

Service-Learning Asia Network

Minutes for 4th SLAN Meeting

Date: 10th March 2016, 10:00 – 12:10

Venue: AM201, Lingnan University, Hong Kong

Attendees: (30 Attendees in Total)

Country	University	Attendees Name
China	Shantou University	Ms. Xiangling LIU
	Guangdong Polytechnic Normal University	Ms. Zhou YA (Left Earlier)
Hong Kong	Lingnan University (Secretariat)	Dr. Carol MA Hok Ka Ms. Chloe SIU Pui Yee Ms. Mary Kate SPETH (note-taking)
	Chung Chi College, The Chinese University of Hong Kong	Ms. Wing Yan FUNG (On behalf of Prof. Tai-shing LAU)
India	Lady Doak College	Dr. A.S. Priscilla
Indonesia	Petra Christian University	Prof. Ir. Rolly INTAN Dr. Juliana ANGGONA
Japan	International Christian University	Prof. Kano YAMAMOTO Ms. Atsuko KURONUMA
Macau	University of Macau	Mr. Timothy CHONG Ms. Lo Ming, Connie WONG
Philippines	De La Salle University	Ms. Ma Lourdes F. MELEGRITO Ms. Marietta P. GUANZON
	Silliman University	Ms. Rouine Kay LITORJA
Singapore	SIM University (UniSIM College)	Dr. Meen Sheng YAP Ms. Chloe LEE Ms. Cynthia CHANG Ms. Hui Min KOH
Taiwan	Fu Jen Catholic University	Prof. Rong-Ji PAN
	National Sun Yat-sen University	Prof. Judy YEh (Come Late)
	Jinwen University of Science and Technology	Ms. Han-Lin HSIUNG (Came Late)
	National Taiwan University	Prof. Ruo-Lan LIU (Came Late)
	Taipei Medical University	Dr. Chia-Hui CHIU (Came Late) Ms. Yi-Wen CHEN Ms. Chun-Jung KAO
USA	University of Minnesota & Metropolitan State University	Dr. Robert SHUMER (Guest)
	Calvin College	Mr. Jeffrey P. BOUMAN (guest)
	Stanford University	Dr. Timothy K STANTON (Guest)

Agenda Item 1: Welcome Members

1.1 Dr. Carol MA welcomed all attendees to the 4th SLAN meeting and the Thematic Discussion Session of the Office of Service-Learning, Lingnan University's Symposium IV. She invited all members to introduce themselves.

Agenda Item 2: Confirm the minutes of last meetings on 26 May 2015 (3rd SLAN Meeting)

2.1 Minutes of the last SLAN meeting held on 26th May 2015 at Fu Jen University, Taiwan were distributed to the attendees. No further amendments or comments were made by the attendees and Dr. Carol MA confirmed the minutes of the 3rd SLAN meeting.

2.2 Dr. Carol MA reminded participants to submit any stories or updates for the upcoming SLAN Newsletter to Prof. Allen DEL CARMEN, who is in charge of publishing the newsletter, by 13 March 2016.

ACTION:

Members will send stories or updates for the SLAN Newsletter to Prof. Allen DEL CARMEN by 13 March 2016. Ms. Ma Lourdes F. MELEGRITO from De La Salle University will work closely with Allen for story collection.

