TO: The Academic Senate
FROM: The Committee on Research
SUBJECT: 12-13 CR 5: Proposal for the Center for Community Engagement
PURPOSE: For Action by the Executive Committee

BACKGROUND INFORMATION:
At the February 14 meeting, CR discussed the Center for Community Engagement proposal as presented by Mary D’Alleva. D’Alleva discussed the purpose for the center, which is to centralize the different community engagement activities being undertaken by different colleges. The center will also assess these activities, and help to broaden and deepen activities within community. The proposal was approved unanimously.

ACTION REQUESTED:
That the Executive Committee approve the recommendation from the Committee on Research to refer the Center for Community Engagement proposal to the Provost and Vice President for Academic Affairs.
1.-2. Support

Please see attached letter.

3. Statement of Purpose

The Center for Community Engagement will be a university-wide resource that documents and gathers data on community engagement activities and events for the campus community; advises and consults on best practices, and helps to direct interested campus and community members who are seeking out opportunities.

The Center for Community Engagement will work university-wide as a clearinghouse, reporting hub, and creative center for community engagement (community-based research, campus-community educational events and structures: lectures, museums, exhibits, professional services), co-curricular student community engagement (residence life, student life, athletics), and academic service learning courses (internships, fieldwork, capstone, culminating experience, and research courses that contain a community-based learning component that contributes to the public good).

4. Description of how the center supports the mission of CSUEB

The center supports and facilitates the University's mission to educate socially responsible students prepared to meet the challenges of living and working in a diverse society and global economy, and to provide our students with an educational experience that responds to the needs of our communities through the fostering of regionally-engaged learning.

From recent remarks of President Morishita: “…the University engaged with our regional community – indeed, the University that serves as the intellectual, social, cultural, and economic heart of the East Bay. As a regional public University committed to serving the public good, we possess both the organizational capacity and understanding to engage private business, government agencies, laboratories, social services, and educational entities at all levels to address the needs of students and their families.”

5. Identification of similar centers in the region, and how the proposed center differs

Looking within the CSU system, and understanding the importance of aligning our campus with the goals and mission of the CSU, all twenty-three CSU campuses have an office or center dedicated to service learning, community engagement, or civic engagement; of the twenty-three campuses, twelve have adopted a title specifically using the term 'community engagement' since the Chancellor’s Office changed the name of their "Community Service Learning” office to "Center for Community Engagement" five years ago.

Looking externally and regionally, a number of universities in our area support offices/programs/centers whose mission is to promote community engagement. However, in looking at specific mission statements, none of the following regional schools bring together the components of: institutional campus-community partnerships, co-curricular community engagement programs (clubs, Athletics,
Residence), leadership, and academics. Our center would be unique in its function as a clearinghouse and advisory unit.

Other regional university mission statements:

SJSU: As a metropolitan university, San Jose State University has established the Center for Community Learning & Leadership (CCLL) in its commitment to "building community through service, learning, and leadership." CCLL's primary function serves to establish and sustain community service-learning partnerships between academic departments-faculty-courses and community organizations-civic programs-schools.

St. Mary’s: Office of Mission and Catholic Institute for Lasallian Social Action cultivate Lasallian culture on campus through a wide range of programs and activities that help students become more involved in our community. You can participate in a Weekend Immersion trip that will give you first hand knowledge of the life of migrants workers, go on a retreat to reflect on your spirituality and build community with your peers or serve others outside Saint Mary's through work in our Legacy Garden.

UC Berkeley: Cal Corps works to embody UC Berkeley’s commitment to teaching, research, and public service by supporting students, staff, faculty and community members to develop quality campus-community partnerships.

6. Description of planned activities

- **Collect Data** university wide connected to community engagement: track department and college community activities and partnerships—inclusive of a wide variety of campus-community partnerships and activities (think-tanks, presentations, speakers, exhibits, clinics, research, grants); track data on co-curricular community engagement activities with such programs as Residence Life, Student Life, ASI, Athletics; collect data connected to service learning courses.

