Experiential Learning Oversight Committee  
Final Report for 2009-2010 Academic Year

The Experiential Learning Oversight Committee (ELOC) has been active in the 2009-2010 academic year in addressing its charges as defined by the University. As a big-picture, the ELOC is responsible for oversight, review, and approval of all experiential learning opportunities (ELOs) provided by the various academic units across all three Pacific campuses as part of the Pacific’s goals of guaranteeing experiential learning placements to all eligible students.

As defined by the charge from the University, the ELOC has specific responsibilities for:

- Approval of student participation and supervision guidelines established by each school or program
- Review of the Program Checklist and description of academic component of each type of ELO submitted by a school or program
- Advise the Career Resource Center on matters pertaining to experiential learning orientation and placement
- Facilitate the process to adjudicate conflicts that may arise concerning program guidelines and descriptions
- In addition, the Committee will be available to advise and assist units desiring to develop ELOs for their students.

The ELOC continues to address these specific responsibilities and charges, as well as continually expand its role and responsibilities as a dynamic committee as Pacific changes to meet its goals.

Specific Actions Taken by the ELOC to Fulfill These Responsibilities:

- The ELOC continues to serve as the source of information for ELOs and related information across Pacific’s campuses. Any academic unit and/or individual course instructor can contact any committee member with questions on ELOC procedures or guidelines.

- The ELOC continues to serve as the source for submission, review, and approval for ELOs across the Pacific campuses. Course instructors can find, complete, and submit an electronic “ELO Course Submission” form. This form requires the instructor to outline and address in detail various factors and aspects that constitute their course as an ELO. This form includes discussion by the course instructor of guidelines for student participation and supervision, description of academic components of the ELO, and assessment tools to be used. The course submissions are reviewed, discussed, and voted on by the committee to designate as an “ELOC approved” course. In the case that the initial submission does not satisfy the committee’s requirements, the committee chair, working with the administrative assistant for the committee, will work with the course instructor to amend the course submission documentation for re-submission to the committee.

- The ELOC continues to work closely with the Career Resource Center (CRC) to increase awareness marketing, orientation, and placement of ELOs. The CRC provides assistance in marketing activities and events sponsored by the ELOC, and provides another source of information and point of contact for students, staff, faculty, and administration.
The ELOC continues to work with the CRC in administering the summer half-tuition grant for students across the Pacific campuses who complete ELOC-approved summer internships. This benefit is important to continue student participation in summer internships, and allows students to receive up to four units of credit with a substantially discounted tuition.

The ELOC continues to work closely with the CRC, Financial Aid office, and the Provost office to provide incentives for faculty to participate in ELOs. Faculty stipends are provided for certain “ELOC Approved” courses. Special thanks goes out to the Provost office for the continued support of these incentives, and also to the ELOC administrative assistant for compiling and processing all of these requests submitted by faculty.

The ELOC continues to strive to increase its marketing efforts of ELOs to the Pacific community. Over the past year, the ELOC website has been re-tooled to include more resources. Most ELOC-relevant information and forms are now located on the website. In addition, ELOC members and contact information are included on the website.

Lastly, the ELOC and the Provost office sponsored their annual “Faculty/Staff ELOC Mixer Event” in February. The event featured eight “stations” with faculty and staff displaying their offered ELO programs. Programs that were represented included business, engineering and computer science, sociology, among others. The event drew a crowd of faculty and staff who were able to experience just a small portion of the experiential learning opportunities that Pacific offers. The committee plans to continue to hold this annual event with hopes to continue to increase awareness, information sharing, and participation throughout Pacific.

Ongoing Work and Projects:
The committee has completed a comprehensive liability document that will address critical, relevant information to all faculty, staff, and students participating in EL opportunities. This documentation is critical to the long-term success of ELOs at Pacific, as it covers various special scenarios and possibilities that may occur for students while participating on ELOs. Special thanks to Dr. Will Price, ELOC member, for his work on this special project.

Assistant Provost Gundersen has presented the documentation to the academic affairs committee to distribute to their respective departments. The committee will continue to work with Dr. Gundersen on this project to properly convey the information to Pacific’s campuses.

Lastly, the committee has worked with the Provost office to develop and implement a sustainable model for increasing EL participation at Pacific. A major milestone for this endeavor was the approval of the Director of Undergraduate Research and Service Learning Fellow positions, and an increase in the budget allocated toward EL-related activities, partially based on these positions. This project will continue into the 2010-2011 year, as the committee will commit to ongoing assessment and oversight of this project in order to determine optimal levels of support and mechanisms for assessment.

This Document Is Approved Electronically on 05/03/09 by:

Calvin Chen, 2009-2010 Chair of the ELOC
Dr. Berit Gundersen, Assistant Provost