

Service-Learning Infrastructure Development Initiative

ALLOCATION PROCESS 2007/08

BACKGROUND

In March 2000, the California State University Board of Trustees passed a landmark resolution in response to a request from the governor for a community service requirement for all students in California's public institutions of higher education. In a strong display of support for community service learning, the CSU Board of Trustees' resolution called for the chancellor and each CSU president to "ensure that all students have opportunities to participate in community service, service learning (deemed academically appropriate by faculty), or both." Since 2000/2001 fiscal year (FY), the CSU has allocated \$8.8 million to help develop new service-learning courses (this activity was a targeted emphasis in 2000-2002) and expand service-learning offices on all CSU campuses.

During this remarkable seven-year period, 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 approach this initiative demonstrate the clear commitment the CSU has made to expanding service-learning opportunities for students.

In order to continue to build upon past successes, \$1.1 million is available to 23 campuses for the 2007/2008 academic year (AY) to support the implementation of strategic plans, the development or expansion of infrastructure, and other service-learning and/or community engagement efforts.

AVAILABILITY OF FUNDS

Up to \$48,000 is available to each campus to support the campus service-learning or community engagement office. Funds can be used to aid in building and advancing infrastructure so that each campus develops at a minimum an office that has a full-time equivalent director, a community partner liaison, administrative support and office space and equipment. Additionally, funds can be used to pay for implementation aspects of the office's strategic plan.

If the service-learning, or community engagement, director position is not currently filled, the campus is not eligible to receive funding at the present time. The campus can submit an application describing its process and timeline for when a new director will be recruited and selected. Once the director position is filled, the amount of the annual allocation will be determined. In some cases, if the position has not been filled for an extended period, a pro-rated allocation will be considered. Please see *Additional Campus Efforts/Priorities* section for guidance on how to complete the Statement of Intent.

EFFORTS FOR THE 2007/08 ACADEMIC YEAR

For the 2007/2008 academic year, this initiative has four main elements:

- Completion of a new strategic plan for the office by October 31, 2007.
- Completion of an assessment of emerging infrastructure in conjunction with the strategic planning process by October 31, 2007.

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- Implementation of strategic directions as outlined in the office's strategic plan.
- Development or expansion of Infrastructure.

Funding requests should assist campuses in reaching these goals.

SYSTEMWIDE ACCOUNTABILITY

As a result of the trustees' resolution and the designated state funding, the original Chancellor's Office commitment includes:

- Offering service-learning opportunities to at least 15% of the CSU student population.
- 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 experience.
- Seeking \$1.1 million from foundations and federal grants over the next year to augment the state funding for service learning.
- Reporting on an annual basis to the Board of Trustees on our efforts 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, especially implementation of strategic directions as outlined in the office's strategic plan. A progress report from the initiative leader will be requested in **January 2008**. A final report must be submitted by **June 30, 2008**.

Your campus must be prepared to report on:

- Number of courses with service-learning components offered in the 2007/2008 academic year, reported through the Academic Planning Database (APDB).
- Efforts to secure additional resources to sustain service learning.
- Completion and implementation of a strategic plan, with an explanation of the role the office will play in a broader community engagement agenda.*
- Assessment of emerging infrastructure needs after the strategic plan is conducted.
- A budget report that accurately details expenses for the California's Call to Service and campus matching funds.
- Institutional match of 25 percent of the funds requested, which may be cash or in-kind.
- Utilization of most of the allocation funds during the current fiscal year. If the program rolls over more than 25% of California Call to Service allocation (does not pertain to match rollover), a justification will be needed as to why those funds were not spent. The Chancellor's Office may also assess future campus allocations for those campuses with repeated annual rollovers to determine an appropriate amount.

*Note - Campuses that did not undergo strategic planning due to staff changes will need to undergo the strategic planning process. Once a strategic plan is completed, a campus is also expected to complete an assessment of infrastructure needs by the end of the 2007/08 academic year. Please confer with OCSL staff for more information and resources.

STATEMENT OF INTENT OUTLINE

The complete Statement of Intent application should include: i) signed cover page by the initiative leader; and ii) the statement of intent narrative, iii) budget form; and iv) a letter of support from campus president.

The narrative should include the items below and be no more than four pages:

1. Strategic Plan

Implementation

Describe two to three office goals in the upcoming year, as articulated in your strategic plan. In your description include: 1) the overall goal; 2) activities to accomplish the effort; and 3) measurable outcomes that will indicate success. You can respond by using a table format or by writing a narrative.

Pre-Planning (pertains solely to campuses that are required to complete a strategic plan in 2007-2008)

A full description of the rationale and suggested process, including the design team format, is available on the Office of Community Service Learning (OCSL) website. Please talk with OCSL staff for more information.