Agenda Item 3: Report of Service-Learning Developments by Institution

3.1 Recent S-L Developments at different Universities is listed as below-

Lingnan University (Hong Kong)	<p>Dr. Carol MA</p> <ul style="list-style-type: none"> ● In Semester 1 2015/16, 537 students participated in 45 S-L projects associated with 23 academic courses and supported by 34 service agencies and 23 course instructors. ● The Office of Service-Learning published three separate publications in the 2015/16 year and conducted a four-part symposium series in celebration of the 10th Anniversary of S-L at Lingnan. ● In lieu of S-L becoming a graduation requirement at Lingnan in 2016/17, the OSL has created a Quality Assurance Process for S-L. This process provides a structure for evaluating Service-Learning courses and projects in order to help further institutionalize S-L at Lingnan.
Fu Jen Catholic University (Taiwan)	<p>Prof. Rong-Ji PAN</p> <ul style="list-style-type: none"> ● Thanked all that helped with the 5th Annual Asia-Pacific Regional Service-Learning Conference in May 2015. ● Reviewed the current structure of S-L at Fu Jen, including the four S-L courses, two Volunteering Teams (Domestic and Overseas), and two S-L Projects. ● Introduced the new project, S-L Innovation Project Promoting by Higher Educational Institution in a Community-Based, which focuses on increasing access to picture-books and storytelling. Fu Jen plans to offer 10 courses related to this project in the upcoming semesters. ● In the 2015/16 year, a Service-Learning Special Issue was published in honor of FJCU's 90th Anniversary.
International Christian University (Japan)	<p>Prof. Kano YAMAMOTO</p> <ul style="list-style-type: none"> ● Reviewed history of S-L at ICU and of SLAN <p>Ms. Atsuko KURONUMA</p> <ul style="list-style-type: none"> ● In 2015/16, ICU offered 5 S-L courses. ● ICU emphasizes international S-L experiences, especially among SLAN members. Currently though, they are sending more students abroad than receiving. ● ICU has limited resources, especially human and monetary resources, to support student exchange so they are searching for new funding sources. They hope to receive more students in the future.
Taipei Medical University (Taiwan)	<p>Ms. Yi-Wen CHEN</p> <ul style="list-style-type: none"> ● Students at TMU will become doctors, thus Service-Learning provides them with the experience and knowledge to be successful in that field. ● Service-Learning at TMU can be categorized into three parts, 1) Basic 2) Professional and 3) Life-Long, each of which students take at different years in university. ● The Service Learning Center at TMU has developed a website and application, through which they promote S-L to students
De La Salle University (Philippines)	<p>Ms. Marietta P. GUANZON</p> <ul style="list-style-type: none"> ● Reviewed the history, vision, and mission of De La Salle University ● In 2011 they established a goal to integrate S-L into all academic degree programs. Currently, 34% of academic degree programs has an S-L component and they want 100% by 2020. ● Reviewed the past years S-L Initiatives in five different categories, including 1) <i>Information, Education, and Campaign</i>, 2) <i>Service-Learning Implementation</i>, 3) <i>Monitoring and Evaluation</i>, 4) <i>Research</i>, and 5) <i>Local and International Networking</i>. ● In the upcoming year, the Center on Social Change and Action (COSCA) intends to contribute to the institutionalization of S-L at DLSU
SIM University (UniSIM College) (Singapore)	<p>Dr. Meen Sheng YAP</p> <ul style="list-style-type: none"> ● Asked to be referred to as SIM University and not UniSIM College due to current restructuring. ● Since 2014, 400 students participate in S-L with over 40 community agencies on 60 community-based S-L initiatives. In July 2016, the number of students will increase to 900.

	<ul style="list-style-type: none"> Partnered with the Singapore National Youth Council to organize a S-L conference in Singapore. Conference will help breach the Ministry of Education and the Ministry of Youth UniSIM Professional Certification in Service-Learning will commence in July. Will focus research on three tiers 1) Local: UniSIM S-L program effects on graduates 2) Local: Landscape of S-L in Singapore and 3) Comparative S-L studies within Asia.
Silliman University (Philippines)	<p>Ms. Rouine Kay LITORJA</p> <ul style="list-style-type: none"> Recently changed the director of the Institute of Service-Learning. Silliman is the only University in the Philippines to offer S-L certification; 3 graduates received certification in 2015, 3 graduates in 2016, and 7 students are expected to graduate with the Certificate in S-L in 2017. 22 academic units and colleges are already integrating S-L into their curriculum at Silliman. Silliman University offered, again, to host the 7th Asia-Pacific Regional Conference on Service-Learning in 2019. Dr. Carol MA said that this topic will discussed in the next agenda.
University of Macau (Macau)	<p>Mr. Timothy CHONG</p> <ul style="list-style-type: none"> In 2015/16, University of Macau offered 21 S-L activities through which 300 students participated. University of Macau has an 8 Residential College system, which support the university's S-L programs. 4 Universities in Macau have created a regional network for S-L higher education institutions. Mr. Tim CHONG is the current Chairman of the network, but the position will rotate. Dr. Carol MA mentioned that the Philippines and Hong Kong have a similar regional network system. University of Macau partnered with Hong Kong University of Science and Technology to facilitate S-L experience in both countries
Lady Doak College (India)	<p>Dr. A.S. Priscilla</p> <ul style="list-style-type: none"> During the 2015/16 year, Lady Doak implemented the Life Frontier Engagement Program, which consists of S-L coupled with action-based research. Life Frontier Engagement Program will be mandatory for all Lady Doak College students and will be offered as a core course in the upcoming semesters.
Chung Chi College, Chinese University of Hong Kong (Hong Kong)	<p>Ms. Wing Yan FUNG</p> <ul style="list-style-type: none"> No updates from Chinese University of Hong Kong because she was told she was replacing Prof. LAU the morning of the meeting.
Petra Christian University (Indonesia)	<p>Dr. Juliana ANGGONO</p> <ul style="list-style-type: none"> S-L is a graduation requirement for all students at Petra Shared S-L course's successes, including a Design Departments course that designed an inclusive school for the blind Review of Petra's Community Outreach Program (COP)

