In July 1999, Governor Gray Davis called for a community service requirement for all students enrolled in California's public institutions of higher education. The governor stated that the primary purposes of his initiative were to enable students to give back to their communities, to experience the satisfaction of contributing to those in need, and to strengthen an ethic of service among graduates of California universities.

In response to the governor's call to service, the Academic Senate CSU, campus faculty senates, students, community partners, community service and service-learning coordinators, the California State Student Association, and the CSU Advisory Group on Community Service participated in months of intensive dialogue about ways to advance and strengthen an ethic of service on CSU campuses, building on the service initiatives that have taken place for decades.

Following these deliberations, at its March 2000 meeting, the CSU Board of Trustees passed a resolution on community service and service learning in the CSU which stated:

RESOLVED, By the Trustees of The California State University, that the chancellor require each CSU president to ensure that all students have opportunities to participate in community service, service learning (deemed academically appropriate by faculty), or both; and, be it further

RESOLVED, That the Board of Trustees, through the chancellor, endorse campus efforts to make service an expectation, condition, or requirement for the undergraduate education experience; and, be it further

RESOLVED, That the chancellor report to the Board of Trustees, on an annual basis, CSU’s increasing efforts to provide those opportunities to all students.

The CSU then submitted a funding proposal requesting resources to assist campuses in meeting the above commitments. Responding to CSU’s commitment and request for support, Governor Davis allocated $2.2 million in the FY 2000-2001 state budget, accompanied by this statement:

$2.2 million to develop service learning courses and create service learning offices at each CSU campus. This funding will allow CSU to increase participation in service learning courses, over four years, to approximately 15 percent of the student body, from the current 8 percent. In addition, the service learning offices will develop and coordinate community service placements for CSU students.

The CSU is now positioned strongly to build upon the opportunities it already has provided for students to engage in service and to expand these opportunities for all CSU students.
AVAILABILITY OF FUNDS

Based on the specific designations in the state budget and the CSU commitments, the $2.2 million is distributed in two areas as described below. While the budget has been divided into these two categories, campus plans to utilize this funding should complement the overall campus efforts to address the goals outlined in the Board of Trustees’ resolution.

• **CURRICULUM DEVELOPMENT:** $1.1 million to support the development of at least 220 courses with new service-learning components. This funding will be appropriated yearly through FY 2003-2004.

  Campuses are asked to assess their ability to develop courses with new service-learning components during the 2000-2001 academic year. Campuses should commit to developing from 2 to 20 courses, with an expected average commitment of 10 courses. Funding has been designated so that course development activities can be supported up to $5,000 per course commitment. Course development activities could include, but are not limited to, release time, summer stipends, supplies and services, teaching assistants, training, community partnership development and meetings.

  As campuses develop courses with new service-learning components, they are asked to keep in mind CSU’s commitment to the governor: developing service-learning opportunities for every student prior to graduation. In order to meet this commitment, campuses should use the following principles to guide their planning efforts:

  • Reach the most students possible.
  • Assure long-term sustainability of the courses.
  • Include service-learning courses in the core curriculum.
  • Distribute the courses across departments and programs.

• **INFRASTRUCTURE DEVELOPMENT:** $1.1 million to develop or expand service-learning offices. This funding has been designated as permanent funding.

  Up to $50,000 is available to each campus to create or expand a service-learning office. Funds can be used to aid in building infrastructure, so that each campus develops at minimum an office that has a full-time equivalent director, a community partner liaison, office space and equipment, and administrative support.

  While the infrastructure for service learning varies across the CSU, it is clear that all campuses can benefit from increased support for their infrastructure development. Therefore, campuses are asked to establish specific infrastructure goals reflecting their current abilities to offer and sustain service-learning courses, create and administer service-learning opportunities and placements, and establish and maintain community outreach. Funding requests should assist campuses in reaching these goals.

  Campuses should use the following principles to guide their planning efforts:

  • Build upon existing university structures and community relationships.
  • Consider the needs of community partners to provide opportunities for students.
  • Consult with community leaders and partners, students, faculty and administrators in developing infrastructure that meets program needs for effective administration.
  • Develop infrastructure that supports the mission of the service-learning office.
SYSTEMWIDE ACCOUNTABILITY

As a result of the trustees’ resolution and the designated state funding, the CSU is committed to the following:

• Developing 220 courses with new service-learning components each year through 2003-2004.
• Increasing the number of students participating in service learning from 8 percent to 15 percent by FY 2003-2004.
• Developing service-learning offices on each campus.
• Increasing the number of students involved in service learning and community service each year, so that eventually, all students will have an opportunity to participate in service prior to graduation.
• Endorsing campus efforts to make service an expectation, condition, or requirement for the undergraduate education experience.
• Seeking $2 million systemwide from foundations and federal grants over the next year to augment the state funding for service learning.
• Annual reporting on progress to achieve these goals.

