## Standing Committee of Academic Council
### Meeting Minutes

**Committee:** Service  
**Date:** January 17, 2014  
**Time:** 9:00 am  
**Location:** SPH C013

<table>
<thead>
<tr>
<th>Attendees</th>
<th>John Schrader, Katie Grove, Trent Applegate, Jo Anna Shimek, Kathy Gilbert and Jared Allsop</th>
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<td><strong>Main Topics Discussed</strong></td>
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1) Michael Reece attended to discuss the self-study document and how the committee might redefine academic service, professional service and community service (practice based) for the School. Committee might be encouraged to think about service as it is translated to academic service. How does public health practice (community service) get rewarded and counted and honored as part of the service in the school and what is the vision of the School. Facilitation and tracking is on the radar of Office of Global and Community Health Partnerships and Community Engagement but not how it should be documented and translated in the promotion and tenure process. Kathy Gilbert mentioned the edossier and the challenge of how service will fit in the new dossier format. She explained that the revised guidelines on the OVPFAA website has 3 boxes on the promotion and tenure checklist for service: evidence of service to the university, school and department; evidence of service to the profession; and evidence of engagement with non-academic communities and agencies. Committee to focus on policy for academic service and community service that reflect a diverse range of things that faculty are doing (diagram attached as a suggestion for moving forward). M Reece will share the document that was developed from the research committee as a possible guideline to initiate something similar for service. Perhaps being a good citizen and active participation in governance are the given service criteria. May also be able to add practice based service as part of the given service criteria. Next version of the self-study goes to CEPH on February 17.  
2) Katie Grove, JoAnna Shimek and possibly Alice Lindeman will meet with Michael Reece to get a start on the draft document. Once that is prepared, the draft document will be submitted to Academic Council who will share with faculty. Based on the comments, the committee will make revisions and then submit to Academic Council a second time for approval.  
3) Meeting adjourned |