Agenda Item 4: The 6th Asia-Pacific Regional Conference on Service-Learning

4.1 Information of the 6th APRCSL in Petra Christian University, Indonesia

4.1.1 Prof. Ir. Rolly INTAN presented on the 6th Asia-Pacific Regional Conference on Service-Learning, which will be held at Petra Christian University, Surabaya, Indonesia from 28 May to 1 June 2017.

Based on previous conferences' themes, the upcoming conference will focus on "Educating the Heart: Nurturing Fruitful Life Through Service-Learning".

4.1.2 Prof. Ir. Rolly INTAN explained that the conference will consist of a Presidential Forum, 6 keynote speakers, and various presentations. If one is interested in applying to present at the conference, Petra Christian University will be accepting abstracts in November 2016. There are four topics under which one can submit an abstract, including

- *Engaging for change, changing for engagement,*
- *Building the world we dream about: innovative pedagogy in the field,*
- *Public interest design: bridging teaching, scholarship, and research for service-learning, and*

• *Navigating and negotiating service-Learning world: deeper collaboration and cooperation for better outcomes.*
The abstract notification email will be sent out in December 2016 and the full paper submission deadline will be in February 2017.

4.2 Presidential Forum at the 6th Annual Asia-Pacific Regional Service-Learning Conference

4.2.1 Prof. Ir. Rolly INTAN talked about the Presidential Forum. During the Forum, university and college presidents in Asia will be asked to support Service-Learning at their own institution. If an agreement is met among the Presidents, Prof. Ir. Rolly INTAN hopes that there can be a signing of an MOU/MOA about Service-Learning in Asia.

4.2.2 Dr. Carol MA asked Prof. Kano YAMAMOTO if he has any comments. Prof. Kano YAMAMOTO supports the Presidential Forum and said that the forum and institutional commitment will help strengthen Service-Learning at an institutional level.

4.2.3 Prof. Kano YAMAMOTO also spoke to the importance for SLAN to hold face-to-face meetings every year and the need to explore research. He concluded by saying that SLAN has focused on program development and has accumulated research but has yet to utilize it.

4.2.4 Dr. Carol MA thanked Prof. Kano YAMAMOTO for his input and stated that the President of Lingnan University will support the forum.

4.2.5 Prof. Rong-Ji PAN agreed that inviting university presidents to the forum is good and that the President or Vice President of Fu Jen Catholic University will probably agree to come.

4.2.6 Dr. Carol MA mentioned the Talloires Network and invited Dr. Timothy STANTON to further explain it. Dr. Timothy STANTON explained that the Talloires Network is an international association of higher education presidents and that the network is interested in co-sponsoring the Presidential Forum at the conference.

ACTION:

All members have to promote the Presidential Forum to University and invite home institutions President or Vice President to attend.

4.3 Sponsorship and Funding for 6th Annual Asia-Pacific Regional Service-Learning Conference

4.3.1 Dr. Juliana ANGGONO stated that Petra Christian University applied for a grant from the United Board of Christian Higher Education. The grant will cover 20 subsidies for conference attendees, but Petra is hoping that the United Board will be able to supply more. Dr. Juliana ANGGONO stated that participants can apply for sponsorship for the conference. The sponsorship will be given to those who need financial support.

