

## CIVIC ACTION PLAN SUMMARY PAGES

### ACCOMPLISHED:

- Create campaign to launch civic engagement initiative: **Accomplished through separate publicity for each event.**
- A Designation of Academic Service Learning courses completed will be listed on student transcripts: **Accomplished. Implemented Fall 2021, following Curriculum Committee approval. A student who is enrolled in a course which offers a college recognized academic service learning component will be eligible to enroll in a zero credit academic service learning lab. Faculty will assign a pass/fail grade for the lab component of the course. Successful completion of the academic service learning designated lab will be documented on the student's transcript.**
- Central location of Academic Service Learning resources: **Accomplished through the development of the Academic Service Learning tab on the CTL webpage. Resources are reviewed and updated on a regular basis.**
- Diversify service experiences to include out of region, degree specific opportunities: **Academic Service Learning will continue to be at each faculty member's discretion**
- Annual report documenting number of credit hours completed in Academic Service Learning courses: **Completed/Ongoing**
- Create opportunities for interactions in the work, lab and community service settings **Accomplished: Interactions in work, lab and community service settings are inherent to experience**
- Create opportunities for interactions in the classroom (guest lecturers, assessment of interactions, case examples, etc.) **Accomplished: Faculty members invite guest lecturers, use case examples, etc. per their discretion**
- Development of Civic Engagement Advisory Committee **Accomplished through CEOC. Academic Service Learning Coordinator will continue to host annual Academic Service Learning meeting with Campus Academic Service Learning Advisory (approximately 8 employees)**
- Development of Campus Day of Service: **Accomplished**
- Implementation of Campus Day of Service: **Accomplished**
- Employee on the clock allowance for civic engagement opportunities up to 24 hours per year (supervisor approved): **Accomplished**
- Members of the Civic Engagement Advisory Council will present annually at the Jefferson College Board of Trustees by the Civic Engagement Team meeting to keep Board members informed of accomplishments, obtain feedback and set goals for the next academic year. **Accomplished through CEOC reporting to CICC annually.**

- An annual presentation at the Jefferson College President's Leadership Council(Cabinet) meeting by the Civic Engagement Team will keep members informed of accomplishments, obtain feedback and set future goals **Accomplished through CEOC reporting to CICC annually.**
- Development of MyJeffco tab for Civic Engagement information: **Completed (update as needed)**

### IN PROGRESS:

- Share electronic link of community partners directory with stakeholders: **Partially complete and Task Forces #1&2 in CEOC is currently working on publishing list and polishing up the process.**
- Develop campus universal tracking system (of student community service hours) in coordination with campus information technology department **Task Force #3 of CEOC is currently tasked with this item.** Devise and implement a co-curricular designation for service achievement on transcript (service, club, etc.) **TBD**
- Development of universal tracking system to document all service activities participated in by employees **PARTIALLY ACCOMPLISHED/FOLLOW-UP REQUESTED: Options explored during Summer 2019 - programs available did not directly meet needs of College, question about cost considerations after first year of program. Human Resources records service completed by employees through Employee Community Service Leave form Task Force #2 of CEOC created a landing page for employees to access information about and obtain prior approval for using CSL hours.**
  - Annual report documenting number of hours spent by employees in service **Guidance Requested**
- Development of living database for community service partners: **Task Force #1 of CEOC was tasked with this.**
- Annual report documenting number of credit hours completed in Academic Service Learning courses **Updated: Documentation In-Progress-Dr. Kausler**
  - \*Annual report documenting number of hours spent by students in service: **TBD**
  - \*Annual report documenting number of students recognized for service: **TBD**
  - Devise and implement a co-curricular designation for service achievement on transcript (service, club, etc.) **TBD**

### ONGOING:

- Marked increase in Jefferson College's presence in the community as evident by increase in participation and presentations at area civic group meetings as requested (Optimist Club, Kiwanis, Rotary Club, etc.): **Ongoing**
- Request information related to civic engagement (past projects, future opportunities) be shared with employees in President's News and Views and Vice-President's updates: **Ongoing**
- Coordinate with Director of Marketing and Public Relations to share past projects and future opportunities with the community in the Jefferson College Windjammer and local news media: **Ongoing**

