Consumer and Community Studies Major. I will continue to take Skills Path when relevant and attend 2013 NASPA in SLCLinnie will attend the ABC Training hosted by Alternative Break in the summer of 2014.
SLICE: Increase communication with SLL, i.e. Service Chair, regular meetings between student leadership coordinator staff, etc.	ST LT	Lead: LSP Team: Abio, Brandi, SLL/SLICE Service Chair Plan: <ul style="list-style-type: none"> - Review SLL Service Chair job description and align expectations to SLICE program requirements and SLL requirements - Sit on committee to select SLL Service Chair - Have a monthly 1x1 with SLL Service Chair 	July 2013 October 2013	<ul style="list-style-type: none"> - Linnie reviewed the Service Chair job description and was told it was not flexible and cannot be aligned with the SLICE program. - Linnie was on the SL&L interview committee but the final decision is made by SL&L. - The 2013-2014 SL&L Service Chair was selected and Linnie had a 1x1 with this student. Linnie will continue to meet monthly

		- Meet twice each semester with SLL program coordinators		<p>in a 1x1 with the Service Chair and help her with SLL service projects. The Service Chair will attend all weekly SLICE meetings and coordinate service projects with SLICE and SLL.</p> <ul style="list-style-type: none"> – July 22, 2013 met with SLL coordinators. The Coordinators would like the Service Chair to collaborate SLICE & SLL in Hunger & Homelessness week. The Service Chair will teach SLL about the TC database on OrgSync.
SLICE: Make students-at-large more aware of SLICE projects and events	ST LT	<p>Lead: LSP Team: LB, SLL, Institutional Marketing, Lee Stevens/PALS, LS Plan:</p> <ul style="list-style-type: none"> - Design a guerilla marketing training (which SLL may have already done, so check) and present it to SLICE - Table, coordinate with SL classes, and attend PALS meetings to advertise for planned events - Attend ICA meetings. Let them know about planned service projects. Coordinate carefully with SC who is also trying to attend regularly. 	<p>October 2013</p> <p>Ongoing</p>	<ul style="list-style-type: none"> – Tyler, marketing specialist, in SL&L presented a training to SLICE about how to market their projects and programs. – SLICE coordinator coordinated with TC Service Learning Coordinator to see if SL classes could take part in Domestic Violence Awareness month .SLICE tabled about this issue. Some SL students joined in the DV Awareness Walk. SLICE coordinator is attended the return PALS training on August 2nd. Students were trained to use the TC database of non-profits for their up-coming service project in fall and spring semester. SLICE coordinator will also attend the first 15 min of each PALS meeting to stay in touch with the PALS service projects. – Service Leadership Coordinator will attend ICA each month. The Service Chair will be assigned to attend ICA meetings each month. The Service Leadership Coordinator will notify ICA members about upcoming service projects.
SLICE: Market the program more effectively to recruit high caliber students ready to engage in advanced curriculum	ST LT	<p>Lead: LSP Team: School Relations, TRiO Plan:</p> <ul style="list-style-type: none"> - Send all High School Peer Action Leader teams and leadership clubs the link for the SLICE website and the application - Coordinate with TRiO to have the SLICE website and application link in all new student packets - Work with appropriate staff to identify and hand-pick highly-qualified students who could 	<p>Ongoing, but apps by October 2013, interviews and placements by April 2014</p>	<ul style="list-style-type: none"> – December 2013 the Service Leadership Coordinator will send all high school Peer Action Leader teams, Service-Learning classes, and leadership clubs the link for the SLICE website and the SLICE application. – December the Service Leadership Coordinator will send the Student Leadership Coordinator of TRiO a link to the SLICE website and the SLICE application link. They will send all incoming and returning students this link. The link will also be in the new student packets.

		be mentored/recruited into SLICE		<ul style="list-style-type: none"> – In collaboration with TC staff and return SLICE members, new SLICE members were selected to be 2013-2014 SLICE mentors.
SLICE: Require LE 2920 and/or LE 2950 of all members	ST LT	Lead: LSP Team: GJ, SC Plan: <ul style="list-style-type: none"> - This is included on the 2013-2014 SLICE application. All new SLICE members will be required to take one of these courses. 	March 2013 – before the app goes out	<ul style="list-style-type: none"> – Done. SC, currently teaching LE 2920, met with Curt Larsen to arrange the FY14 teaching schedule. The requirement and course times were included in the FY14 application released in March 2013. All SLICE members have been called and are taking one of these courses in the fall or spring 2013-14.

