Guide to the Center for Community Service-Learning records

Finding aid prepared by Ashley Toutain
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Overview of the Collection
Title: Center for Community Service-Learning records
Date (inclusive): 1985-2008
Collection number: USDA_2009_002
Creator: University of San Diego, Center for Community Service-Learning
Extent: 3 boxes (3 linear feet)
Repository: University of San Diego, Archives and Special Collections
Copley Library
5998 Alcalá Park
San Diego, CA 92110
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Abstract: The records for the Center for Community Service-Learning document community service practices at the University of San Diego between 1985 and 2008. The majority of the records include committee meeting minutes, planning documents, reports, and publicity materials.
Languages: English
Historical Note
Community-Service Learning at the University of San Diego provides opportunities for members of the USD community to serve the surrounding area and make life-long commitments to promote social change and justice. Programs sponsored by Community Service-Learning included course-based service learning projects, student run service, work study tutoring, and the Social Issues Committee which sponsored speakers, special events, and an annual conference.
Planning for a Center for Community Service-Learning began in 1985 when the Social Issues Committee was established under the leadership of Provost Sally Furay. In the same year, USD became a founding member of Campus Compact under the leadership of President Author Hughes. A Volunteer Resources Office was then established in 1986 when Judy Rauner was hired as its director. A grant from Campus Compact in 1986 helped to advance the program. Among the early programs administered by Community Service Learning were Linda Vista Adult Literacy (begun in 1988) and Linda Vista Kids (begun in 1990). In 1990, the Student Literacy Corps was established as the first for-credit course centered on community service. Also in the 1989-1990 academic year the Social Issues Committee conducted the first Social Issues Conference. The Social Issues Committee also began sponsoring a Team Taught Courses program that encouraged faculty from different departments to teach a joint course looking at a topic from varied perspectives.
The Associated Students were closely tied to Community Service-Learning having a Volunteer Resources Committee and a Community Service Committee. In 2002, the Associated Students community service area was renamed the Center for Awareness, Service, and Action (CASA).
In 1994, the Volunteer Resources Office was changed to the Office for Community Service-Learning. In 2002, the Office became the Center for Community Service-Learning. In 2014, the Center was renamed the Karen and Tom Mulvaney Center for Community Awareness and Social Action (CASA) in honor of a nearly $3 million dollar gift to expand the reach and impact of the Center for Community Service-Learning.
Scope and Content Note
The records for the Center for Community Service-Learning document community service practices at the University of San Diego between 1985 and 2008. The bulk of these records relate to the Associated Students Volunteer Resources Committee and Community Service Committee, the Experiential Education Committee, and the Social Issues Committee. Committee materials consist of informational materials about the committee, meeting minutes, program planning materials, reports, and memos. Materials for the California Campus Compact include program summaries, surveys, and reporting material. Also included in these records are resources about the Campus Compact and general community service projects, a time-line history of the Community Service-Learning program at USD, and a video recording overview of select programs created in 1999.
Additional Note
Most of these materials were formerly housed in binders. There were moved to folders for preservation purposes.
Arrangement
The majority of this collection is arranged in alphabetical order.
Access Information
This collection is open for research.
Preferred citation
[Folder Title], Box # Folder #, Center for Community Service-Learning records, Copley Library, University of San Diego, Archives and Special Collections.

Processing Information
This collection was processed by Tessie Camina in 2009. Further processing was conducted by Ashley Toutain in 2017.

Removed or Separated Material
Photographs have been removed from their original location to photo storage for preservation purposes. In each instance, copies were made and remain in the original location. Video tape has been removed to an alternate location for preservation purposes.

Related Material
2001 Community Service-Learning "USD Service Matters" available for view in the University Archives and Special Collections.

Subjects and Indexing Terms
Rauner, Judy

Subjects and Indexing Terms
Center for Community Service-Learning
Associated Students of the University of San Diego
University of San Diego

Subjects and Indexing Terms
San Diego (Calif.)