### NOT COMPLETED/REMOVED:

- ~~\*\*Each department/division will establish a 'Lead Service Instructor' to enhance the training opportunities and probability that faculty will include service in their course:~~ **Proposed Modification: Faculty mentors to provide resources to new faculty members**
- ~~\*\*Trained, service qualified faculty will track and mentor full-time faculty, adjunct faculty and new faculty. Aligned with this, an expectation of Academic Service Learning will be added into specific, predetermined courses~~ **Proposed Modification: Academic Service Learning Coordinator provides informational sessions for new faculty cohorts. Academic Service Learning Coordinator provides periodic CTL sessions related to Service Learning. Academic Service Learning will continue to be at each faculty member's discretion**
- A variety of Academic Service Learning courses will be offered in each division **Rationale for Removal/Modification: Several non-general education courses removed from course offering**
- ~~Completion of the Campus Compact Annual Survey to measure increased Jefferson College civic involvement and compare involvement with similar institutions~~ **Rationale for Removal: Survey discontinued after 2017**
- ~~Connect Associate of Arts high impact educational experience, such as Academic Service Learning, to capstone opportunities~~ **Rationale for Removal: Capstone course possibility explored (Teagle Grant explored, program not consistent with Institution, Capstone course not feasible with CORE-42)**
- Documentation and review of data gathered as reported by zip code **Updated: Assess need through associated offices on Campus**
- ~~A designation of Academic Service Learning courses will appear in the Class Schedule each semester~~ **Rationale for Removal: Unknown which courses will provide Academic Service Learning until beginning of course, need in community sometimes unknown until beginning of semester**

- Foster and increase connections with the Jefferson College Foundation by conducting bi-annual meetings with the Director to align schedules, share community connections and directory updates, discuss needs for funding and ideas to fill these need: **TBD**
- **A training handbook for community partners as well as a liability release form will be created and implemented.** Liability release form used for Day of Service; Liability release form used by some community partners
- **The Jefferson College participants will actively search for local, state and national grants to support civic engagement efforts.** The Jefferson College Foundation ?
- **A tracking tool will be created and implemented for use by student activities advisors, athletic program coordinators, and others.** -see above CEOC TF #3
- **The College will seek to recognize co-curricular community engagement at graduation.** - see above CEOC TF #3

**IMPLEMENTATION UPDATES:**  
**for**  
**2017**  
**Campus Compact**  
**Civic Action Plan**

**Dr. Raymond V. Cumiskey**  
*President of Jefferson College*

**Dr. Caron Daugherty**  
*Vice President of Instruction*

**Susan Welch, MSW, LCSW**  
*Assistant Professor of Sociology and Social Work*  
*Civic Engagement Coordinator*

**Amy Kausler, Ph.D.**  
*Professor of Psychology*  
*Academic Service Learning Coordinator*

**NOTE: This document has some of the notes of Amy Kausler (in red) from an implementation update given to Dena and the cabinet in the Fall 2020. Tim Denney added what we accomplished last year/what we are working on this year (in blue). It is an annotated version of the full Campus Compact Civic Action Plan.**

# Vision/Mission

In support of our student-centered comprehensive Community College, we will infuse Civic Engagement into the Jefferson College culture and build a community of connection, caring, compassion and service within and outside of the College. This culture will be visible within the campus and the larger community of Jefferson County, as well as St. Louis City and County, surrounding counties, the State of Missouri, and beyond. Increased action opportunities woven into coursework, athletics and student clubs and organizations will aid in recognizing the College's goal of meeting the diverse needs of the students and the community. Further advancing the Vision of Jefferson College, civic action will foster each participant's intellectual, social, and personal growth. Additionally, active participation in civic engagement will further promote student success via networking with community partners by preparing students for careers, including mastery of knowledge, skills, competencies and values. These opportunities will promote inclusion and respect for diversity, assessing and responding to community needs and embracing a life of service.

As a model of excellence in its policies, practices and services, Jefferson College will serve as a leader in orchestrating civic engagement inside and outside of the campus community. In recognizing the inherent reciprocal value of civic engagement, Jefferson College will serve as a center in coordinating resources and opportunities for service to the campus family and surrounding communities.

