



# **SERVICE-LEARNING CURRICULUM AND INFRASTRUCTURE DEVELOPMENT INITIATIVE**

**ALLOCATION PROCESS 2003/2004**

## **BACKGROUND**

In July 1999, Governor Gray Davis called for a community service requirement for all students enrolled in California's public institutions of higher education. In response to the governor's call to service, the CSU participated in months of intensive dialogue, which resulted in the passing of a landmark resolution on community service and service learning by the CSU Board of Trustees in March 2000. The resolution 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 the CSU's commitment and request for support, Governor Davis allocated \$2.2 million for four years in the 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.

During the first three years of this initiative (2000/2001, 2001/2002 and 2002/2003), all CSU campuses have been successful in creating courses with new service-learning components and strengthening service-learning infrastructure. The enthusiasm, creativity and diligence with which campuses approached this initiative demonstrate the clear commitments the CSU has made to expanding service-learning opportunities for students. In all years of this initiative, the CSU surpassed its commitment to develop courses with new service-learning components. Despite a reduction in funding in 2002/2003 by \$1.1 million, campuses still managed to develop nearly 200 courses with new service-learning components.

In order to continue to build upon our past successes, \$1.1 million is available to 23 CSU campuses for the 2003/2004 academic year to support service-learning infrastructure. Enclosed you will find more information about the allocation process.



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### AVAILABILITY OF FUNDS

- **INFRASTRUCTURE DEVELOPMENT:** For the 2003/2004 academic year, funding has been made available for service-learning infrastructure development.

Up to \$48,000 is available to each campus to support the campus 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.
- Develop infrastructure that can be sustained over time and has diversified sources of support.

### SYSTEMWIDE ACCOUNTABILITY

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

- Developing courses with new service-learning components.
- Increasing the number of students participating in service learning from 8 percent to 15 percent by the end of fiscal year 2003/2004.
- Maintaining a service-learning office 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 \$1.1 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.

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### CAMPUS ACCOUNTABILITY

To meet our systemwide accountability commitments, it is necessary for all campuses to report on their progress to achieve specific, measurable goals. A progress report from the initiative leader will be requested in **February 2004**. A final report must be submitted by **June 30, 2004**.

Your campus must be prepared to report on:

- Number of courses with new service-learning components developed.
- Progress in infrastructure development for a service-learning office.
- Number of students engaged in service learning.
- Number of students engaged in community service.

### REQUEST FOR STATEMENT OF INTENT

Each CSU campus has an opportunity to request up to \$48,000 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., Friday, September 12, 2003**.

The *Statement of Intent* should outline your plans to utilize the funding to reach specific goals for service-learning and infrastructure development in the **2003/2004 academic year**.

### 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. The match may come from private, state, or federal sources, but may not be the subgrants received through the Office of Community Service Learning in the Chancellor's Office.

### STATEMENT OF INTENT OUTLINE

The *Statement of Intent* should include the items below and be no more than four pages:

- I. Cover page
  - Cover page is attached. Please fill out this page completely.
- II. Goals
  - Articulate campus goals for infrastructure development.
  - Articulate an estimated number of courses with new service-learning components that will be developed in 2003/2004.
- 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 and narrative for the proposed activities.
  - Provide a statement of institutional match (25 percent).

*Note: A cover letter from the president will not be considered as one of the four pages.*

## ALLOCATION PROCESS 2003/2004

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### IMPORTANT DATES

- **Friday, September 12, 2003:** *Statement of Intent* must be received.
- **Friday, September 26, 2003:** Campus receives notice about allocation amount.
- **February 2004:** Progress Report must be provided.
- **Wednesday, June 30, 2004:** 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., Friday, September 12, 2003**. Your *Statement* must be mailed to:

Season Eckardt  
Community Service Learning  
CSU Office of the Chancellor  
401 Golden Shore, 6th Floor  
Long Beach, CA 90802  
Phone: (562) 951-4787

Facsimiles and electronic submissions will not be accepted.  
If you have questions regarding this initiative, please contact Ms. Eckardt.



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## 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: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### *Infrastructure Development*

Requested dollar amount for infrastructure development of service-learning office (up to \$48,000 is available):

\$ \_\_\_\_\_

Dollar amount of institutional match (at least 25 percent) supporting this Initiative:

\$ \_\_\_\_\_

*Total Amount Supporting this Initiative:* \$ \_\_\_\_\_

Initiative Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_