

POLICY & PROCEDURES MEMORANDUM

TITLE:	CHARTER: COMMITTEE ON COMMUNITY ENGAGEMENT
EFFECTIVE DATE:	June 19, 2007* <i>(*Procedural/Title Update 8/4/14; Title Updates 6/7/12)</i>
CANCELLATION:	none
CATEGORY:	Academic (AA)

CHARTER

FUNCTION

The Committee on Community Engagement will develop, promote, and support community engagement activities at Delgado Community College, in coordination with college-wide academic councils, designed to enhance student learning through community engagement in a non-profit venture. The Committee, formerly known as the Service Learning Committee, has transitioned in response to the development of the College's Center for Community Engagement (CCE), whose mission is to centralize volunteer activities for staff, faculty, and students; offer consultations regarding service learning plans and service projects; support and connect student and staff clubs, organizations, and social groups with service opportunities; and strengthen relationships with our community partners. Service Learning at Delgado Community College is a teaching strategy that enhances student learning by community engagement. Students apply concepts and skills learned in the classroom to provide services that meet real community needs, and at the same time benefit from the knowledge imparted by the service learning or volunteer experience. Through students' structured reflection upon their service learning and volunteer experiences, Delgado Community College seeks to prepare its students to be productive and responsible citizens. Specifically, the Committee's function will include:

- Developing and recommending policies and procedures for service learning and community engagement.
- Assisting with administrative functions related to community engagement grant procurement and reporting.
- Developing, recommending, and maintaining guidelines for community engagement mini-grants and stipends.

- Assisting with the coordination of professional development activities for faculty implementing service learning into their curricula.
- Making recommendations of resources to be included in a training library.
- Supporting the expansion of print and web-based marketing materials to disseminate program updates within the college and community.
- Assisting with maintaining a database of community partners and reviewing agreement and evaluation forms.
- Supporting the College's efforts for tracking and evaluating participation in the service learning and community engagement programs.

MEMBERSHIP

The Dean of Business and Technology is the College's designated Director of the Center for Community Engagement and serves as the Chair of the Committee, while the Coordinator of the Center for Community Engagement serves as the Assistant Chair. Based upon the recommendations of the Committee Chair, the Vice Chancellor for Academic Affairs will appoint members from a pool of those who express commitment to and interest in community engagement, with each campus and academic area represented. The Vice Chancellor for Academic Affairs, the Dean of each academic division, the Executive Dean of each campus and site, and the Director of Student Life serve as ex-officio members.

TERMS OF OFFICE

Each member will serve for three consecutive years based on recommendations from the Committee Chair.

MEETINGS

The Vice Chancellor for Academic Affairs directs the Chair to call the initial meeting within one month of appointment of the new Committee. Subsequent meetings will be called by the Chair as required to accomplish the responsibilities of the Committee.

REPORTS

The Chair of the Committee will prepare and submit the required reports as published in the yearly [Operational Guidelines](#) documenting the progress of the Committee, with copies to the Committee members.

AA-1638.1

June 19, 2007*
(*Procedural/Title Update 8/4/14;
Title Updates 6/7/12)

Review Process:

College Council 6/19/07

Academic Affairs Council 4/24/07, 5/10/07

Ad Hoc Committee on Service Learning 3/9/07, 4/26/07

Title Update – Vice Chancellor for Academic Affairs Approval 6/7/12

Procedural/Title Update – Vice Chancellor for Academic Affairs Approval 8/4/14

Distribution:

Distributed Via the College's Website

Attachments:

[Committee Standard Forms](#)