

### Memorandum

To: Dr. Jacqueline Taylor, Co-Chair, Steering and CSPP  
Dr. Cynthia Curtis, Co-Chair, Steering  
Dr. Robert McGreevey, Co-Chair, CSPP  
Dr. Ashley Borders, Chair, CAP

From: Christopher G. Murphy, Chair, SECC

Date: June 5, 2018

Re: Report on Activities of the Signature Experiences Coordinating Council

The SECC met on the second Wednesday of the month four times during the 2017-18 academic year (October, November, February, April). The SECC was not able to meet during September because two of the three councils whose chairs serve on the SECC did not meet on the first Wednesday of September and therefore did not identify chairs before the second Wednesday in September (these chairs represent three of the SECC members). The SECC was not able to meet in March or May because the second Wednesday of these months fell during Spring Break and finals, respectively. A lack of quorum in December resulted in cancellation of that meeting.

#### Tasks completed:

- Created Google Team Drive
- Developed a list of tasks for the SECC to accomplish.
- Researched Signature Experiences at other institutions.
- Held in-depth phone conversation two other institutions about their experiential learning programs
  - Peter Felten, Executive Director of Elon's Engaged Learning Center – learned about program, requirements, and engaged learning transcript.
  - Sandra Ober, Engaged Learning Coordinator at Rider University – learned about their Engaged Learning Program and Engaged Learning Transcript
- Read literature on high-impact practices.
- Formed five working groups to tackle major initiatives (requirements for SEs, learning outcomes, tiered scaffolding, communication, and tracking student engagement in SEs).
- CEL and Leadership SEs collaborated to develop parallel tiered scaffolding as a model for other SEs.
- SECC determined that MRIC should be tasked with developing learning outcomes for mentored research and internships.
- Determined that PAWS can be used to track engagement in SEs and that such engagement can be placed on the TCNJ transcript.

## Challenges

1. Burden on chairs and students from CELC, GEC, and MRIC.  
Although there is great potential benefit for enhanced communication between SECC and these councils in having the chairs and student representatives from these councils serve on SECC, it means that these persons, by serving one council will automatically be serving on a second council. In the end, neither of the students who served on the SECC were from the three councils, and only two of the chairs from the three councils served on the SECC.
2. Membership turnover  
Several of the originally appointed student and faculty members were unable to participate in the council and had to be replaced.
3. Meeting frequency  
Having meetings relatively infrequently (once a month) means that relatively few meetings will occur during the year (maximum 7), and loss of meetings (e.g., due to meeting dates falling during Spring Break or finals week, lack of a quorum) can result in a significant loss of work. It appears that during the 2018-2019 academic year, meetings will not fall during Spring Break or finals week.