Institutionalization of Vision & Mission

Recommendation / Goal Assignment	ST LT	Assignments - Lead + Team (if applicable)	Timeline	Progress (report 07/13, 10/13, 04/2014)
IVM TC: Collaborate with the Community Partnerships Council (CPC) and the Director of Community Relations to achieve Carnegie classification	LT	Lead: GJ Team: All TC staff as needed, Tim Sheehan, Ryan Carstens, Jennifer Seltzer Stitt Plan: <ul style="list-style-type: none"> - Attend all CPC meetings, inviting SC and LS as needed - Partner with Jen to provide required TC information for the application - Continuously refocusing the institution on the systems view of Carnegie, the cultural and structural requirements of the designation 	Ongoing Application due April 2014 Ongoing	<ul style="list-style-type: none"> – Jen Seltzer-Stitt and Lucy meet monthly to discuss using Carnegie as a vehicle for institutionalizing service-learning across disciplines. – Gail continues to serve on the CPC, encouraging the Council to use Carnegie as the framework for discussions of the CPC. – Gail serves as a consultant / editor of the Carnegie application and has reviewed multiple drafts of Jen's document for both content and technical edits.
IVM TC: Shift institutional perception of the role of the center as a volunteer project event planner to one of a pedagogically based learning center	LT	Lead: GJ Team: All TC staff as needed Plan: <ul style="list-style-type: none"> - Engage as much as possible with larger institutional conversations relevant to this goal, I.E. GenEd SLOs, ePortfolios, 	Ongoing	<ul style="list-style-type: none"> – Gail continues to engage with members of the Gen Ed committee and the Educational Initiatives department as often as possible. Key administrators are starting to understand the difference and many faculty are now helping to shift the perception. – Gail wonders if this shift will ever happen fully so long as the Thayne Center (or at least the SL program) stays within Student Services. – Student Services departments are actually slower to understand this distinction than our colleagues in Academic Affairs. There is more

				education to be done in our own division than there is with faculty.
IVM TC: Recreate the TC vision and mission, accounting for the role we play in the institution's civic mission	ST LT	Lead: GJ Team: All TC staff, key students, SL faculty, Level 3 community partners Plan: <ul style="list-style-type: none"> - Recreate the vision and mission at a summer staff retreat - Vet the new statements with key stakeholders - Launch FA13, including updating documents and website 	July 2013 October 2013 October 2013	<ul style="list-style-type: none"> - After discussion with the staff, and separately with key faculty, it was decided we would not modify our mission statement. - Our vision statement still has language about the inherent civic responsibility of institutions of higher education, but the mission statement remains three-fold: students, faculty, nonprofit community partners.
IVM TC: Facilitate and coordinate all departmental marketing materials and public documents, re messaging and mission	LT	Lead: GJ Team: All TC staff Plan: <ul style="list-style-type: none"> - Keep staff informed of all marketing related policy and procedures - Explore more efficient ways to ensure marketing is uniform 	Ongoing Ongoing	<ul style="list-style-type: none"> - See above. - Though we did not modify the mission statement, we spent the last six months updating our website and tightening up our marketing language. - Our vision, mission, learning outcomes, and stakeholders are now front and center on our website.
IVM TC: Regroup all programmatic SLO's into a single set of departmental learning outcomes	ST LT	Lead: GJ Team: All TC staff Plan: <ul style="list-style-type: none"> - Collaborate with all staff at summer retreat to draft departmental SLOs - Ensure TC SLOs support Student Services and (new) GenEd SLOs 	July 2013 October 2013	<ul style="list-style-type: none"> - Complete. Included on TC website homepage. - Over the course of three staff meetings we created departmental SLO's. We used institutional documents around the mission, strategic priorities, and core themes, as well as SS division learning outcomes to craft ours. - Moving forward, all TC programs will use these new outcomes as their foundation and simply customize the experience of HOW that program specifically achieves the standardized outcomes. - In October we had a TC Board meeting about the new GenEd SLO's and how we can ensure our academic service-learning program and the pedagogy behind it will integrate appropriately. Conversations are ongoing.
IVM TC: Hire an Assistant	ST	Lead: GJ		- Requested in FY14 IPB. It was not forwarded