- **Collaborate on institutional learning** outcomes connected to community engagement: work with college deans, chairs, department heads, and the provost to meet the mission and vision for the CCE, to support and facilitate the inclusion and implementation of community engagement and social responsibility as university-wide learning outcomes

- **Facilitate research, scholarship, and external funding across the university** connected to community engagement: work with Research and Sponsored Programs to pursue appropriate grant and funding opportunities; support faculty development through funding opportunities and scholarship connected to community engagement

- **Work as a campus resource** on community engagement: collaborate with and advise other campus entities to ensure and support quality community engagement activities

- **Develop and maintain community partnerships**: work to develop regional partnerships that foster the university’s mission to function as the intellectual, social, cultural, and economic heart of the East Bay—inclusive of a wide variety of campus-community partnerships and activities (think-tanks, presentations, speakers, exhibits, clinics, research, grants); work with community
partners to develop the resources and tools necessary to facilitate and maintain quality service learning (community engagement attached to coursework) experiences and partnerships

- **Develop and support faculty**: engage in outreach to faculty in support of partnerships, student placements, and potential projects; support faculty development through funding opportunities, workshops, and scholarship connected to community engagement; collaborate across the institution to develop new service learning/community engagement opportunities that meet the vision of the CCE and support various departments and faculty engaged in this work

- **Support and host campus-community events** and activities: inclusive of a wide variety of campus-community events and activities: speaker series, think-tanks, presentations, exhibits

- **Administer paperwork for partnerships and placements**: develop and disseminate relevant resources, tools, and paperwork protocol to faculty and departments; engage in communications with various agencies to determine and update information relevant to service learning placements and activities, send policies and procedures to faculty and agencies, and maintain other office systems and communications that support and facilitate service learning placements, courses, and activities; work closely with Risk Management to ensure appropriate compliance

- **Implement Student Leadership for Community Engagement**: recruit and train Be the Change Ambassadors who will take part in two initiatives: the Freshman Day of Service (FDoS) and Community Engagement Internships

7. **Identification of Advisory Board Members**

The advisory group will be comprised of faculty from each college, other campus entities that facilitate community engagement, and community partners currently active with the Service Learning Program. There will be a call sent to each college, with a request that at least one faculty member from each college participate. If more than two from a college are interested, there will be an application process reviewed by current staff of the center. The advisory group should contain at least six members (faculty, campus staff, and community partners).

8. **Organizational structure of the center**

Please see attachment. Note, however, that once a permanent director for Faculty Development is selected; the Center will report to the Director of Faculty Development.

9. **Operating procedures**

The Center will function within Faculty Development as a unit of Faculty Support Services. The sources of the center’s funds will continue as follows: Chancellor’s Office California Call to Service, Academic Affairs, A2E2, and grants though Office of Research and Sponsored Programs. The budget is managed through Faculty Development accounts.

The center will produce yearly reports, including:
Data: number of service learning courses and enrollments, number of students in co-curricular community engagement activities, number of faculty attending workshops/consultations, number of faculty involved in community-based research and scholarship, number of campus-community events & attendance

Experiential: breadth of community-based project descriptions, self-reporting from community partners on impact, reflections from students, reflections from faculty (see attached Service Learning Voices & Visions)

10. Name of the starting director

Mary D’Alleva, the current Director of Service Learning, will be the starting director.

11. Description of faculty and student involvement

Faculty will have the opportunity to participate in a variety of ways: teaching courses in their departments that contain a community-based learning component; engaging in community-based research projects; participating in or organizing symposia, speaker series, presentations that include the community. Faculty may attend or facilitate workshops, apply for grants, publish articles connected to community engagement.

Students will have the opportunity to participate through classes that include a community-based learning component; participation in co-curricular community engagement activities; application to the student leadership program.

12. Procedure for how new faculty will be selected to participate

Selection process for advisory board explained under item #7. Faculty will be asked to serve at least one year, for a length not to exceed three years. In terms of broader participation, all faculty are welcome and encouraged to attend and facilitate workshops. Mini-grants/incentive opportunities will have applications reviewed by the advisory board. All faculty interested in facilitating service learning and community engagement in the classroom will have access to training, support, and consultation.

13. Procedure for how faculty may be removed

On the advisory board, faculty will be asked to serve at least one year, for a length not to exceed three years.

14. Description of the method for selection and evaluation of the director

The director will be selected and evaluated following current Human Resources guidelines for administrative staff.

