In August of 2015, Provost Fellow, Tamra W. Ogletree, led a round table discussion at the UWG Faculty Meeting on the topic of Service Learning. At that meeting, interested faculty and staff were invited to participate in a committee to help establish a plan for UWG to move forward with a sustainable effort in establishing UWG as a Service Learning University. The following people comprised the committee:

Tamra Ogletee: Chair  
Mary Reid: College of Education  
Diane Wise: School of Nursing  
Laura Smith: College of Education  
Chris Geiger: Director Center for Student Involvement  
Ashley Dycus: English and Philosophy  
Walter Riker: Philosophy  
Michael Sinkey: Richards College of Business  
Amber Smallwood: College of Social Sciences  
Melanie McClellan: Director of Community Engagement

Prior to the initial meeting, Tamra sent literature for the committee to read in order for everyone to become familiar with a common language in regards to Service Learning. During the months of September, October, and November, the committee met to establish a definition that would be used to identify Service Learning at the University of West Georgia. The definition was approved by the Faculty Senate in December of 2015.
Service Learning is a structured teaching and learning strategy within a course that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and address community priorities.

The Instructor is equipped with knowledge and resources to ensure that:

- The need is identified by the community being served.
- Students engage in critical reflection.
- The service is aligned with student learning outcomes for which the student receives academic credit.
- It is a mutually beneficial partnership that balances student learning with service to the community.

During Spring 2016, the committee met monthly to continue studying about Service Learning and how UWG could incorporate SL in a sustainable method. A full day workshop was given by the University of Georgia’s Director of Service Learning, Dr. Shannon Wilder. In April, three committee members (Tamra Ogletree, Mary Reid, and Chris Geiger) attended the Gulf South Summit on Service-Learning and Civic Engagement through Higher Education. From the information gained during the trainings and review of literature, the committee recommends the following for the 2016-2017 year:

- Director of Service Learning
- Service Learning should be housed under the Academic Affairs umbrella
- Faculty Workshops to educate about SL
- Tie in SL endeavors to Promotion and Tenure
- Establish value to the community
- Promote student retention through SL
- Align SL goals with strategic plan or strategic imperatives
- Create a mission statement
- Establish standard components for UWG’s SL courses
- Create a process for identifying UWG SL courses.
- Advertise and promote SL at UWG
- Establish a Faculty Toolkit that includes the following: (Not listed in priority order and not limited to the listed topics)
  - Promotion and Tenure rationale
  - Memo of understanding between community and UWG
  - Waivers
- Course approval checklist
- Course approval process
- Identifying community need and establishing partnerships
- Course design
- Sustaining a SL course
- Developing learning outcomes for SL
- Models of Reflection
- Resources