

**CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO**

**Annual Report
June, 2000**

Community-University Partnerships

Submitted by:

**Dr. Richard M. Eberst, Director
Dr. Teresa Morris, Director**

This report covers the time frame from April 1999 to June, 2000 with represents the first full year of effort of Community-University Partnerships. It is important to note that CUP is neither a “Center” nor an “Institute” since its boundaries are not limited to within a College or between two or more Colleges. CUP is an element of the entire University and the regional community providing service to any and all members of the campus and the University’s service area. That is why CUP is referred to as the “Partnership” rather than as to a Center or Institute.

1. Directors’ statement of accomplishments

Appendix A provides a one page summary of all the significant efforts of CUP this year. **Appendix B** provides the CUP report to the Provost which includes outcomes for each go the CUP Strategic Goals contained in the CUP Strategic Plan . **Appendix C** provides a list of the CUP Leaders: (Members of the Executive Committee; Ex-Officio Executive Committee Members; and Partnership Committee Members with addresses of members from off campus. **Appendix D** provides a Summary of the “Criteria for True CUP Partnerships” which was developed over the past year and **Appendix E** provides a list of all the Community Partnerships CUP has generated during the 1998-1999 and 1999-2000 Academic Years.

2. A detailed description of present and projected activities

Appendices A and B provide extensive summaries of all the significant past efforts of CUP this year. I immediately below is a summary of the significant present and projected activities:

Present and Projected Activities:

- ! Providing funding for CUP Fellowships over the summer of 2000
- ! Plan Inventory of Partnerships in two more Colleges
- ! Revise CUP Goals and Objectives for 2000-2001
- ! Plan the CUP Faculty Training Series for 2000-2001
- ! Hire a Director of Service-Learning
- ! Finish CUP Brochure
- ! Up date current web site
- ! Organize all RFPs and potential funders into effective system
- ! Develop portable CUP display
- ! Secure new office space
- ! Remodel (if necessary)and move to new office space
- ! Re-Do CUP Organizational Chart
- ! Work with Kauffman Intern....if approved by IECE
- ! Plan and prepare for Fall Faculty Training (Sept. 12)
- ! Plan for meeting with all Department Chairs in fall
- ! Finalize CUP By-laws, job descriptions, etc.
- ! Revise Community Indicators with new format (five priorities)

- ! Plan and hold three meetings with Advisory Board
- ! Revise "Health" Partnership group using currently existing groups
- ! Explore community website and funding with Civicpartnership.com
- ! Work with Clifford Young to develop external funding strategy for CUP
- ! Meet with Lorraine Whitehorse-Everham regarding possible California Endowment funding
- ! Organize Service-Learning Materials in library for faculty use
- ! Support work of summer 2000 CUP Fellowships
- ! Put out call for CUP Fellowships for the Fall

3. A budget statement, including clear indication as to how university funding was expended
See Appendix F for the most recent Budget Summary from when CUP was started in 1998 to the end of this AY (1999-2000).

4. A budget plan for the following academic year.
 See **Appendix G** for the projected budget plan for next year (2000-2001).

5. Anticipated grant-development activities.
 The following grant-development activities are anticipated:

- ! Seek non-competitive funding from Federal Sources
- ! Seek competitive funding from the California Endowment
- ! Seek funding from the CSU for Service-Learning
- ! Seek other competitive funding
- ! Work with President's Office to identify "Earmarked" funding

APPENDIX A

Executive Summary

**CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO**

Community-University Partnerships

May, 2000

Submitted by:

**Dr. Richard M. Eberst, Director
Dr. Teresa Morris, Director**

Community-University Partnerships

Executive Summary

May, 2000

CUP has been in formal operation since Spring of 1999 and the key achievements during this time are summarized below.

- A Formed: an operating structure with two co-directors; an executive committee with representation from all the academic colleges and student affairs that meets weekly; an advisory Board that meets quarterly; and Partnership groups focusing on particular strategic themes that are developing specific projects and agenda.
- A Developed: a strategic plan for Community University Partnership activities; many support materials, definitions, background materials; and conducted over 30 presentations within the campus and community regarding CUP goals and principles.
- A Communicated CUP activities via new website, regular email updates, reports to the President, Provost and Advisory Board, and expanded local media coverage of CUP events.
- A Started Inventory of community university partnerships and began development of a format to serve as a regional partnership clearinghouse.
- A Began Fellowship program that awarded twelve fellowships to faculty, administrators and staff and awarded six other awards to support community partnership efforts.
- A Completed considerable research on other Community University Partnership Models, via literature and national contacts, and shared CUP principles with other campuses.
- A Organized two Annual Symposiums with major speakers, partnership development activities and the display of Partnership projects.
- A Took the lead on developing a service-learning agenda for the campus, hired a service-learning coordinator, and offered training and guidance on implementing service-learning activities across the campus and within the curriculum.

