

# GRCC Team Charter 2019

Team Name: Service Learning Task Team

Team Sponsor: Director, Department of Experiential Learning

## ***Chartering is a two-way process***

*Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.*

*The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.*

*Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.*

## 1.0 Purpose of the Team (*What is this team expected to accomplish?*)

The ***Service Learning Task Team*** is an on-going team within the Department of Experiential Learning responsible for creating, monitoring and supporting service learning processes, procedures for overall improvement and effectiveness.

## 2.0 Decision-making Context and *Scope* (*What level of decision making authority does this team hold?*)

Team members will assist Department of Experiential Learning staff in making decisions around the following areas:

- oversight of faculty professional development (including types of services and method of support as well as approval process)
- oversight of student, faculty and community partner registration processes
- oversight of student, faculty and community partner evaluation and assessment

## 3.0 Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? I.e. What will they do? NOTE: Complete an Action Project template if appropriate*)

The team will meet twice per/semester to review information/data and give feedback.

## **Key programmatic indicators/outcomes**

- # of faculty annually approved to do service learning
- # of sections offering service learning
- # of faculty offering service learning
- Breakdown of departments offering service learning
- success rates of students participating in service learning

## 4.0 Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

The work of the team is on behalf of faculty and students who are participating in service learning.

#### 5.0 Resources Needed (*both people and budget*)

The support of other College units is required including the work of individual faculty, Department Heads, Program Directors as well as Deans and leadership in the areas of Instructional Support.

Resources needed include, but are not limited to, dedicated time of College personnel, as well as appropriate infrastructure (e.g. equipment, technology, and supplies).

#### 6.0 Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)

Issues will be discussed among the various team members and brought to administration (Dean of Instructional Support, Deans Council, ProDeans and/or Provost) by the Director of Experiential Learning as necessary, based on the identified barrier or concern.

#### 7.0 Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)

N/A

#### 8.0 Review Progress (*How and when will the work of this team be reviewed?*)

On an ongoing basis; annually the team can review the work it has accomplished to date and assess its own effectiveness.

#### 9.0 Team Leader and Membership Specifications

Director of Experiential Learning *Co-Chair*  
Service Learning Faculty Coordinator *Co-Chair*  
Department of Experiential Learning staff  
Arts and Science Faculty  
Workforce Development Faculty

#### 10. List the major team accomplishments over the past year. (What are your outcomes?)

- Reviewed the faculty Service Learning Designation process
- Reviewed the faculty Service Learning Semesterly Registration process
- Reviewed the student Service Learning Registration process
- Reviewed ways to inform faculty about service learning
- Review the student survey for improvement
- Reviewed the Service Learning Faculty handout for feedback
- Reviewed the Service Learning Student handout (Melanie develop rough draft, Reviewers Sherry and Mike)

#### 11. List the major team goals for the upcoming year. (What do you plan to accomplish as a team in 2019-2020?)

- Continue to review the following:
  - faculty Service Learning Designation process
  - faculty Service Learning Semesterly Registration process
  - student Service Learning Registration process

12. Please describe any current challenges the team is facing.

No challenges at this time.