Director	LT	Plan: - Request funding in every available formal budget forum - Continue informal discussions with decision makers	April 2014	for consideration. - Requested in FY15 “equality ask” discussions. It was not considered. - Will request in FY15 IPB in SP14 - Will consider requesting in FY14 Student Fee Board
IVM TC: Create more visibility for the department on campus, i.e. improve the physical space / resources	ST LT	Lead: GJ Team: Jason Beal, for now Plan: - Meet with Jason for a rough estimate - Present the estimate to Marlin and Deneece - Primarily investigating expanding into the back hallway and possible wrapping around to the Parlor B door	Cost estimates July 2013	- Jason Beal said we cannot expand into the back hallway because of fire code. He also said we cannot expand into an L-shape because his employees in the current OneCard office cannot be relocated. - Gail has discussed this with Marlin and Marlin requested a subsequent meeting with Jason. - In the meantime, we have rearranged our lobby at the TRR office and partially opened our new space at SCC CFAM (“partially” because furniture is not yet delivered and Sean is only there part-time as of now) - We have TC students tabling in the high-traffic hallways of the TRR STC, to draw students downstairs as much as possible.
IVM TC: Participate in regional and national conferences and conversations that disseminate our work and bring best practices back to the department	LT	Lead: GJ Plan: - As budget allows, participate in national and regional conferences - As time allows, participate in national and regional conversations / communities	Ongoing	- At the request of Deneece, Gail submitted an application to serve as a lead institution in NASPA’s Civic Learning and Democratic Engagement initiative. - We were one of 73 institutions selected to participate. Gail now serves as the co-lead. - Gail plans to represent the TC at NASPA Region V Annual Conf, Continuums of Service Western Region Campus Compact Annual Conf, and NASPA CLDE Annual Conf. - Lucy and Gail prepared a grant application to AAC&U, but the organization withdrew their RFP. We will continue to watch for funding opportunities. - TC staff continue to attend one regional or national conference a year, representing SLCC and the TC

<p>IVM SL: Revitalize the academic service-learning program to better incorporate community-based learning as a high-impact learning practice throughout the college, i.e. GenEd, ePortfolio, Engaged Dpts, Senate/Curriculum Committee, Provost, etc.</p>	LT	<p>Lead: GJ Team: LS Plan:</p> <ul style="list-style-type: none"> - Request access to GenEd committee conversations - Serve on SLO Assessment committee - Continue to explore other ways the TC can better integrate into Academic Affairs 	<p>July 2013</p> <p>Ongoing</p>	<ul style="list-style-type: none"> - Gail consulted with members of the Gen Ed committee as they rewrote college-wide SLO #5, dealing with community engaged learning. - Gail continues to serve on the SLO Assessment Committee, gearing up for FY15 when the institution focuses on SLO #5. - Conversations are on-going with ePortfolio as to how we can best integrate SL into the required "Learning Outside the Classroom" tab. SL is included in their tutorials and marketing materials for students and faculty. - Lucy is submitting proposal to Center for Innovation for Professional Development Day (SP14) promoting SL as a High Impact Practice. - Lucy and Gail attended the final Curriculum Committee meeting of FY13, and Lucy attended the first meeting of FY14. She received public, verbal support from Provost Picard regarding the importance of SL. - Conversations are on-going as to how we can more fully integrate SL into Academic Affairs, including the possibility of splitting the TC.
<p>IVM SL: Develop a strategic plan with Ryan Carstens to incorporate service-learning as a high-impact practice throughout the college</p>	LT	<p>Lead: GJ Team: LS, Ryan Carstens, Jason Pickavance Plan:</p> <ul style="list-style-type: none"> - Most logical entry point is GenEd committee, specifically in dealing with the revision of college-wide student learning outcomes - Other logical points of collaboration are ePortfolio, SLO assessment, and Pickavance's work with high-impact practices 	Ongoing	<ul style="list-style-type: none"> - See above, re: Gen Ed committee and SLO. Gail has been able to consult, but is not invited to serve formally on the committee because Carstens would like an exclusively faculty membership. - Conversations are ongoing with Pickavance, regarding integration of SL into this work with High Impact Practices. Next meeting 12/11/13. - Service-Learning coordinator meeting with David Hubert regarding SL and ePortfolio on 11/4/13. - As mentioned previously, Gail wonders if this integration will ever happen fully so long as the Thayne Center (or at least the SL program) stays within Student Services. We may have outgrown the "bridge" model of