- Describe in detail who will be a part of the strategic planning process? Will your office utilize a design team, broader planning group, and short-term participants, or some other combination? (You do not need to provide names of people, but rather the roles those people play.)
- Based on other strategic planning processes that you have been a part of (or heard about), what format do you think might work well for your office? (all day retreats vs. two-hour lunches)? The outlined process may change as you receive group input, but we want a general sense of the structure you are considering.

2. Infrastructure Development/Expansion

Based on your campus's finalized assessment of infrastructure needs (due October 31, 2007), please indicate one or two incremental steps that will be taken towards infrastructure development/expansion this year. Additional financial resources, greater leadership among administrators, more involvement from other University programs like Advancement are a few examples of furthering campus support.

3. Additional Campus Efforts/Priorities for 2007/08 year (Optional)

In this optional section, articulate no more than two specific campus efforts that your office will be involved with in the coming year. The Community Engagement Classification through Carnegie Foundation for the Advancement of Teaching and Learning, and partnerships with other campus programs/initiatives are examples of suitable campus efforts and priorities.

As mentioned earlier, if the director position is not currently filled, the campus contact should describe in this section the campus's process and timeline for recruiting and selecting a new director. Once the position is filled, the amount of the annual allocation will be determined. In some cases, if the position has not been filled for an extended period, a pro-rated allocation will be considered.

4. Budget Justification (Not Applicable to All Campuses)

Rollover - If the program rolled over more than 25% of California's Call to Service allocation (does not pertain to match rollover) during the 2006/07 FY, a justification is needed as to why those funds were not spent. Season Eckardt will contact the initiative leader from 2006/07 if this section needs to be completed.

Risk Management - If your campus is requesting 5% of California's Call to Service allocation for administrative costs in regards to risk management, please describe a justification for the request.

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BUDGET FORM - GUIDANCE AND INSTRUCTIONS

Each campus is asked to initiate its 2007/2008 infrastructure development activities during the academic year and complete its activities by December 31, 2008. Thus campuses awarded California's Call to Service funds will be required to carry forward any remaining funds from 2007/2008 fiscal year (FY) in order to fulfill the commitments associated with the 2007/2008 infrastructure development activities.

Under special circumstances, campuses may request up to 5% of their CCS allocation to support administrative costs in managing risk within service learning. Provide justification for this request in the budget justification section of the narrative.

Please complete the budget form, by allocating your California's Call to Service (CCS) Initiative funds for the 2007/2008 FY, any CCS Initiative rollover funds from 2006/2007 FY, as well as your budgeted campus match from 2007/2008 FY by using the categories identified on the Budget form. The amount of your rollover funds can be found in the 2006/2007 printable CCS report. Please round to the nearest dollar. This form is available on-line at

http://www.calstate.edu/csl/initiatives/infra_development.shtml

BUDGET NARRATIVE COLUMN

In the budget narrative column, please provide information for all items so that the OCSL staff can understand the basis for your request. For example, if one of your categories is "personnel: faculty and staff salaries," include the position, title, annual salary and percentage of time. Another example is for the category – "Operating Costs: Supplies and Services"; – include the item, purpose and calculation.

IMPORTANT DATES

- **Monday, October 1, 2007:** The on-line reporting database will be reopened to allow offices to submit their finalized strategic plans and assessments of infrastructure needs.
- **Friday, October 5, 2007:** Statement of Intent, including a letter of support from campus president, must be received.
- **Friday, October 20, 2007:** Campus receives notice about allocation amount.
- **Friday, October 31, 2007:** Strategic plans and assessments of infrastructure needs must be submitted via the on-line reporting database.
- **January 2008:** Campus progress report must be provided.
- **Friday, June 30, 2008:** Campus final report must be submitted. If campuses created strategic plans during the year, then the strategic plans and assessment of infrastructure needs are required as part of the end-of-year reports.

SUBMISSION AND INQUIRIES

The Statement of Intent must be received in the Chancellor's Office by 5:00 p.m., **Friday, October 5, 2007**. Electronic and postal mail submissions will be accepted; facsimiles will not. Your Statement of Intent can be e-mailed or mailed to:

Season Eckardt

Administrative Director of Community Service Learning
CSU Office of the Chancellor
401 Golden Shore, 6th Floor | Long Beach, CA 90802-4210
seckardt@calstate.edu

If you have questions regarding this initiative, please contact Ms. Eckardt at 562-951-4787 or seckardt@calstate.edu.

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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 submitting on-time reports and responding to all requests for information from the Chancellor's Office. If reports are not submitted in a timely fashion, there may be implications for future allocations and subgrants.

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: _____