Note: Attached is a detailed annual report of Community University Partnership (CUP) activities as they relate to the CUP strategic plan.

APPENDIX B

Directors' Annual Report to Provost

**CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO**

Community-University Partnerships

May, 2000

Submitted to Provost Fernandez

by:

Dr. Richard M. Eberst, Director

Dr. Teresa Morris, Director

**COMMUNITY-UNIVERSITY PARTNERSHIPS
DIRECTORS' ANNUAL REPORT
TO THE PROVOST
APRIL, 2000**

The following report summarizes the efforts of many campus and community individuals and groups during the initial year of operations of Community-University Partnerships (CUP). Initial efforts to develop a formal campus structure which would specifically address the third goal of the CSUSB strategic Plan began in April of 1999 with the presentation of the second Community-University Symposium. During the last part of the Spring quarter and the summer of 1999, the specific philosophical underpinnings, goals, objectives and actions for what came to be called Community-University Partnerships were developed. CUP was officially formed during the Summer of 1999 and received baseline funding during the 1999-2000 Academic Year. This inaugural, annual report will utilize the Goals and Objectives of the CUP Strategic Plan, which were finalized during the early Fall Quarter of 1999, as the format for the report. The Directors and Executive Committee hope this summary will provide the reader with a historical summary of the efforts and dedication of all of those involved in bring CUP to a reality and the current status of the organization.

Community-University Partnerships Strategic Plan: Finalized, Fall, 1999

Goal 1: Promptly establish a working organizational structure, processes, and related written materials so that CUP becomes a functioning organizational unit of the University as quickly as possible.

Objectives and Initiatives:

1. Establish baseline funding at a sufficient level for CUP to operate

1-1a. Clearly present priorities to be funded

CUP was initially funded with “soft” money from the University via the president’s budget and with funding from several colleges on the campus. This funding was sufficient to support CUP through the end of the Winter Quarter of 2000. During the Fall Quarter of 1999, CUP requested and received “Baseline” funding from the president’s “20% funding” which allowed the organization to function on an on-going basis. CUP also secured “Baseline” funding from the College of Social and Behavioral Sciences, College of Education; College of Natural Sciences and “One-Time” funding from the College of Business and Public Administration and the College of Humanities. At this time CUP receives approximately \$ 150,000 in baseline funding each year. The first year’s budget is reflected below:

President's Office	\$	105,000
On-Going		49,900
One-Time		<u>23,000</u>
Grand Total	\$	177,000

Using an extensive strategic planning process, CUP developed the following specific list of projects to fund:

- ! Annual Symposium
- ! CUP Fellowships
- ! Operations of the CUP Office
- ! Support for CUP leaders
- ! Specific Projects related to CUP goals
- ! CUP Website
- ! Inventory of Campus Partnerships Efforts
- ! Service-Learning Director

1-1b. Maintain frequent contact with Provost regarding budget

CUP is in regular contact with the Provost and President regarding major actions and the Provost is copied on all major correspondence. Additionally, the President's Special Assistant is a full voting member of the CUP Executive Committee.

1-1c. Gain fiscal and philosophical support from across campus.

CUP was able to gain funding from a variety of sources:

- ! College of Social and Behavioral Sciences
- ! College of Education
- ! College of Natural Sciences
- ! College of Business and Public Administration
- ! College of Humanities.
- ! College of Extended Learning
- ! Division of Student Services
- ! Student Leadership and Development
- ! Student Union
- ! Social Work Department
- ! Faculty Senate Professional Development Coordinating Committee
- ! American School Health Association
- ! Intellectual Life Committee
- ! Campus Compact
- ! CSU Service-Learning

1-2. Maintain effective leadership team

1-2.a. Maintain an active Executive Committee.

CUP formed an Executive Committee (Appendix A) comprised of one faculty member from each of the five Academic Colleges, two persons from Student Affairs and one from

upper administration in addition to the two Co-Directors and staff representative. The committee has been meeting every Tuesday since the end of the Winter Quarter of 1999 and the Co-Directors and staff meets every Thursday.

1-2.b. Develop an active Advisory Board (Community and Campus Members) and convene at least two board meetings in AY 1999-2000.

CUP has formed an Advisory Board (See Appendix A) which is comprised of campus and community leaders. The goal is to meet once each quarter and once over the summer. To this date the Advisory Board has met twice and has a third meeting scheduled during the Spring Quarter.