## Approach

This vision will be supported by all employees. Jefferson College will be inclusive in creating the structure by which the College will make change. Inclusion of all players at Jefferson College will include communication of the vision, the approach, and the ways in which this will be implemented through scheduled, comprehensive communication to all of the Jefferson College community.

Civic engagement will be promoted. All players will be considered as Jefferson College moves toward greater inclusion of the connection between the community members, students, faculty and learning experiences. Previously established connections will be promoted and new connections developed to enhance student learning and community connections.

Faculty (new and established) will be incentivized to include Academic Service Learning in classes. Syllabi revised during the Institutional Assessment process and during the curriculum

committee meetings will be challenged to incorporate Academic Service Learning into the Expected Learning Outcomes.

Jefferson College and College stakeholders have the ability to bring about the systems, culture, and capacity to build change. This will occur via development of interactions with other members of the Civic Engagement team, interactions with students individually (at work, in the lab, and in community settings) as well as in the classroom (guest lectures, assessment of interactions, student performance, etc.).

A training handbook for community partners as well as a liability release form will be created and implemented. Minimum expectations for student performance (i.e. attendance, probation status, etc.) will be implemented as a requirement for student participation in such opportunities.

Participation in the Campus Compact Annual Survey will allow Jefferson College to document civic involvement, monitor annual changes, and compare involvement with similar institutions.

The Jefferson College participants will actively search for local, state and national grants to support civic engagement efforts. A tracking tool will be created and implemented for use by student activities advisors, athletic program coordinators, and others. The College will seek to recognize co-curricular community engagement at graduation.

## Commitments

1. We empower our students, faculty, staff, and community partners to co-create mutually respectful partnerships in pursuit of a just, equitable, and sustainable future for communities beyond the campus—nearby and around the world.
2. We prepare our students for lives of engaged citizenship, with the motivation and capacity to deliberate, act, and lead in pursuit of the public good.
3. We embrace our responsibilities as place-based institutions, contributing to the health and strength of our communities—economically, socially, environmentally, educationally, and politically.
4. We harness the capacity of our institutions—through research, teaching, partnerships, and institutional practice—to challenge the prevailing social and economic inequalities that threaten our democratic future.
5. We foster an environment that consistently affirms the centrality of the public purposes of higher education by setting high expectations for members of the campus community to contribute to their achievement.

# Jefferson College's Commitment to the Statements

## **COMMITMENT TO STATEMENT #1**

*Jefferson College empowers our students, faculty, staff and community partners to co-create mutually respectful partnerships in pursuit of a just, equitable, and sustainable future for communities beyond the campus – nearby and around the world.*

## **OUTCOME**

Infusion of civic engagement in Jefferson College's ongoing relationships; including students, alumni, employees, community partners and future employers

## **TYPE OF CHANGE**

- ◆ Jefferson College will maximize opportunities for relationship building with community partners
- ◆ A culture of service will aid faculty, staff, and the College in promoting community connections both within and beyond Jefferson College

## **MEASURES**

- ◆ Organize tracking system to document current community partners
- ◆ Develop relationships with potential community partners

## **IMPLEMENTATION**

- ◆ Host annual "Community Connections" event as an outreach to identify and train community partners, new and existing: **Not implemented as written; however, have had enough volunteer locations/opportunities for Day of Service participants.**

## **ASSESSMENT**

- ◆ Share electronic link of community partners directory with stakeholders: **Partially**



complete and Task Forces #1&2 in CEOC is currently working on publishing list and polishing up the process.

- ◆ Create campaign to launch civic engagement initiative: **Accomplished through separate publicity for each event.**
- ◆ ~~Completion of the Campus Compact Annual Survey to measure increased Jefferson College civic involvement and compare involvement with similar institutions~~ **Rationale for Removal: Survey discontinued after 2017**

## **COMMITMENT TO STATEMENT #2**

*Jefferson College prepares our students for lives of engaged citizenship, with the motivation and capacity to deliberate, act, and lead in pursuit of the public good.*

### **OUTCOME**

Jefferson College will provide students with opportunities to become immersed in a culture of civic engagement

