CBL Working Group Meeting (CBLWG)
Tuesday, September 27 and Monday, October 1 2012 // Mattin 161, 2:00 pm

Total Attendance

- Adam Sheingate, Associate Professor and Director of Undergraduate Studies, Political Science
- Ayresleigh Rowland, Liaison, Center for Social Concern Student Advocacy Board
- Bill Smedick, Director of Leadership Programs and Assessment/Lecturer, Center for Leadership Education
- Claude Guillemand, Coordinator, French Elements ,Senior Lecturer, German and Romance Languages and Literatures
- Davis Bookhart, Director, Sustainability Office
- Elizabeth Doerr, Associate Director, SOURCE
- Eric Rice, Assistant Professor, School of Education, Associate Director, Urban Health Institute
- Gabrielle Dean, Curator of Modern Literary Rare Books and Manuscripts, Lecturer, English/ Program in Museums and Society
- Gia Grier McGinnis, Senior Assistant Director, Center for Social Concern, Working Group Co-Chair
- Jane Guyer, Professor and Director of Undergraduate Studies, Anthropology
- Janice McMillan (guest), University of Cape Town, South Africa
- Jennifer Kingsley, Lecturer, Program in Museums and Society
- Josh McIntosh, Dean of Academic Services, Homewood Student Affairs
- Linda DeLibero, Associate Director and Director of Undergraduate Studies, Film and Media Studies
- Linda Gorman, Teaching Professor and Director of Undergraduate Studies, Neuroscience
- Lisa Folda, Academic Advisor, Undergraduate Public Health Studies Program
- Phil Leaf, Senior Associate Director, Johns Hopkins Urban Health Institute/Director, Center for the Prevention of Youth Violence/ Professor, Johns Hopkins Bloomberg School of Public Health and Schools of Medicine, Education, and Arts and Sciences
- Tristan Davies, Senior Lecturer and Director of Undergraduate Studies, Writing Seminars
- Duncan Robb, CBL Program Coordinator, Institute for Policy Studies

I. General Updates
   A. Summer
       a. First Service-Learning Faculty Fellows Program cohort at SOURCE went well; first year of a three-year funding stream to train faculty in service-learning best practices
       b. IARSLCE service-learning conference held in downtown Baltimore September 23-25th;
          i. Three Hopkins faculty were on the planning committee (Claude Guillemand, Phil Leaf, Mindi Levin)
          ii. Featured service-learning researchers and highly published authors in the field
iii. Public Health Studies Program and School of Education collaborated on a poster
iv. Planning committee discussion: MDDC Campus Compact interested in cross collaboration in order to conduct multi-institution service-learning programming
   1. MDDC Campus Compact is a state chapter of the national Campus Compact organization dedicated to increasing civic engagement on college campuses.

   Public Health Studies-Second year of study abroad program in Cape Town, South Africa

B. Additional Updates
   a. CSC is now under Dean of Academic Services along with a few other offices (including the Career Center, Office of Multi-Cultural Affairs, International Students and Scholars)
      i. Josh McIntosh (new Dean of Academic Services, Homewood Student Affairs) has asked CSC for a proposal on civic engagement with attention on facilitating greater faculty involvement and expanding student programming efforts – integrates all CSC initiatives
      ii. President is reviewing a job description for an Executive Director for Civic Engagement. Will report to Josh and be in charge of a larger strategic vision for civic engagement on campus (beyond CSC).
   b. Urban Health Institute is now in charge of social determinants of health conference, please let Eric Rice know if you have any Homewood faculty suggestions; also looking to get more community participation

II. CBL Infrastructure Discussion
   A. Senior Assistant Director
      a. Gia’s position now puts much more focus on CBL, less focus on special events programming
   B. Budget proposal—in development; mostly for short-term funding needs but includes a sustained figure column
   C. CBL Working Group Transition
      a. Advisory Board Structure
         i. General sounding board
         ii. Will flesh out details for CBL structure and programming at Hopkins Homewood campus
         iii. Represent CBL interests at various campus meetings
         iv. Minutes publicly available for others who want to stay updated
         v. Send one or two members to CSC Board
vi. See attached Community Based Learning at Hopkins Homewood handout for proposed scope of work

vii. Board Application Review

1. Members of working group are encouraged to join
2. Will also go out to community members and students
3. Homewood affiliation required for faculty and students
4. Suggested others to include:
   a. Institutional Review Board representative
   b. Timothy Weihs, Director Center for Leadership Education (Whiting School)/Materials Engineering Faculty
   c. Katie Igrec, E²SHI
   d. Staff member from development
   e. Administrators
      i. New Executive Director for Civic Engagement Homewood Student Affairs
      ii. Steven David, Vice Dean for Undergraduate Education, Krieger School of Arts and Sciences
      iii. Andy Frank, President’s Office
      iv. Gregory Ball, Vice Dean for Science and Research Infrastructure, Krieger School of Arts and Sciences
   f. Community members (big picture viewpoint)
      i. Greater Homewood Community Corporation
      ii. Maryland Association of Nonprofits
      iii. Baltimore Community Foundation
      iv. Maryland Institute College of Art representative
      v. Mayor’s Office
      vi. Family League
   g. Baltimore alumni group representative
   h. Other outreach-based student groups
      i. Graduate Resource Organization (or some grad student presence)

b. CBL Brown Bag Sessions

i. Other arm of CBL infrastructure for sharing, networking, best practice topics
ii. Discussion: Should they be called brown bag lunches? May be harder to sell the sessions to department chairs (maybe call them Practice Seminars or something that implies more of a training program)
iii. Discussion: Should they be open to everyone, or just for faculty to create a space for specific concerns and promoting collaborations? A combination of both?
iv. Suggested kick-off speaker-Mary Summer, University of Pennsylvania
c. **Discussion: Other Needs Beyond Current Infrastructure Listed**
   
i. Macro-level collaboration (how to see who is partnering with who? Website for partnership listings? Can the board serve this function?)
   
ii. Coordination with other JHU entities (med campus)?
   
   1. Have SOURCE, UHI representation on the working group—they will be invited to continue on the board
   
iii. Faculty-specific project group (to promote collaboration, if the brown bags are not faculty specific)
   
iv. Need to examine incentives/disincentives for junior level faculty/faculty new to CBL
   
d. **Timeline**
   
   1. October 15th deadline for applications – will go out soon
   2. First board meeting in November

III. **Course Labeling Update/Upcoming Courses (NOTE: WE DID NOT GET TO THIS IN EITHER MEETING, BUT SEE NOTES BELOW)**

a. Registrar role: The registrar will now include the “CBL” label in the title of courses for ones that the CSC indicates are CBL courses; will also market any lower enrolled CBL courses on their Facebook page and website if needed.

b. Spring courses: email Gia by October 29th