1-3. Establish effective communications with campus and community

1-3.a. Establish a high quality, evolving Web Site

During the Summer of 1999, CUP developed its initial web site (<http://partnerships.csusb.edu>) with the great assistance of Dr. Joe Scarcella. During the Fall of 1999 the site was further developed with the assistance of Academic Computing and Media who has been hired to provide assistance and maintenance for the site. In fact, the CUP website was completely revamped and was used the model site for revision of the entire CSUSB web structure. The assistance of Tom Ruvolo, Mike Ross, Carey Van Loonen and Deborah Robinson was and still is greatly appreciated.

1-3.b. Develop effective methods to update campus and community about CUP actions

During the first eight months of CUP's existence, a weekly report was sent to all interested campus members. Feedback from these stakeholder revealed that this level of communication was not necessary and so CUP is in the transition process of moving towards monthly up-dates to key stakeholders and quarterly reports to the entire campus.

Note: Based upon a variety of input from on and off campus, the CUP Executive Committee is undertaking a review of the current CUP structure so as to more fully integrate the efforts of all segments of the organization.

Commence inventorying of campus partnership activities so that CUP can begin to fulfill its “clearinghouse” function of connecting the community with campus resources and providing a one-stop source of information about CSUSB’s partnership activities.

Objectives and initiatives

2-1. Identify individual(s) to lead inventory in the CSBS

2-1.a. Develop scope and details of the inventory process

CUP decided to start this inventory process in one academic College and progress through all colleges and Divisions after a satisfactory process and protocol was developed. Since the College of Social and Behavioral Sciences contributed the most funding to CUP, it was decided to use this College to initiate the inventory process. CUP developed a RFP which was submitted to all CSBS faculty and after reviewing the proposals selected Dr. Dale Sechrest from the Criminal Justice Department to conduct the Inventory. Dr. Sechrest was provided funding to support the process and a graduate assistant.

Dr. Sechrest and his graduate assistant developed a three stage process to survey the faculty. A draft survey was developed, it was shared with the department chairs for their input and then sent out to all CSBS faculty with a cover letter from the Dean. The Inventory Team then contacted each CSBS faculty via email and telephone to remind them to complete the survey and then made a personal appointment with each person to conduct a personal, follow-up interview. The final report of this College is expected during the summer of 2000. CUP is in the process of preparing a revised process for the next Colleges once Dr. Sechrest provides his formal recommendations for adjustments.

2-1.b. Use Fellowship process to identify potential faculty to conduct Inventory.

CUP decided not to use Fellowship funding for this process since these funds were designed to be open to the entire campus. CUP allocated sufficient funds to this process so a director and graduate assistance would be supported.

2-1.c. Hire a graduate assistant to assist with process evaluation skills

See item 2-1.a

2-2. Develop & pilot test instrument(s) to conduct inventory

This was completed with the input of the CUP Executive Committee and the CSBS chairs.

2-2-a. Develop instrument working with Public Affairs

This process was relegated to the Inventory Research Team and the future surveys will

seek the input of Public Affairs and the Needs Assessment Committee once their efforts have been completed.

2-2-b. Pilot test inventory with one CSBS department

The pilot test was conducted with a small sample of CSBS faculty.

2-3. Conduct Inventory Process:

This process is currently underway and all the steps listed below are currently in progress and progress is at the 2-3.c step.

2-3.a. Prepare Inventory for distribution

2-3.b. Distribute Inventory

2-3.c. Collect and follow-up with subjects to reach high return rate

2-3.d. Summarize and analyze data

2-3.e. Prepare summary reports for campus, community and leadership

2-4. Report Results of the Inventory

This will be completed during the summer of 2000.

2-4.a. Develop format for inventory to be loaded on web site and published

Once the initial inventory process is completed and the recommendations of the Inventory Team have been received, CUP will publish the results on our website and begin development of a web-based process to maintain the information.

2-4.b. Develop methods to keep inventory up to date

The CUP web site was designed to support this process and to have a way for faculty and staff to continue to update their partnership efforts. Also, there will be a “search engine” to allow campus and community individuals to search the data base.

2-4.c. Submit written reports to Dean, VP and President and CSBS faculty

Many reports have been submitted to the campus leaders and CSUSB faculty, staff and administration via the Bulletin Board, email and written reports. An interim report will be completed and submitted after all the data have been collected and analyzed.

2-5. Adapt Inventory as needed to function for other Colleges:

This process is planned for the summer of 2000.

2-5.a. Share results with second college to be inventoried

Once the results have been finalized, a second College will be selected and the Current Inventory Team will work with the second College in facilitating the data collection process.

2-5.b. Generate suggestions for adaptation of instruments

The CSBS Inventory Team will submit a feedback survey to the faculty to seek input as

to how future processes can be improved.

