

# Experiential Learning Committee

**PURPOSE:** Oversee experiential learning efforts throughout the university and community.

- MEMBERSHIP:**
- Officers
    - Chaired by the Director of Civic Learning and Engagement. The Chairperson shall be the presiding officers and shall:
      - administer all business of the committee
      - meet with the Provost at the beginning of the Fall semester to receive the annual charges of the committee, at the beginning of the Spring semester to provide a progress report, and as needed to discuss committee issues and transmit information on charges as they are achieved
      - submit an annual report, using the template provided by the Office of the Provost, summarizing the committee achievements and recommendations to the Provost at least two weeks before the end of the spring semester.
    - A Vice Chair nominated and voted upon by the Committee at the last meeting of the academic year with position to commence with the first meeting in the fall of each year (one-year term.) The vice chair shall facilitate meetings in the absence of the chair, work with the chair to complete all necessary reports, and assist in providing direction and adhering to the charge and purpose of the committee.
    - A secretary nominated and voted upon by the Committee at the last meeting of the academic year with position to commence with the first meeting in the fall of each year (one-year term.) The secretary shall record and transmit minutes of all committee meetings and assist the chairpersons with correspondence of the committee as requested.
  - Ex-officio
    1. Director of Civic Learning and Engagement
  - Faculty/Staff
    2. One faculty member from each college
    3. Library
    4. Career Services
    5. Office of Scholarship and Sponsored Projects
    6. Student Engagement
    7. International Student Services
    8. Office of Admissions
  - Other
    9. Service-Learning Fellows

**HOW APPOINTED:** Deans make recommendations for their colleges (with preference given to past grant and Fellow recipients) and designated leaders make recommendations for other university units. Appointed by the Provost.

**ROTATION:** Representatives from each of the colleges, library, Career Services, OSSP, Student Engagement, ISS, and Admissions will serve three-year terms. Service-Learning Fellows will serve two-year terms. No term limits.

**WHEN APPOINTED:** Members will be appointed in the spring semester and take their seats at the first meeting of the subsequent fall semester.

**MEETING  
FREQUENCY:** The committee shall meet as necessary to conduct the business of the committee, meeting at least monthly during each academic semester.

**PARLIAMENTARY  
PROCEDURE** Quorum shall be met when a simple majority, that is 50% of the committee plus one, is present. No business can be conducted without a quorum present.