4.3.2 Dr. Carol MA stated that she wants to keep Conference registration costs for the conference as low as possible. She suggested that SLAN seek outside funding to be used to support others to come to the conference.

4.3.3 Dr. Carol MA also mentioned that the United Board changed their funding application. She asks Prof. Kano YAMAMOTO to speak to the United Board members about new funding in the coming days. Prof. Kano YAMAMOTO agreed.

ACTION:

Prof. Kano YAMAMOTO will speak to United Board about additional funding. SLAN members should seek outside funding to support conference attendance.

4.4 Upcoming SLAN Meeting and Conferences

4.4.1 Dr. Meen Sheng YAP suggested holding the 2017 SLAN meeting at SIM University in Singapore.

4.4.2 Dr. Julianna Anggono stated that it will be difficult for Petra Christian University to attend since they will be busy preparing for the 2017 Conference.

4.4.3 Dr. Carol MA told the representatives from SIM University, Silliman University, De La Salle University, and any others who may want to host an upcoming SLAN meeting or conference to discuss. The representatives decided on the following (*Conclusion made after Lunch time*):

- *2017 Regional Conference and SLAN Meeting at Petra Christian University, Indonesia*
- *2018 SLAN meeting will be held at De la Salle-Manila University, Philippines*
- *2019 Regional Conference will be held at SIM University in Singapore*
- *2020 is still to be determined*
- *2021 Regional Conference will be held at Silliman University in the Philippines*

ACTION:

Ms. Lourdes Melegrito will be the PIC for the 2018 SLAN Meeting at De la Salle-Manila University.
 Dr. Meen Sheng YAP will be the PIC for the 2019 Regional Conference at SIM University
 2020 SLAN Meeting still needs a host university. Interested parties should contact the secretariat.
 Ms. Rouine Kay LITORJA will be the PIC for the 2021 Regional Conference at Silliman University

Agenda Item 5: Research Project: Comparative studies of S-L in the Asia-Pacific

5.1 Dr. Carol MA updated attendees about Lingnan University's current research agenda. The university is currently conducting pre- and post-test student questionnaires, a Community Impact Study, and Faculty Research. Dr. Carol MA then asked others for research ideas and updates.

5.2 Dr. Robert SHUMER suggested that Universities should conduct research that actively impacts policy. He also suggested that SLAN should research the cost and benefits of S-L

5.3 Dr. Meen Sheng YAP shared about SIM University's research agenda for Service-Learning and stated that SIM University wants to examine Singapore's current Service-Learning landscape and use that to dictate future S-L research at SIM University.

5.4 Dr. Carol MA suggested that Dr. Meen Sheng YAP send a survey of research interests to SLAN members in order to prioritize the regions interests and to save time.

5.5 Dr. Julianna ANGGONO supported the idea of a survey form for SLAN members. She also mentioned that Petra Christian University is currently conducting research on how Service-Learning impacts students' lives during post-graduate years and a comparative study of students who do and who don't engage in Service-Learning. She would share the method surveys with any university who would be interested in using it in the future.

5.6 Dr. Robert SHUMER stated that SLAN should consider beginning a clearinghouse, similar to the one in the United States, in order to facilitate the sharing of documents and knowledge.

ACTION:

Dr. YAP will share the survey of research and Dr. ANGGONO will share research on how Petra's Service-Learning impacts students' lives during post-graduate years and a comparative study of students.

Agenda Item 6: Next SLAN Newsletter

(Please refer to Meeting Discussion Pt.2.2)

Agenda Item 7. A.O.B.

7.1 International Association for Research on Service-Learning and Civic Engagement (IARSLCE) Conference

Dr. Carol MA mentioned that the International Association for Research on Service-Learning and Civic Engagement (IARSLCE) will be holding their 16th Annual Conference in September in New Orleans USA. The organizer is looking to promote international papers on Service-Learning, so the association is willing to fund a session about S-L research in Asia if there is interest.