15. Description of the center’s commitment to diversity in its activities and appointments

The university’s CCE contributes to and reflects the diversity of the surrounding East Bay region through a variety of community engagement activities: community think tanks, presentations, exhibits,
speakers, and by including the community voice in the center’s advisory board. The structures and staff of the center work to ensure that service learning and community engagement activities are meeting the needs of the community that have been identified by the community and in a way that fosters and builds capacity.

The CCE brings together a variety of disciplines, allows for ‘cross-pollination’ of disciplines and research so that faculty and community contribute to and benefit from this collaboration, from different ways of thinking and doing, and different experiences based on the social realities of the East Bay region.

16. Business plan that specifies the targeted audience, the marketing strategy, resources required, and how resources are used

The Center will continue to apply for California Call to Service funds from the Chancellor’s Office that currently supports the Service Learning Program. The Center will work to seek additional funding through grants. The Center will continue to fund the leadership program through A2E2.

Additionally, the Center will be vigorous in pursuing grants (like the current Jumpstart grant), seeking affiliations with grant-funded enterprises (like the current affiliation with Promise Neighborhoods), and looking for other collaborations.

Once approved, the Center will work with University Communications to develop and create new marketing materials and website that speak to the various participants: faculty, community partners, and students. The Center will continue to publish Service Learning Voices & Visions.

17. Projected budget showing where funds will be raised and where disseminated

Budget based on current operating budget for Service Learning Program.

Staff Salaries: $236,634

Director for Center (Academic Affairs—current Director of Service Learning position) 
Projects Coordinator (Academic Affairs/A2E2) 
Faculty Liaison (California Call to Service Chancellor’s Office) 
Student Leadership Coordinator (A2E2) 
Hayward Promise Neighborhood Service Learning Outreach Coordinator (HPN grant) 
Jumpstart Coordinator (grant funded) 
Student Assistants (A2E2/FWS) 
Student Ambassadors (California Call to Service/A2E2) 
Jumpstart Tutors/HPN Tutors (A2E2/grants)

Operating Costs: $23,500

California Call to Service $15,000 
Academic Affairs $8,500

18. Explanation of how space will be allocated and where the center will be located
The Center will be located in the new building. Until then, the Center will utilize currently allocated space in LI 2800 and trailer 120.
January 24, 2013

To the Committee on Research:

This is to express my support for the establishment of a Center for Community Engagement at CSU East Bay.

Many of our students and faculty are performing learning and service projects in our region and need support to make connections with agencies, funding opportunities, and partners who will enhance their work and help them enjoy meaningful experiences that create change.

Through a Center for Community Engagement, CSU East Bay will be able to keep an up-to-date database of where opportunities for service learning, internships, and volunteer opportunities exist. Our University will be able to centralize in one spot data on our many engagement activities (including practitioner based learning in teaching, nursing and social work), and we will be able to encourage faculty to write about the learning outcomes and civic change they have been able to implement through a purposeful combination of outreach and teaching.

We have many great things going on at East Bay that involve our students and our campus with the community. However, without one central location to collect information on all that is going on we cannot begin to grow our reputation as a campus known for its service learning, civic engagement and other work. It would be wonderful if, within a few years, we could receive Carnegie Foundation status as a University known for civic engagement.

I applaud our current Director of Service Learning, Mary D’Alleva, who has done so much to help create policies and build connections for our students. It is time now for the University to take the next step and become recognized for all it is doing and to create a place where outside agencies can easily connect to our students and help them change lives.

Thank you, in advance, for reviewing this proposal. I look forward to CSU East Bay becoming a leader in service-learning and civic engagement within our community and within the California State University system.

Sincerely,

Linda S. Dobb
CSU East Bay Center for Community Engagement Organizational Chart

Director
Mary D’Alleva
AA; reports to Director, Faculty Dev

Faculty Liaison for Community Engagement CCS

Student Leadership Coordinator
A2E2

Projects Coordinator
A2E2/AA
Patricia Loche

Hayward Promise Neighborhood Coordinator
Emily Chow/grant

Student Ambassadors
10 A2E2
10 CCS

Student Assistant
FWS

Student Assistant
A2E2

Tutors
(Approx. 9 A2E2)
8 - 10
FWS

Jumpstart Coord. Grant Funded

Tutors
(Approx. 10)