CAMPUS ACCOUNTABILITY

To meet our systemwide accountability commitments, it is necessary for all campuses to report on their progress to achieve specific, measurable goals. The Chancellor’s Office will work with CSU campuses to develop an information management system and reporting structure that supports our ability to communicate progress to the governor, the state legislature, and the CSU Board of Trustees.

Your campus goals must reflect the accountability commitments indicated below:

• Number of courses with new service-learning components developed each year.
• Progress in infrastructure development for service-learning offices.
• Number of students engaged in service learning.
• Number of students engaged in community service.

CAMPUS MATCHING CONTRIBUTION

Campuses must commit an institutional match of 25 percent of the funds requested. This matching contribution may be cash or in-kind; however, the resources provided through the match must be new contributions to service-learning initiatives. Existing resource commitments to service learning are not applicable.

REQUEST FOR STATEMENT OF INTENT

Each CSU campus has an opportunity to request up to $5,000 per course commitment and up to $50,000 for infrastructure development through a Statement of Intent submitted by the president. The Statement of Intent must be received in the Chancellor’s Office by 5:00 p.m. on Friday, September 15, 2000.

The Statement of Intent should outline your plans to utilize the funding to reach specific goals for service-learning course development and infrastructure development in the 2000-2001 academic year.
STATEMENT OF INTENT OUTLINE
The Statement of Intent should include the items below and be no more than five pages:

I. Cover page
   • Cover page is attached. Please fill this page out completely.

II. Goals
   • Articulate campus goals for service-learning curriculum development
     (including the exact number of courses the campus commits to developing).
   • Articulate campus goals for infrastructure development.

III. Activities
   • Describe how the funding will be utilized to achieve those goals.

IV. Accountability
   • Describe how the campus will measure progress in achieving those goals.

V. Budget
   • Provide an estimated budget for the proposed activities.
   • Provide a statement of institutional match (25 percent).

FUTURE PROCESS
The allocation process for FY 2000-2001 has been established to expedite the distribution of funds so campuses
have reasonable time to achieve their goals. Because the system will receive multi-year funding, the CSU has an
opportunity to develop a systemwide, strategic approach to providing service opportunities for all CSU students.
Therefore, during FY 2000-2001, a comprehensive procedure for the future allocation process will be developed.

IMPORTANT DATES
• Friday, September 15, 2000: Statement of Intent must be received.
• Friday, September 22, 2000: Campus receives notice about allocation amount.
• Friday, September 29, 2000: Funding will be allocated.
• Monday, January 15, 2001: Campus Progress Report must be submitted.
• Friday, June 29, 2001: Campus Final Report must be submitted.

SUBMISSIONS AND INQUIRIES
The Statement of Intent must be received in the Chancellor’s Office by 5:00 p.m. on Friday, September 15.
Statements must be mailed or faxed to:

Erika F. Randall
Director of Community Service Learning
CSU Office of the Chancellor
401 Golden Shore, 6th Floor
Long Beach, CA  90802
Phone: 562-951-4773
Fax: 562-951-4982
Email: erandall@calstate.edu
Website: http://www.calstate.edu/tier3/csl

If you have questions regarding this initiative, please contact Ms. Randall.
California State University

SERVICE-LEARNING CURRICULUM AND INFRASTRUCTURE DEVELOPMENT INITIATIVE

ALLOCATION PROCESS

COVER PAGE

Campus: ____________________________

Please list below the name and contact information of the leader for this initiative. This individual will be responsible for corresponding with the Chancellor’s Office about all campus activity related to this initiative; reporting on accomplished goals; and responding to all requests for information.

Contact Name: ____________________________

Department/Title: ____________________________

Campus Address: ____________________________

Campus Phone: ___________ Email: ___________ Fax: ___________

I. Curriculum Development

Expected number of courses to develop new service-learning components during the 2000-2001 academic year: ________________

Requested dollar amount for curriculum development (up to $5,000 per course commitment):

$________________________

II. Infrastructure Development

Requested dollar amount for infrastructure development of service-learning office (up to $50,000 is available):

$________________________

III. Total Amount Requested: $________________________

Initiative Leader Signature: ____________________________ Date: ____________________________