

**RESOLUTION ON THE INFORMATIONAL DESIGNATION
IN THE SCHEDULE OF CLASSES FOR COURSES
CONTAINING A COMMUNITY SERVICE LEARNING COMPONENT
(#12-02/03-EP)**

WHEREAS, The Chancellor's Office, in a memo dated December 16, 2002, (attached) has requested that all CSU campuses generate a "service-learning indicator" to facilitate creation and maintenance of a system-wide Academic Planning Data Base (APDB) of the CSU; therefore, be it

RESOLVED: That the Academic Senate of Humboldt State University recommend that courses containing a community service learning component be designated with a "CSL" in the schedule of classes with the following explanation:

*This course contains a community service learning component.
For further information, students may contact the academic
department or course instructor.*

and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommend that the community service learning (CSL) designation take effect in the Spring 2004 Schedule of Classes.



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ERIKA FREIHAGE RANDALL
Director of Community Service Learning
TELEPHONE: (562) 951-4773
FA X: (562) 951-4982

December 16, 2002

TO: CSU Service-Learning Directors

FROM: Erika F. Randall
Director, Community Service Learning

RE: Academic Planning Data Base and Service-Learning Indicator

As we discussed during the Community Service-Learning Affinity Group meeting in November 2002, I am pleased to share that a service-learning indicator has been incorporated into the systemwide Academic Planning Data Base (APDB) of the CSU. APDB is a computerized information system coordinated across the 23 campuses that allows the CSU to collect, analyze and provide statistical data on the courses offered throughout the CSU and on faculty workload. During the 2000-2001 academic year, a new element was incorporated into APDB in order to collect information about service-learning courses. This element is referred to as the "service-learning indicator." A definition of that indicator is attached.

The service-learning indicator, while a part of APDB since 2000-2001, has only been used by a few pilot campuses in the past. Beginning with the 2002-2003 academic year, it is an expectation that all CSU campuses use the service-learning indicator in APDB to designate service-learning courses. This will enable the Chancellor's Office to generate reports to accurately notify the Governor of our efforts to offer service-learning opportunities to CSU students, as mandated in a resolution passed by the CSU Board of Trustees in March 2000. This will also provide valuable information about the CSU's service-learning course offerings to inform our future work.

Therefore, I encourage you to meet with your campus APDB coordinator (a list of coordinators is attached) to discuss the best process for designating courses as "service learning" in your campus APDB file. The campus APDB file will be submitted to the Chancellor's Office in June 2003. I recognize the complexity of developing a process to designate service-learning courses and I thank you for your efforts. At future systemwide meetings, I will create opportunities for us to discuss your successes and challenges in this effort. If you would like to discuss this further, please contact me at (562) 951-4773.

cc: Campus APDB Coordinators
Marsha Hirano-Nakanishi, Assistant Vice Chancellor, Academic Research
Michael Gordon, Information Technology Services

Enclosures