2-5.c. Adjust the instruments and reporting formats

These steps will be completed after all the data have been collected and analyzed and suggestions for improvement and adjustment have been solicited and considered.

2-6. Develop Format for a Partnership Clearinghouse:

During the Fall of 2000, CUP will begin the development of an on-going process to collect, old, update and make available information regarding all partnerships on campus. This is a huge and on-going process which will require a substantial commitment of time, staff and financial support.

2-6.a. Create a Clearinghouse Development Team

During the summer of 2000, CUP will evaluate the current Inventory Process and identify 5-7 people to serve as the Clearinghouse Development Team. This Team will have a chairperson and will develop a budget and process to keep the Clearinghouse current and useful to users. Additional funding will be sought to maintain this effort.

2-6.b Research other clearinghouse formats

CUP leaders contacted approximately seven other campuses currently engaged in similar Partnership activities and each indicated they decided not to undertake such a process since keeping the information up to date is an “impossible task.” However, these campuses did not have the level of support and interest for the project as does CSUSB so the CUP leaders are looking at other types of clearinghouses focused on other types of campus efforts.

2-6.c. Develop pilot format for clearinghouse

This effort is still in progress but much time and effort has been developed to crafting our CUP Website to accommodate this service in the future.

2-6.d. Solicit formal and informal input regarding the pilot format

CUP undertook the development of its website to accommodate these efforts. The Development team will be a sub-committee of the Executive Committee with one community representative from the Advisory Board. CUP has been attempting to identify other campuses which inventory their partnerships but most of these that have been so far connected have decided that the inventory process is too time consuming and, as stated above, the results are out of date too rapidly.

2-7. Finalize Partnerships Criteria After CSBS Inventory is Completed

CUP conducted extensive research and identified several sources of “Partnership Criteria” which served as the initial basis for “CUP Criteria.” Appendix B reflects the “Criteria for a True Partnership.”

2.7.a. Review current criteria for partnerships

The Criteria went through several rounds of editing and were published on CUP’s web

page and was part of the CUP call for Fellowships and were utilized in soliciting and reviewing CUP Fellowships.

2-7.b. Convene partnership criteria review committee

CUP then convened a Fellowship Review Committee which applied the Criteria for Partnerships to the Fellowship awards process as a pilot study prior to establish a formal Partnership Criteria Review Committee.

2-7.c. Edit Criteria and submit to entire Advisory Board for review

The CUP Fellowship Review Committee edited the Partnership criteria and ill submit them to the CUP Advisory Board during the Spring Quarter meeting.

2-7.d. Widely publish criteria to campus and community

The current criteria have been published on the CUP website, submitted to all campus members via the Bulletin Board and were also contained in the CUP RFP for CUP Fellowships.

GOAL 3: Initiate Partnerships

Initiate three major partnerships at the University level that address three of CUP's priority areas (Regional Economic Advancement {Economic Transformation}; Enhancing Education levels {Education}; and Advancing Culture and the Arts {Livability}).

Objectives and Initiatives:

3-1. Identify at least 20 possible partnership opportunities

3-1.a. Develop an inventory with information regarding current and future CUP partnership inquiries

CUP is continuing its Inventory process as described in Goal 2 above and as of the summer of 1999, approximately 25 potential Partnership areas were identified. Also see goal # 2.

3-1.b. Begin the development of a major Partnership Research Program.

The CUP Executive Committee and Strategic Planning Committee, with input from community leaders, chose to focus on the following six Partnerships in order of priority:

1. Economic Transformation;
2. Livability (Culture, Arts and Scientific Literacy);
3. Educational Quality of the Workforce and Citizenry;
4. Health Enchantment;
5. Community Assets;
6. Family.

3-1.c. Establish Indicators of Success and Benchmarks

Further discussion led to the decision to initially focus on the first three priorities and then build the last three during the Spring Quarter of 2000. At this time, three Partnerships have been developed, organized, and have held at least two meetings. The initial focus of these meetings have been on:

1. Establishing indicators for each Partnerships Outcomes
2. Developing the "Criteria for Making Decisions for Partnership Projects."
3. Generating ideas regarding what the region would look like if our efforts were successful.
4. Developing a Mission Statement for each Partnership
5. Finalizing the contact information for each Partnership member
6. Identifying additional members necessary for the Partnership to be successful
7. Planning for the Third Annual CUP Symposium Workshops
8. Developing leadership for the Partnerships
9. Identifying possible sources of data to assist the Partnerships

10. Strategic Planning

3-1.d. Finalize the “Criteria for Partnerships”

These criteria have been developed and will be submitted to the CUP Advisory Board during the Spring of 2000 for final approval.

3-2. Create leadership groups to address the three priority partnership areas

These three have been identified and actually the process of identifying leaders for the other Partnerships is currently underway.