Subjects and Indexing Terms
Service learning
Campus Compact (Project)
Minutes (Records)
public service activities and groups

Series I: Administrative records, 1985-2008

Scope and Content Note
Records in this series contain documents of the various committees and programs related to Community Service-Learning at the University of San Diego. The records include fliers, meeting minutes, planning materials, reports, and surveys. The primary committees represented are the Associated Students Community Service Committee, the Experiential Education Committee, and the Social Issues Committee. Also included are materials related to the California Campus Compact of which USD is a member institution.

Arrangement
This series is arranged in alphabetical order.

Box/Folder: 1 / 1
Advisor Team, 1998-1999

Scope and Content Note
[Contains materials for the AS Community Service Committee. Among these materials are Advisor Reports that include histories of community service programs. Reports are included for the following programs: Alternative Spring Break; American Indian Outreach; BandAids; Best Buddies; Family Learning Center; Habitat for Humanity; Homeless Outreach; Linda Vista Kids Project; Respect for Life; Senior Citizen Outreach; Shoes that Fit; Single Mothers Tutoring Project; Special Olympics; Tijuana Orphanage Outreach; Urban Plunge; Volunteers for Youth; and Workplace Literacy.]

Box/Folder: 1 / 2-3
Advisory Committee, 1986-1994

Scope and Content Note
[Includes agendas, meeting minutes, and an annual report to Campus Contact.]
Box/Folder: 1 / 4-10  
Associated Students, 1986-1994  
Scope and Content Note  
[Material related to the Associated Students Volunteer Resources Committee and Community Service Committee. Among these documents are correspondence, program information, meeting minutes, memos, newsletters and news clippings.]

Box/Folder: 1 / 11  
Associated Students Advisor Report, 1998  
Scope and Content Note  
[These reports include a history of each community service program.]

Box/Folder: 1 / 12  
Scope and Content Note  
[Materials associated with the Linda Vista Kids program which provided after-school activities to Linda Vista youth.]

Box/Folder: 1 / 13  
Associated Students - Agoura, 1997  
Box/Folder: 1 / 14  
Associated Students - Student Literacy, 1990  
Scope and Content Note  
[Fliers, memos, reports, and articles about the Student Literacy Corps, a credit based course for USD undergraduate students.]

Box/Folder: 1 / 15  
California Campus Compact, 1994-2000  
Scope and Content Note  
[Reporting and survey material as well as summer institute information.]

Box/Folder: 1 / 16  
California Campus Compact - Grants and Program Summaries, 1998-2001  
Box/Folder: 1 / 17  
California Campus Compact - Institute for Integrating Service with Academic Study, 1994-1996  
Box/Folder: 1 / 18  
Collaborative Approaches, circa 2001  
Box/Folder: 1 / 19-26  
Experiential Education Committee, 1987-1998  
Scope and Content Note  
[Goals, history, informational materials, memos, and meeting minutes for the Experiential Education Committee. Also includes programming materials for internships, workshops, and events.]

Box/Folder: 1 / 27  
Experiential Education Committee, 1999 January  
Scope and Content Note  
[Meeting agenda.]

Box/Folder: 1 / 28  
Box/Folder: 1 / 29  
Irvine Faculty Development Program, 1992-1993  
Scope and Content Note  
[Fliers.]

Box/Folder: 1 / 30  
Irvine Faculty Development Program, 1994-1995  
Scope and Content Note  
[Fliers.]

Box/Folder: 1 / 31  
Faculty Information Sheet, 2000-2001  
Scope and Content Note  
[Information regarding faculty who incorporated Community Service-Learning into their courses.]
Box/Folder: 1 / 32  CSL [Community Service-Learning] History, circa 2008

Box/Folder: 2 / 1  Learn and Serve America, 1995-1997
Scope and Content Note
[Progress reports and plans.]

Box/Folder: 2 / 2  Pilot Project, 1994 Spring
Scope and Content Note
[Information on courses that integrated Community Service-Learning projects.]