### **TYPE OF CHANGE**

- ◆ Marked increase in varied service opportunities for students including Academic Service Learning projects and campus-wide projects
- ◆ Increase in student recognition for service
- ◆ Reflect on the value of immersion of in a culture of civic engagement
- ◆ Prepare our students for lives of engaged citizenship by modeling service
- ◆ Utilize faculty, staff and community leaders to engage students to actively pursue the common good through service

### **MEASURES**

- ◆ Utilization of campus tracking system by club advisors, athletic program coordinators, student activity advisors and residential life coordinators to document hours of service participated in by students
- ◆ Designation on transcript for Academic Service Learning courses
- ◆ Designation on class schedule for Academic Service Learning courses
- ◆ Semester achievement award recognizing student service
- ◆ Recognition of students receiving achievement award at the Jefferson College Annual Honors Awards Ceremony for outstanding service designees
- ◆ Graduation attire to recognize student meeting outstanding service designation criteria
- ◆ Co-curricular designation of service achievement on transcript

### **IMPLEMENTATION**

- ◆ Diversify service experiences to include out of region, degree specific opportunities:  
**Academic Service Learning will continue to be at each faculty member's discretion**

- ◆ Develop campus universal tracking system in coordination with campus information technology department **Updated Alternative: Consider purchase of tracking program (Noble Hour, etc.)** Task Force #3 of CEOC is currently tasked with this item.
- ◆ Coordinate training for club advisors, athletic program coordinators, student activity advisors and residential life coordinators to learn campus tracking system **Updated Alternative: Consider purchase of tracking program (Noble Hour, etc.)**
- ◆ Utilize universal tracking program to document hours of service participated in by students **Updated Alternative: Consider purchase of tracking program (Noble Hour, etc.)**
- ◆ Devise and implement a co-curricular designation for service achievement on transcript (service, club, etc.) **TBD**

## ASSESSMENT

- ◆ Annual report documenting number of credit hours completed in Academic Service Learning courses: **Completed**
- ◆ \*Annual report documenting number of hours spent by students in service: **TBD**
- ◆ \*Annual report documenting number of students recognized for service: **TBD**
- ◆ ~~Completion of the Campus Compact Annual Survey to measure increased Jefferson College civic involvement and compare involvement with similar institutions~~ **Rationale for Removal: Survey discontinued after 2017**

## **COMMITMENT TO STATEMENT #3**

*Jefferson College embraces our responsibilities as place-based institutions, contributing to the health and strength of our communities – economically, socially, environmentally, educationally, and politically.*

## **OUTCOME**

Infusion of civic engagement at the program and department levels targeting courses relevant to economic, social, environmental, educational and political concerns

## **TYPE OF CHANGE**

- ◆ Increased support for Academic Service Learning resources for faculty members
- ◆ Increased engagement in the economic, social, environmental, educational and political welfare of the community
- ◆ Jefferson College liaison responsible for the coordination and dissemination of all functions related to community service

## **MEASURES**

- ◆ Documentation of Academic Service Learning resources
- ◆ Development of interactions with students and community partners

## **IMPLEMENTATION**

- ◆ \*\*Each department/division will establish a ‘Lead Service Instructor’ to enhance the training opportunities and probability that faculty will include service in their course:  
**Proposed Modification: Faculty mentors to provide resources to new faculty members**
- ◆ \*\*Trained, service qualified faculty will track and mentor full-time faculty, adjunct faculty and new faculty. ~~Aligned with this, an expectation of Academic Service Learning will be added into specific, pre-determined courses~~ **Proposed Modification: Faculty mentors to provide resources to new faculty members and Academic Service Learning will continue to be at each faculty member's discretion**
- ◆ A variety of Academic Service Learning courses will be offered in each division  
**Rationale for Removal/Modification: Several non-general education courses removed from course offering**

- ◆ Create opportunities for interactions in the work, lab and community service settings  
**Accomplished: Interactions in work, lab and community service settings are inherent to experience**
- ◆ Create opportunities for interactions in the classroom (guest lecturers, assessment of interactions, case examples, etc.) **Accomplished: Faculty members invite guest lecturers, use case examples, etc. per their discretion**
- ◆ ~~Connect Associate of Arts high impact educational experience, such as Academic Service Learning, to capstone opportunities~~ **Rationale for Removal: Capstone course possibility explored (Teagle Grant explored, program not consistent with Institution, Capstone course not feasible with CORE-42)**