3-2.a. Identify currently existing CSUSB and Community structures to serve as leadership groups or create, where needed, new groups

Partially completed but still on-going.

3-2.b. Allocate CUP fellowships to leadership groups for award to partnerships

These three leadership groups have been formed and are functioning with representation from the entire campus and many aspects of the regional community. At this time CUP Fellowships have not specifically been allocated to the Partnerships but CUP insured that each Partnership area had at least one Fellowship focused in its specific area of work. Also, all the Fellowships were awarded by the CUP Fellowship Review Committee and most likely will continue so in the future. Partnerships will be informed of the availability of the Fellowships and will be asked to encourage and facilitate the submission of Fellowship Proposals.

3-2.c. Develop regular schedule of leadership meetings

Completed

3-2.d. Develop reporting structure for leadership teams to update campus/community

Partnership leaders report to the CUP Executive Committee and also to the CUP Advisory Board on a Quarter basis.

3-2.e. Assist leaders develop partnership agendas for partnerships

The Partnerships have had regular meetings with some wanting to meet more often than others. At this time, the experience has demonstrated that monthly meeting seem to be preferred. CUP is in the process of identifying a campus and a community leader to serve as Co-Chairs of each Partnership and then one of them will have the reporting responsibility in keeping the CUP Executive Committee and CUP Advisory Board informed as to their actions and needs. In all cases, the CUP Executive Committee and Co-Directors have consistently assisted the Partnership Leaders in planning and implementing the Partnerships meetings.

ymposium

Objectives and Initiatives:

Conduct the third annual CUP symposium with the goal of engaging campus and community participants in developing detailed partnerships, strategies, programs, and performance indicators related to CUP's three priority areas (Regional Economic Advancement {Economic Vitality}; Enhancing Education levels {Education}; and Advancing Culture and the Arts {Community Capacity}).

Objectives and initiatives

The Third Annual CUP Symposium was scheduled for April 17th, 2000 and was held in the CSUSB Events Center. The Symposium had Dr. Judith Ramaley, President of the University of Vermont, as the keynote speaker. There were meetings for each of the Partnerships in the afternoon and the Symposium was followed by a two hour Service-Learning Workshop which featured three national leaders in the Service-Learning field. Over 400 invitations to off-campus leaders and over 80 to on-campus individuals were sent. Cindi Pringle was contacted to develop a media plan for the Symposium. The third symposium invited attendees, if they have not already done so, to join one of the six Partnerships. In the past, summary reports from each symposium have been generated and mailed to the attendees within two weeks of the event and this process will continue for this year's effort.

4-1. Plan, implement, and report results of the symposium

Each of the first three Symposia produced a final report which was sent out to all attendees and stakeholders. The initial symposium generated a generic report but for the last two Symposia individual reports, specific to each partnership, were generated and sent.

4-1.a. Review feedback and recommendations from last symposium

The CUP Executive Committee developed a formal Symposium Evaluation/Feedback form which was completed by the attendees, analyzed and the results utilized in CUP functioning and in planning the next symposium. The results of the 2000 Symposium are currently be summarized.

4-1.b. Develop agenda and program for 2000 symposium

The Year 2000 Symposium was held on April 17, 2000 and was a huge success. Nearly 180 attendees were present, a full agenda was developed with Dr. Judith Ramaley, president of the University of Vermont, was the keynote speaker. Additionally, the Symposium was followed by a Service-Learning Workshop with three nationally known experts serving as the workshop facilitators.

4-1.c. Invite and ensure media attendance

CUP Executive Committee members directly contacted three media reporters from the local newspapers and invited them to attend. Additionally, two representatives from the L.A. Times Foundation were invited and attended. The SB Sun sent a reporter who interviewed Dr. Eberst and one of the CUP Fellows, Dr. Rivera and an article regarding the Symposium appeared in the April 18, issue.

4-1.d. Develop significant partnerships through the symposium

Three of the Partnerships had already been developed prior to the 2000 Symposium but the Health Enhancement and Family and Community Enhancement Partnerships initially meet and were developed during the Symposium.

4-1.e. Report results of the symposium to all constituents (President, University leadership, participants, media, community)

The minutes of the Symposium are being developed and will be published to the campus with more complete summaries provided to the President, Provost, and CUP Advisor Board.

GOAL 5: Involve campus in CUP

Undertake outreach efforts to all Divisions of the University to encourage participation in CUP partnerships and activities.

Objectives and initiatives:

5-1. Recruit a core group of students/faculty/staff to participate in CUP

CUP has developed a fully functioning Executive Committee of seven professionals which as representatives from each College, the President's office and the Division of Student Affairs. A regular student representative has not yet been identified. A CUP Advisory Board has also been formed with 22 representatives from all aspects of the University and Community.

