

## The Civic Learning Institute June 19-21, 2006 San Diego, CA



Sponsored by the CSU Office of the Chancellor  
and the Corporation for National and Community Service  
under Learn and Serve America\*

## Call for Participation from University Teams

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## The Civic Learning Institute

Ever since the late 1980s, two powerful but largely unconnected movements have been gaining momentum in American higher education. The first of these focuses on the public purposes of higher education, and includes initiatives related to such things as student political participation, deliberative dialogue, the engaged campus, and community-based teaching and learning. The second focuses on the special needs of first-year students, and includes programs located in offices as diverse as admissions and enrollment management, student development, academic affairs, and residence life. Both movements have had to struggle with many of the same challenges—challenges rooted in an academy slow to change. And yet, despite the potential benefits that could accrue from closer collaboration, few campuses have sought to explore—deliberately and comprehensively—the possibility of genuinely collaborative programming.

In order to explore the possibilities of such collaboration, the Office of Community Service Learning in the CSU Office of the Chancellor is pleased to offer a special Institute on Civic Learning and the First Year Experience<sup>1</sup> for CSU campuses interested in making civic skills, knowledge, and values a contributing part of programs seeking to address the needs of first-year students. Ten campus teams will be selected to participate through a competitive application process.

The purpose of the Institute is to encourage the creation of partnerships among first-year programs, service-learning offices, individual faculty, student affairs staff, and undergraduate students to:

- Assess current civic learning practices and activities for first-year students;
- Work collaboratively with national experts to develop campus-specific ideas that center on civic learning and first-year efforts; and
- Draft a plan for strengthening their institution’s civic engagement programming for first-year students.

## Institute Outcomes

Participating campuses will benefit from identifying a team of individuals who will become empowered to infuse civic learning practices throughout the campus community. Through guided and supported activities and experiences before, during, and following the Institute, team members will develop a knowledge base, a skill set, and a network so that they will leave the Institute with a well-developed plan to transform current campus practices.

## Team Expectations

Prior to the Institute, teams will work together to complete and submit pre-Institute planning documents.

During the Institute, teams will actively participate in content sessions, teamwork sessions, and additional structured learning activities of the Institute. Following the Institute, participating teams will continue collaborations to work toward implementation of the campus-specific plans developed during the Institute.

Teams will identify at least one team member who will attend a follow-up meeting one year after the Institute. The campus and the Chancellor’s Office will share meeting expenses.

<sup>1</sup> “First year” can be a broad term and apply to many different types of students. In your application, you are asked to articulate the meaning of first-year programs for your campus.



## Team Composition

Each team will consist of five members. Each campus team will vary slightly, and may consist of the following:

- Service-Learning Director (SLD)
- First-Year Experience Director
- Two instructors—one teaching the campus' first-year seminar and one tenured/tenure-track faculty member teaching a discipline-specific introductory course
- A student who has taken the first-year seminar
- Student affairs staff (e.g., residence life staff, student development staff)

In your application, you will be asked to provide a rationale for why the team members were chosen. Additionally, you are asked to identify one individual who will serve as the team leader. The team leader will be responsible for communicating with the Chancellor's Office about Institute logistics and sharing information with team members. The team leader is also responsible for convening the team to complete the pre-Institute planning documents and for leading the team in its follow-up work after the Institute. Please identify the team leader in the application.

## Institute Facilitators

As a group, the facilitators represent diverse roles in higher education at both the CSU and the national level. The facilitators will serve an integral role in planning and facilitating the Institute. They are:

**Rick Battistoni** Professor of Political Science at Providence College and author of *Civic Engagement Across the Disciplines*

**Judy Botelho** Assistant Director, Community Service Learning, CSU Chancellor's Office and the Chancellor's Office liaison for campus First Year Programs

**Season Eckardt** Administrative Director, Community Service Learning, CSU Chancellor's Office

**Mary Stuart Hunter** Director of the National Resource Center for the First-Year Experience and Students in Transition

**Ashley Raggio** Coordinator of First Year Experience Programs & the Students in Action program (a service-learning program), San José State University

**Edward Zlotkowski** Professor of English at Bentley College, Senior Faculty Fellow at Campus Compact, and former Senior Associate at John Gardner's Policy Center on the First Year in College

## Timeline

**February 17, 2006:** Call for Participation Applications due by 5 p.m. to the CSU Chancellor's Office, Community Service Learning. Electronic copies are acceptable.

**March 10, 2006:** Campus teams selected and notified. Pre-Institute planning document guidelines will be sent with notification to selected campus teams.

**March 10 – May 5, 2006:** Selected campus teams meet and complete pre-Institute planning documents.



<b>May 5, 2006:</b>	Participating teams submit pre-Institute planning documents.
<b>June 19-21, 2006:</b>	Civic Learning Institute in San Diego, CA.
<b>July 2006 - June 2007:</b>	Development and implementation of Institute plans.
<b>June 2007:</b>	At least one representative from each participating team attends follow-up meeting and submits report detailing previous year's work.

### Costs Covered by the Chancellor's Office

- Most meals and light refreshments.
- Meeting materials.
- Travel scholarships for students on a first-come basis. Applicants must indicate the request for a student travel scholarship and the amount needed in their application.

### Costs Covered by the Campus

To help defray Institute costs and to signify their seriousness of purpose, each participating campus contributes a \$750 registration fee, in addition to the individual expenses listed below:

- Travel
- Lodging
- Some Meals

### Application

The completed application consists of:

- A cover page consisting of Institution name and the name, title, department/organization, mailing address, phone, fax and e-mail address of the designated team leader;
- A five double-spaced page narrative; and
- A letter of endorsement from the Provost/President articulating ways the campus will support this collaborative effort.

The narrative should include:

**Current Efforts:** Describe briefly your campus' current first-year and service-learning programs. In addition, articulate how your campus defines its first-year students. If there is an existing partnership between service learning and the first-year program, identify the extent of the partnership.

**Goals:** During the Institute, what do you hope to accomplish? How does this integrated effort build upon campus priorities? How could the facilitators help you achieve your goals?

**Team:** Describe your team's composition and why individual team members were chosen. In addition, please provide a list of full contact information for each of the team members (name, title, department/organization, mailing address, phone, fax and e-mail address). Within the list, be sure to identify the designated team leader. Finally, if you are requesting a student travel scholarship, please indicate the amount.

**Participation:** How will your team's participation benefit the other participants? What specific skills do your team members bring to the Institute?

**Applications are due by 5 p.m., Friday, February 17, 2006.** Applications can be sent via e-mail to Judy Botelho at [jbotelho@calstate.edu](mailto:jbotelho@calstate.edu) or mailed. Faxed applications will not be accepted. If mailed, please send five copies to:

Judy Botelho  
 Assistant Director of Community Service Learning  
 CSU Chancellor's Office  
 401 Golden Shore, 6<sup>th</sup> Floor  
 Long Beach, CA 90802-4210

Questions may be directed to Judy Botelho at (562) 951-4749 or [jbotelho@calstate.edu](mailto:jbotelho@calstate.edu).