## ASSESSMENT

- ◆ Central location of Academic Service Learning resources: **In Progress**
- ◆ Identify annually trained “Lead Service Instructors” from each department/division:  
**Proposed Modification - Faculty Mentors to provide resources to new faculty members**
- ◆ ~~Completion of the Campus Compact Annual Survey to measure increased Jefferson College civic involvement and compare involvement with similar institutions~~ **Rationale for Removal: Survey discontinued after 201**

## **COMMITMENT TO STATEMENT #4**

*Jefferson College harnesses the capacity of our institutions – through research, teaching, partnerships, and institutional practice – to challenge the prevailing social and economic inequalities that threaten our democratic future.*

## **OUTCOME**

Jefferson College employees, through research and subsequent service, positively impact the social and economic inequality within the community

## **TYPE OF CHANGE**

- ◆ Lasting community changes made by service initiatives
- ◆ Marked increase in service opportunities for employees
- ◆ Increased support for Academic Service Learning resources for faculty members
- ◆ Recognition of service for employees
- ◆ Academic Service Learning trained and certified instructors

## **MEASURES**

- ◆ Utilize universal tracking program to document hours of service completed by employees of Jefferson College
- ◆ Tracking of employee leave by Human Resources staff
- ◆ Living database of community service partners
- ◆ Measurement and documentation of long-range effects on the community by service initiatives

## **IMPLEMENTATION**

- ◆ Development of universal tracking system to document all service activities participated in by employees **PARTIALLY ACCOMPLISHED/FOLLOW-UP REQUESTED: Options explored during Summer 2019 - programs available did not directly meet needs of College, question about cost considerations after first year of program. Human Resources records service completed by employees through Employee Community Service Leave form** Task Force #1 of CEOC created a landing page for employees to access information about and obtain prior approval for using CSL hours.

- ◆ \*Development of database to collect and share details of active community service partners: **SEE BELOW**
- ◆ \*Development of measuring system to track long range effects of service initiatives: **TBD**

## ASSESSMENT

- ◆ Sharing of (i.e., publications and/or presentations) documented improvements in economic and social status for community members **Ongoing: Various presentations on Campus and in community**
- ◆ Documentation and review of data gathered as reported by zip code **Updated: Assess need through associated offices on Campus**
- ◆ Annual report documenting number of credit hours completed in Academic Service Learning courses **Updated: Documentation In-Progress**
- ◆ Annual report documenting number of hours spent by employees in service **Guidance Requested**
- ◆ ~~Completion of the Campus Compact Annual Survey to measure increased Jefferson College civic involvement and compare involvement with similar institutions~~ **Rationale for Removal: Survey discontinued after 2017**

## **COMMITMENT TO STATEMENT #5**

*Jefferson College fosters an environment that consistently affirms the centrality of the public purposes of higher education by setting high expectations for members of the campus community to contribute to their achievement.*

## **OUTCOME**

Jefferson College community immersed in a culture of civic engagement

## **TYPE OF CHANGE**

- ◆ Marked increase in civic engagement involvement for all community members
- ◆ Increase in recognition for students and employees
- ◆ Increase in community connections for sustained service partnership opportunities
- ◆ Tracking of employee leave by Human Resources staff
- ◆ Living database of community service partners
- ◆ Recognition Award for Employees involved in service
- ◆ Recognition of community partners who lead the community in service
- ◆ Development of a cross-functional community-based Civic Engagement Advisory Committee

## **MEASURES**

- ◆ Meet with Civic Engagement Advisory Committee members on an annual basis for feedback about needs in the community to develop and align opportunities, guidelines and outcomes assessment
- ◆ Utilize universal tracking system to document all service activities accomplished by members of the Jefferson College family
- ◆ Tracking of employee leave by Human Resources employees
- ◆ Living database of community service partners
- ◆ Documentation of all employee service on annual employee evaluation

## **IMPLEMENTATION**

- ◆ Development of Civic Engagement Advisory Committee **Accomplished through CEOC. Academic Service Learning Coordinator will continue to host annual Academic Service**



Learning meeting with Campus Academic Service Learning Advisory (approximately 8 employees)