5-1.a. Identify a lead person in each College and Division to be liaison with CUP

CUP's Executive Committee consists of seven professionals which represent each Academic College, the President's office and the Division of Student Affairs.

5-1.b. Enlist at least ten (10) division/college faculty/staff to work with CUP

By way of the CUP Executive Committee, the CUP Advisory Board, the CUP Fellowship process and networking with other elements such as the Inland Center for Entrepreneurship, the Water Resources Institute, Student Leadership and Development, Academic Computing and Media and several Staff Liaisons CUP had enlisted nearly 70 CSUSB members to work with on CUP projects.

5-1.c. Develop plan for each liaison to contact each department or unit in their division

Members of the CUP Executive Committee have met with the Administrative Council, the Chairs of the Colleges of Business and Public Administration, the College of Social and Behavioral Sciences, the University Advisory Board and each faculty in the College of Social and Behavioral Sciences. Additionally, special efforts have been undertaken to meet with the Institute for Applied Research, the Inland Empire Center for Entrepreneurship, the Health Sciences Department, the Career Services Center, the Public Relations Division, and several academic and administrative departments.

5-2. Develop a partnership agenda for each College/Division related to CUP Priorities

This process was postponed until the Partnership inventories have been fully developed for each college.

5-2.a. College/Division Liaisons conduct planning with community to develop an agenda.

CUP decided to postpone this process until a complete inventory of the current partnerships for each college has been complete.

5-2.b. Publish agenda in variety of formats and venues

See 5-2.a

5-2.c. Identify specific outcomes and indicators to be addressed

See 5-2.a

5-2.d. Conduct regular community-university meetings to refine and track the agenda.

CUP has met with many campus stakeholders and once the agendas are finalized they will be refined and tracked. See 5-2.

GOAL 6: Develop the role of service learning as a part of CUP

Begin to develop a service learning agenda for integration into CUP's activities.

6-1. Establish a lead person as CUP Director of Service-Learning

Dr. Susan Verducci was selected as the Director of Service-Learning for the University and support by assigned time from CUP.

6-2. Make contact with all Academic Internship Coordinators on campus

CUP, working with the Career Services Center, developed a list of all Academic Internship Coordinators on campus and this list was used to develop a data base of possible Service-Learning efforts.

6-3. Develop an inventory of all CSBS courses with service-learning components

An initial list of CSUSB courses which might have service-learning possibilities was developed and has been revised as of April, 2000.

6-4. Conduct a survey of current service-learning efforts, qualities and outcomes in CSBS

The Inventory being conducted in the CSBS includes questions regarding the Service-Learning efforts of that College's Faculty.

Additionally, each CUP Fellowship applicant had to outline how they would be using Service-Learning as part of their Fellowship activities. Also, the CSU Director of Service-Learning was invited and attended the CUP 2000 Symposium and she provided CSU logo materials for the Symposium raffle

APPENDIX C

**COMMUNITY-UNIVERSITY PARTNERSHIPS
LEADERSHIP INFORMATION:**

**CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO**

COMMUNITY-UNIVERSITY PARTNERSHIPS

June, 2000

Submitted by:

Dr. Richard M. Eberst, Director

Dr. Teresa Morris, Director

COMMUNITY-UNIVERSITY PARTNERSHIPS LEADERSHIP INFORMATION:

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STUDENT UNION BUILDING, ROOM 119

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TROY DIAL, MEMBER	880-3253	tdial
SUSAN VERDUCCI, MEMBER	880-5672	sverducc
KATHY ERVIN, MEMBER	880-5876	kervin

EXECUTIVE COMMITTEE: EX-OFFICIO:

AL KARNIG, PRESIDENT	880-5001	akarnig
LOU FERNANDEZ, PROVOST	880-5024	lfernand
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**COMMUNITY-UNIVERSITY PARTNERSHIPS
PARTNERSHIP COMMITTEE MEMBERS
AY 1999-2000**



Last Name	First Name	Affiliation/Departments
Abilez	Mary Ellen	ASI President
Demauro	Dave	Admin. & Finance
Eberst	Rick	CO-Director CUP
Revin	Kathy	Theater Arts
Fernandez	Lou	Academic Affairs
Graybill	Ronald	Loma Linda Univ.
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Hanson	Lee	Management
Karning	Albert	President
King	Jeannie	Fac. Senate Chair
Kushner	Sid	Spon. Programs
Molle	Mary	Nursing
Morris	Teresa	Co-Director CUP
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Patzer	Gordon	Business Public Admin.
Ralph	Johnnie Ann	Library CSUSB
Roberts	Joanne	Arrowhead Credit Union
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		San Bernardino, CA 92408
Rodden	Leslie	San Bernardino County School
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		San Bernardino, CA 92401
Santiago	Rowena	Teacher Center
Summers	Susan	Extended Learning
Verducci	Susan	Educational Psychology