Box/Folder: 2 / 3  Report for Faculty Mentor, 1995-1996
Scope and Content Note
[Includes reports from faculty mentors for the Community Service-Learning office.]

Box/Folder: 2 / 4  Service-Learning Courses, 1994-1995
Box/Folder: 2 / 5  Service-Learning Courses, 1995-1996
Box/Folder: 2 / 6  Service-Learning Courses, 1996
Box/Folder: 2 / 7  Service-Learning Courses, 1996-1998
Box/Folder: 2 / 8  Service-Learning Courses, 1998-2000
Box/Folder: 2 / 9-10  Service-Learning Master Copies, 1995-1997
Scope and Content Note
[Compilation of informational material about Community Service-Learning.]

Box/Folder: 2 / 11-20  Social Issues Committee, 1990-1997
Scope and Content Note
[Materials include fliers, calendars, conference planning documents, memos, and programming information.]

Box/Folder: 3 / 1-5  Social Issues Committee, 1997-2001
Scope and Content Note
[Materials include fliers, calendars, conference planning documents, memos, and programming information.]

Box/Folder: 3 / 6  Social Issues Committee - Calendar, 1990-1991
Box/Folder: 3 / 7  Social Issues Committee - Calendar, 1991-1992
Box/Folder: 3 / 8  Social Issues Committee - Correspondence, 1989-1990
Box/Folder: 3 / 9  Social Issues Committee - Events - Speakers, 1988-1989
Box/Folder: 3 / 10  Social Issues Committee - Events - Speakers, 1990-1991
Box/Folder: 3 / 11  Social Issues Committee - Memoranda, 1984-1985
Box/Folder: 3 / 12  Social Issues Committee - Memoranda, 1985-1986
Box/Folder: 3 / 13-19  Social Issues Committee - Meetings, Memoranda, 1986-1993
Scope and Content Note
[Includes memos and meeting minutes.]

Scope and Content Note
[Includes minutes, fliers, and informational materials.]

Box/Folder: 3 / 29  Social Issues Committee - Survey, 1985
| Box/Folder: 3 / 30 | **Student Literacy Corps Program, 1989-1993**  
| | Scope and Content Note  
| | [Includes grant application materials, reports, and project information.]  
| Box/Folder: 3 / 31 | **Team-Taught Courses, 1990-1998**  
| | Scope and Content Note  
| | [Information on Team-Taught Courses that were sponsored by the Social Issues Committee.]  
|  | **Series II: Publications, 1996-2000**  
| | Scope and Content Note  
| | This series of publications includes reference materials related to community service as well as documentation about the Campus Compact program of which USD is a member.  
| Box/Folder: 3 / 32 | **Campus Compact publication, *Benchmarks for Campus/Community Partnerships*, 2000**  
| Box/Folder: 3 / 33 | **Building Sustainable Partnerships: Linking Communities and Educational Institutions**, 1996-1998  
| Box/Folder: 3 / 35 | **Taking Service-Learning to the Next Level: Emerging Lessons from the National Community Development Program**, 2000  
|  | **Series III: Publicity, 1999**  
| | Scope and Content Note  
| | Publicity materials include newspaper articles, newsletters, announcements, a video tape documenting Community Service-Learning programs, and USD volunteer buttons.  
| Box/Folder: 3 / 36-37 | **Publicity, 1994-2001**  
| Box/Folder: 3 / 38 | **Video Cassette Tape "Headstart Program; Noah Homes; Linda Vista Leaders; and Telecote Canyon", 1999**  
| | Removed or Separated Material  
| | [Video and related folder have been separated for preservation purposes.]  
| Box/Folder: 3 / 39 | **Community Service-Learning Program video], 1999**  
| | Scope and Content Note  
| | [Folder containing the material for the video.]  
| Box/Folder: 3 / 40 | **["We Care, USD Volunteers" pins], undated**