8. Conclusion of Morning Session

Dr. Carol MA concluded the morning session at 12:15 pm

**Symposium IV: Thematic Discussion with SLAN Members
Visioning, Strategy Planning, and Goal Setting for SLAN**

Date: 10th March, 2016

Time: 13:30 – 17:00

Venue: AM201, Lingnan University, Hong Kong

1. Individuals' Priorities of SLAN

Dr. Timothy STANTON conducted the Thematic Discussion and began the afternoon with a presentation title "What are our priorities and how do we move forward?" During the presentation, Dr. Timothy STANTON shared the mission and structure of various higher education Service-Learning and civic engagement networks from across the globe. Dr. Timothy STANTON then asked attendees to evaluate SLAN's mission and vision and to write or draw their top two priorities of SLAN. Papers and markers were distributed for the task and attendees were given approximately 10 minutes to complete it.

The following is a list of all the priorities that were mentioned and discussed during the review of the groups priorities of SLAN (priorities not listed in any specific order):

#	Priority
1	<i>Membership development</i>
2	<i>Information sharing – between SLAN members and with the community</i>
3	<i>Support group</i>
4	<i>Research – policy research</i>
5	<i>SLAN-wide programs</i>
6	<i>Program and professional development</i>
7	<i>Publish and manage journals</i>
8	<i>Form and contribute to country's S-L network</i>
9	<i>More student exchange programs</i>
10	<i>Sub-committee for SLAN development</i>
11	<i>Joint research</i>
12	<i>Project collaboration</i>
13	<i>Utilize and analyze existing data</i>
14	<i>More SLAN members</i>
15	<i>Purpose of SLAN</i>
16	<i>Student and community development</i>
17	<i>Local and regional conferences</i>

2. Choosing the Top 5 Priorities of SLAN

Dr. Timothy STANTON instructed attendees to form five groups of individuals from various universities and countries. The groups were told to discuss and determine the top five priorities of SLAN using the 17 priorities established by the whole group. Groups were given a large poster paper and markers and approximately 15 minutes to discuss.

Each of the five groups then presented. Several groups decided to collapse several priorities from above into a single category (i.e. {4} policy research, {11} Joint research, & {13} Utilize and analyze existing data into a single Research Category) so that the top five priorities were more encompassing. The groups' lists were eventually condensed and made into a comprehensive and agreed upon "Top Five Priorities" list. This list appears below (priorities not listed in any specific order):

#	Top Priorities
1	<i>Information Sharing – among SLAN member and between institutions & community</i>
2	<i>Research – policy research, joint-university research, & analyzing existing data</i>
3	<i>Program and professional development</i>
4	<i>Student and community development – including more student exchange programs</i>
5	<i>Local and regional conferences</i>

3. Next Steps: How to Achieve the Top 5 Priorities of SLAN

The final session of the afternoon included developing a strategy to achieve each of the five top priorities of SLAN. Attendees chose which of the five priorities above they wanted to work on and formed groups. Dr. Timothy STANTON then instructed each group to spend 20 to 30 minutes coming up with strategic steps that they could do in order to achieve the priority they choose. Dr. Timothy STANTON reminded the groups that each step should have an objective (What), a person in charge (Who), and a completion date (When).

After approximately 30 minutes, the groups were invited to share their strategic plans. After everyone had shared, Dr. Timothy STANTON instructed each group to assign one person to type the notes and send them to the Office of Service-Learning, Lingnan University (osl@ln.edu.hk)*. The nominated note-recorders are as followed:

Priority Group	Nominated Person
<i>Information Sharing</i>	<i>Ms. Marietta GUANZON</i>
<i>Research</i>	<i>Dr. Meen Sheng YAP</i>
<i>Program and Professional Development</i>	<i>Dr. A.S. Priscilla</i>
<i>Student and Community Development</i>	<i>Prof. Judy YEH</i>
<i>Local and Regional Conference</i>	<i>Prof. Rong Ji PAN</i>

****After collecting each groups' notes, the OSL will publish the strategic plans on the SLAN website***

Dr. Carol MA then thanked everyone for attending the SLAN meeting and reminded them all that Symposium IV: Network Strengthening for Service-Learning through Regional Collaboration would be held the following day at 10 am.

The Thematic Discussion was ended at 17:15.