APPENDIX D

CRITERIA OF TRUE CUP PARTNERSHIPS

**CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO**

Community-University Partnerships

June, 2000

Submitted by:

Dr. Richard M. Eberst, Director

Dr. Teresa Morris, Director

**CRITERIA OF A TRUE CUP PARTNERSHIP
AS AGREED TO BY THE CUP EXECUTIVE COMMITTEE
AUGUST, 1999**

Characteristics of a "true" community-University partnership:

1. It must have an agreed set of mission, goals, and outcomes;
2. It must produce mutual trust, respect genuineness and commitment;
3. It must build upon identified strengths and assets;
4. It must have clear and accessible communication between partners, making it an on-going priority to listen to each other, develop a common language, and validate and clarify the meaning of terms;
5. It must have roles, norms and processes for the partnership which are established with the input and agreement of all partners;
6. It must evolve;
7. It must have feedback to, among and from all stakeholders in the partnership with the goal of continuously improving the partnerships and its outcomes;
8. It produces mutual benefit to all partners;
9. It is a shared enterprise with benefits all partners;
10. It has equal ownership among both all partners;
11. It produces an equal exchange of issues
12. It is mutually conceived and developed by all partners;
13. It produces some level of change in the outcome or product;
14. It treats each partner as an equal;
15. It has to address some large goal;
16. It allows for shared creativity;
17. It produces something that is measurable;

APPENDIX E

**CURRENT COMMUNITY-UNIVERSITY
PARTNERSHIPS**

APRIL, 1999 TO MARCH, 2000

**CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO**

**Community-University Partnerships
June, 2000**

Submitted by:

Dr. Richard M. Eberst, Director

Dr. Teresa Morris, Director

CURRENT COMMUNITY-UNIVERSITY PARTNERSHIPS APRIL, 1999 TO MARCH, 2000

This is brief summary of some of the Community-University Partnerships CUP has directly worked to develop, nurtured or played leadership roles since April, 1999 and the current CUP Fellowships which were funded since March of 2000.

! Economic Gardening Market and Competitor Analysis: The Inland Empire Economic Gardening Collaborative

This project introduces to the Inland Empire an innovative business analysis technique for promoting economic growth which was originally developed by the City of Littleton, Colorado. This is an award-winning “Economic Gardening “ strategy focused on a new approach to regional economic development. The project will focus on cultivating existing or potentially existing community businesses and assets to improve economic vitality which is in contrast to most prevailing state and local government practices which focus on trying to recruit new, outside business.

Partners:

Marlene Best, Asst. City Manager, The City of Lake Elsinore (Riverside County)
Rick Collins, Non-Curricula Training Programs, Mt San Jacinto Com. College,
Dr. Lee Hanson, CSUSB Management Department
Jerry Henderson, California Trade and Commerce Agency
Rob Moran, Economic Development Manager, County of Riverside
Sus Morales, BizNet Coordinator, City of San Bernardino BizNet/Business
Support Network

! **The Hillside Players “Theater is Elementary”**

This pilot program with the San Bernardino City School District creates an age-appropriate theatrical performing troupe with fourth-sixth grade students at Hillside University Demonstration School. During a ten week period, for four days a week, elementary students will learn the basic tenets of artistic perception and creative expression in theater arts. The students work with CSUSB students and faculty to plan and conduct performances which will be open to the public and student at Hillside School.

Partners:

Dr. Thomas Provenzano, Theater Department
San Bernardino City School District
Alvina Pawlik, Principal, Hillside University Demonstration Schools
Prof. Ellen Kronowitz, College of Education
Staff and Faculty, Theater Arts Department

! **Whirling With the Cosmos**

This effort increases the quality and quantify of culture, arts and science literacy in the region. This year the partnership hosts “Rumi 2000” a major symposium with papers, presentation and performances related to Rumi (1207-1273), an Islamic mystic (Sufi), who founded the Whirling Dervishes and wrote 65,000 verses. Participants are bused to “Cal-Earth, a research and building site in Hesperia, CA., where Nader Khalili will be the keynote speaker. CSUSB students in dance, music, etc. will provide entertainment and facilitate the workshops as leaders, assistants, co-presenters and evaluators.

