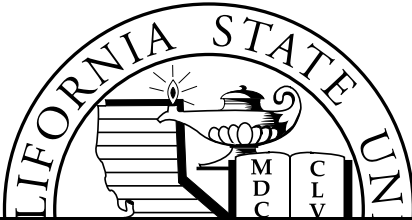

The California State University

SERVICE-LEARNING CURRICULUM AND INFRASTRUCTURE DEVELOPMENT INITIATIVE



ALLOCATION PROCESS 2002/2003

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

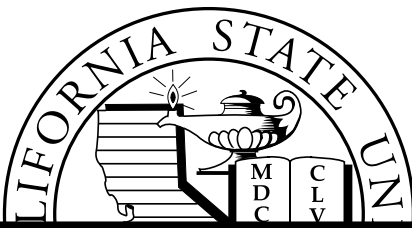
RESOLVED, That the chancellor report to the Board of Trustees, on an annual basis, CSU's increasing efforts to provide those opportunities to all students.

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 two years of this initiative (1999/2000 and 2000/2001), 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 1999/2000, the CSU surpassed its commitment to develop 220 courses with new service-learning components by 45 percent (327 courses). We anticipate exceeding our 2001/2002 goals as well.

In order to continue to build upon our past successes, \$2.2 million is available to 23 CSU campuses for the 2002/2003 academic year. Enclosed you will find more information about the allocation process.



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AVAILABILITY OF FUNDS

Based on the specific designations in the state budget and the CSU commitments, \$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 fiscal year 2003/2004.

Campuses are asked to assess their ability to develop courses with new service-learning components during the 2002/2003 academic year. Campuses should commit to developing from **2 to 11** 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, meetings, conference travel, departmental mini-grants, and more. Courses must be offered during the 2003/2004 academic year.

As campuses develop courses with new service-learning components, they are asked to keep in mind the CSU's commitment to the governor: developing service-learning opportunities for every undergraduate 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 \$48,000 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.

ALLOCATION PROCESS 2002/2003

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 fiscal year 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. An informal progress report will be requested in **February 2003**. A final report must be submitted by **June 30, 2003**.

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.

REQUEST FOR STATEMENT OF INTENT

Each CSU campus has an opportunity to request up to \$5,000 per course commitment and 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. on Friday, June 28, 2002**.

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 **2002/2003 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.

ALLOCATION PROCESS 2002/2003

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 out this page 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 and narrative for the proposed activities.
 - Provide a statement of institutional match (25 percent).

IMPORTANT DATES

- **Friday, June 28, 2002:** *Statement of Intent* must be received.
- Campus receives notice about allocation amount as soon as the 2002/2003 state budget is approved.
- **February 2003:** Informal Progress Report must be provided.
- **Monday, June 30, 2003:** 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, June 28, 2002. *Statements* must be mailed 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

Facsimiles will not be accepted.

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



SERVICE-LEARNING CURRICULUM AND INFRASTRUCTURE DEVELOPMENT INITIATIVE

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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: _____ E-mail: _____ Fax: _____

I. *Curriculum Development*

Expected number of courses to be developed with new service-learning components during the 2002/2003 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 \$48,000 is available):
\$ _____

III. *Total Amount Requested:* \$ _____

Initiative Leader Signature: _____ Date: _____