				institutionalizing SL. She intends to pursue this conversation with Ryan Carstens and other administrators.
IVM SL: Seek funding for the SL Coordinator position from the Provost	ST LT	Lead: GJ Team: LS, Marlin Clark, Deneece Huftalin, Chris Picard		<ul style="list-style-type: none"> – This was discussed in a meeting in 03/2013 with Picard, Carstens, Deneece, and Marlin, but it has not gained traction. Picard did say many positions were shifting within Academic Affairs and he would consider this moving forward. – Gail needs to close the loop on this communication with a decision one way or another. Our assumption at this point is that the proposal is not supported.
IVM SL: Consider a model in which both the VPSS and Provost share oversight of academic service-learning. Create a stronger partnership with Academic Affairs through active participation in faculty meetings and regular interactions with Associate/Deans	ST LT	Lead: GJ Team: LS, Marlin Clark, Deneece Huftalin, Chris Picard, Ryan Carstens Plan: - Continue conversations with the Provost and Associate Provost	July 2013	<ul style="list-style-type: none"> – After the March meeting mentioned above, it was clear Picard does not support this model of oversight. “No one wants two bosses and this isn’t the right way to go,” were his thoughts on the proposal. – We are working with Associate/Deans on a case-by-case basis, as with Nursing and English who are working toward becoming engaged departments. The idea of Gail attending Dean’s Council was raised in the March meeting, but a decision was not made. – Again, we wonder if this traction with Associate/Deans will only come if SL has an Academic Affairs reporting line.
IVM SL: Allow the SL Coordinator to solely focus on academic service-learning	ST	Lead: GJ Team: LMH, SC Plan: - Post SL Coordinator position with CES program removed	January 2013	<ul style="list-style-type: none"> – Done. – The Civically Engaged Scholar program is now the responsibility of the Community Partnerships Coordinator.
IVM CPO: Identify an ongoing funding source for VMTS and other CPO programming	ST LT	Lead: GJ Team: SC, Susan Salem, Development Office Plan: - Secure funding from the Center for Innovation	Spring 2013	<ul style="list-style-type: none"> – A combination of the Center for Innovation Employee Innovation Grant, Innovation of the Year grant, and a Utah Commission on Volunteers grant, ensure funding of the VMTS through July 2014.

		- Research and explore external funding options, including possible corporate underwriting	October 2013	<ul style="list-style-type: none"> - In July 2014, our partners contribute funds to sustain the program through December 2014. Those partners are the University of Utah, Westminster College, and United Way of Salt Lake. - The Thayne Center budget absorbs VMTS costs in FY14 as well. When grant funding is done, we will have completely absorbed the costs into our operating budget. - Even so, we will always accept funding from the Development Office and conversations with Kevin Rusch are ongoing.
IVM ASB: Secure additional funding through inter-departmental partnerships that are mission- and program-based	ST LT	Lead: GJ Team: Other Student Services and Academic as needed	Ongoing	<ul style="list-style-type: none"> - The DRC continues to co-sponsor the Kanab trip to Best Friend's Animal Sanctuary. - In FY14 Student Life & Leadership contributed \$10,000 toward two new trips in SP14. It is not yet confirmed as to whether or not that funding is ongoing. - We requested \$10,000 in the "equity ask" discussions, but it was not considered - We will request \$10,000 in the FY15 IBP - We will request \$10,000 from the Student Fee Board in SP14
IVM AR: Create joint strategic plan with Financial Aid	ST	Lead: GJ Team: Cristi Millard, Marlin Clark, Eric Weber Plan: <ul style="list-style-type: none"> - Meet initially as Directors and AVPs to troubleshoot immediate issues and establish a committee framework for staff - Hand off the committee to staff with expectations as to frequency and content of meetings 	July 2013	<ul style="list-style-type: none"> - Marlin, Eric, Gail, and Cristi met about a structure for community work-study, specifically nonprofit placements. - Meeting was a success and moved many initiatives forward related to community work-study - While a joint strategic plan was created, we determined an ongoing committee of staff members was not necessary at this time.
IVM AR: Recognize Lynne McCue-Hamilton on an institutional level	ST	Lead: GJ, Team: LB, SC LMH nominated for 2013 Outstanding Staff Award, full-time professional	July 2013	<ul style="list-style-type: none"> - We worked with staff, students, faculty, and community partners to nominate Lynne for the Staff Association Award in SP13. - She was a finalist, but not selected.