Partners:

Dr. Lonny Fields, CSUSB History Department
Nader Khalini, California Institute of Earth Art and Architecture
Dean David Lawrence, San Bernardino Valley College, Humanities Division
Avaz Dance Company

Riverside Community College
Arts Council of San Bernardino
Dr. Peg Hill, San Bernardino County Schools

! **CSUSB High School Honor Band & Honor Choir**

This project brings approximately 250 high school students to the CSUSB campus for six hours a week for several Saturdays. The students work with selected CSUSB students, of various majors, to plan, develop and rehearse free concerts presented on the campus in the evening of the meeting days. The high school students are selected by their local band and choir directors. The CSUSB students are studying how to be high school directors of bands and choirs and also visit the students at their local schools. While on campus, the CSUSB students and the High School students engage in games and activities to encourage team building.

Partners:

Tamara Craver & Rob Dunham, CSUSB Music Department
A.B. Miller High School Antelope Valley High School
Apple Valley High School Barstow High School
Big Bear High School Bloomington High School
Canyon Springs High School Eisenhower High School
Hesperia High School La Quinta High School
Linfield High School Montclair High School
Norco High School

! **Common Ground: A Multi-Arts Celebration & An Evening of African-American Arts** (To be funded for the Next Round of Fellowships)

This project generates a partnership of local residents and CSUSB students, faculty and staff in creating an “Evening of African-American Arts.” Each year the event honors a different ethnic group and different residents and campus members are involved. The primary audience are K-12 students and CSUSB students but many other local organizations and groups are involved.

Partners:

Dr. Sarah Boeh & Leslie Bryan, Theater Arts
“CommUniversity” Dance and Movement Arts Center
E. Neal Roberts Elementary School
E. B. Miller High School
Home of Neighborly Services

! **Community Staff Professional Development**

This project utilizes the expertise of several CSUSB clerical staff and College of Education students to conduct a series of Staff Professional Development workshops for the staff of a local community-based organization. The project develops an on-going training process which can be utilized by many local non-profit organizations which are newly organized or suffering from a lack of poor office organization and procedural functioning.

Partners:

Doris SelvaPagan & Dr. Mary Texeira.
Provisional Accelerated Learning Center
Sociology Department
Craig Monroe, Communications Studies
Cherryln Eller, Management

! **Service Learning in the Upper Division Writing Course**

This project trains CSUSB students, using the English 306 course, to provide English Composition mentoring and teaching to local high school teachers and students. Also, the CSUSB students enrich the classroom and provide additional resources for the high school teachers to use in their classes. This project dovetails with the current CSUSB Center for English Partnership.

Partners:

Dr. Philip Page, English Department, Chair
Kellie Rayburn, English Department, Lecturer
Dr. Jacqueline Rhodes, English Department, Professor
Diana Roloff, English Department , Student
Beth Highbee, SB County Public Schools
CSUSB, Center for English Partnerships

! **Developing Leadership Opportunities for Latino Youths**

This project works with regional Hispanic students, who have an historically high school drop out rate, and provides them a comprehensive college attendance enhancement and information program of motivational speakers, workshops and essential knowledge about college and career choices. The project utilizes CSUSB students who have “graduated” from this program to serve as staff and leaders.

Partners:

Dr. Tom Rivera, CSUSB Undergraduate Studies
Cynthia Olivo, Inland Empire Future Leaders Program
Kiwanis Club of Greater San Bernardino

! **Citizenship & Career Skills Development**

This project utilizes CSUSB undergraduates to teach a nationally recognized “Citizenship” curriculum to appropriately 50 inter-city, intermediate public school students. The project assists the learners to work more effectively together and to increase knowledge and skills in conflict management, cooperation and community building. The project also works on increasing the students’ writing skills and their awareness of and attachment to the university.

Partners:

Nena Torrez, College of Education.
Two Inter-City San Bernardino Primary Schools
Dr. Jim Mitchell, National University

! **Citizenship & Career Skills Development**

This project utilizes CSUSB undergraduates to teach a citizenship curriculum to appropriately 50 San Bernardino inter-city, secondary public school students. The primary goal is to assist the learners work more effectively together and increase their knowledge and skills in conflict management, cooperation and community building. The secondary goal is to increase the students' job development and job searching skills. The students are taught how to research an industry and discover what specific skills are needed to succeed in that industry and how to secure jobs within that industry. Students are divided into writing teams and construct a "book" regarding the industry which can be utilized by future students.

Partners:

Denise Benton, CSUSB UPWARD BOUND
Two Inter-City San Bernardino High Schools
Dr. Jim Mitchell, National University

! **Development of Environmental Quality Paradigm for the Inland Empire**

This project utilizes university faculty, university students and community experts to identify, analyze and spell out key parameters to be used as measurable indices to evaluate the over-all quality of the regional environment in the University's service region. These parameters are utilized to generate an "Environmental Report Card" for the region which are employed to collect data and then report to the general public.

Partners:

Dr. Lal S. Mian, