Grand Rapids Community College

Faculty Equated Overload/Release Time

End of Semester Report

Grand Rapids Community College

Fall, 2013

Name: Dillon Carr     Faculty Assignment: Service Learning     New Faculty Institute: ____________

Note: Please take a moment to review the letter you received from the Office of the Provost. That letter describes your faculty assignment in detail. As you complete this document, please refer to the specific tasks that you were asked to complete.

Section 1: Report of Accomplishments

<table>
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<tr>
<th>Assignment</th>
<th>Accomplishments</th>
<th>List and briefly describe the most significant impact of your accomplishments.</th>
<th>List and briefly describe any barriers you encountered.</th>
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| - Working in collaboration with the Associate Director of Experiential Learning and the Director for the Center of Teaching Excellence to provide a range of quality faculty professional development and effective technical assistance. | • Designed and facilitated a series of 3 workshops administered through the CTE. Workshops provided an overview of the service learning process, discussed curriculum integration, the role of reflection, and risk management.  
• Attended regular meetings to review policy and procedure relating to service learning.  
• Reviewed and offered feedback on curriculum integration plans submitted by faculty. | • Improved faculty understanding about the process and benefits of service learning.  
• Increased awareness of the different ways service learning could be incorporated into curriculum  
• Identified key areas of improvement to better streamline the process of service learning implementation and faculty education | • Time constraints during the middle of the semester made it difficult at times to respond to requests for CIP review.  
*Suggestion:* Review the due dates for CIP plan submission to see when would best serve faculty. |

Dean’s / Supervisors’ Comments:

Fall 2013
- Reviewing and making recommendations for program improvement in terms of policy, processes, and procedures related to service learning.
- Cultivating a campus culture that values service learning.

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<th>- Addressed faculty questions and concerns about implementing service learning into their courses.</th>
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Section 2 – Reflect on your EOL/Release work this semester and respond to the three items below.

| Please list and describe no more than three activities or accomplishments that went particularly well. | • The 3 workshops for service learning through the CTE were all very well attended and had good dialogue with faculty seeking to integrate service learning into courses.  
• Regular meetings to discuss program improvement were productive and identified key areas for policy and process improvements such as taking advantage of web support capabilities for submission and tracking of student data.  
Review process to provide recommendations for the CIP could have utilized a better document system that encourages the revision of documents electronically. Currently CIP submissions are disseminated via e-mail and multiple e-mails of documents makes it difficult to keep straight current versions of files. |

Dean’s / Supervisors’ Comments:  
Fall 2013
| Please list and describe how your particular efforts could have been better supported. | Online submission of CIPs through a GoogleDocs type of system would greatly streamline the ability to view, provide feedback, and revise submissions. Currently the document is passed along via e-mail and faculty occasionally have problems integrating revisions into a final, viewable document. |
| Please use this space to document any other concerns, suggestions, or comments. | Michael continues to be a very capable administrator and does a very good job of supporting the work of faculty involved in service learning. |