- ◆ Development of Campus Day of Service: **Accomplished**
- ◆ Implementation of Campus Day of Service: **Accomplished**
- ◆ Employee on the clock allowance for civic engagement opportunities up to 24 hours per year (supervisor approved): **Accomplished**
- ◆ Development of universal tracking system to document all service activities participated in by members of the Jefferson College family: **Accomplished**
- ◆ Development of living database for community service partners: **SEE BELOW Task Force #1 of CEOC was tasked with this.**

## ASSESSMENT

- ◆ Annual reporting of all employee service, including all measures outlined above
- ◆ Other qualitative assessment as needed
- ◆ Annual post-service evaluation and summary by community partners
- ◆ ~~Completion of the Campus Compact Annual Survey to measure increased Jefferson College civic involvement and compare involvement with similar institutions~~ **Rationale for Removal: Survey discontinued after 2017**

## COMMUNICATION

- ◆ ~~A designation of Academic Service Learning courses will appear in the Class Schedule each semester~~ **Rationale for Removal: Unknown which courses will provide Academic Service Learning until beginning of course, need in community sometimes unknown until beginning of semester**
- ◆ \*A Designation of Academic Service Learning courses completed will be listed on student transcripts: **In progress**
- ◆ Members of the Civic Engagement Advisory Council will present annually at the Jefferson College Board of Trustees by the Civic Engagement Team meeting to keep Board members informed of accomplishments, obtain feedback and set goals for the next academic year. **Accomplished through CEOC? Accomplished through CEOC reporting to CICC annually.**
- ◆ An annual presentation at the Jefferson College President's Leadership Council meeting by the Civic Engagement Team will keep members informed of accomplishments, obtain feedback and set future goals **Accomplished through CEOC? Accomplished through CEOC reporting to CICC annually.**

- ◆ Foster and increase connections with the Jefferson College Foundation by conducting bi-annual meetings with the Director to align schedules, share community connections and directory updates, discuss needs for funding and ideas to fill these need: **TBD**
- ◆ Marked increase in Jefferson College's presence in the community as evident by increase in participation and presentations at area civic group meetings as requested (Optimist Club, Kiwanis, Rotary Club, etc.): **Ongoing**
- ◆ Request information related to civic engagement (past projects, future opportunities) be shared with employees in President's News and Views and Vice-President's updates: **Ongoing**
- ◆ Coordinate with Director of Marketing and Public Relations to share past projects and future opportunities with the community in the Jefferson College Windjammer and local news media: **Ongoing**
- ◆ Development of MyJeffco tab for Civic Engagement information: **Completed (update as needed)**

## TIMELINE AND ACCOUNTABILITY

Early in the 1960s, the citizens of Jefferson County dreamed of a public junior college which would make higher education more accessible to their community. Today, a flourishing comprehensive Community College is the product of that vision. It is a continuing success story, and one on which this community is building every day. The continuing commitment to the community is emphasized as one of the core values at Jefferson College: Community Service Leadership in the cultural, educational, economic, environmental, and social development within the community.

- ◆ For over 50 years, Jefferson College has demonstrated a deep and lasting commitment to our community. This Action Plan affirms our foundation and provides direction as we navigate future Civic Engagement responses to our vital and changing community.

Select the following link for addition information about the history of Jefferson College:

[www.jeffco.edu/about-jefferson-college/history/history-jefferson-college](http://www.jeffco.edu/about-jefferson-college/history/history-jefferson-college)

Jefferson College Approved as Institution of Higher Education	1963
First Academic Service Learning Projects offered at Jefferson College	2005
Establishment of Center for Teaching and Learning	2006
Presidential Signatory of Campus Compact Action Plan	September 9, 2016
Participated in Campus Compact Civic Action Planning Institute	October 13-14, 2016
Participated in Missouri Campus Compact Civic Action Planning Workshop	March 1st, 2017
Participated in Campus Compact Curricular Coherence Planning Retreat	March 9-10, 2017
Completion of Jefferson College Civic Action Plan	September 5, 2017
Implementation of Civic Action Plan	October 2017
Distribution of Tasks/Implementation Update	February 2020
Proposed Completion of Civic Action Plan	September 2022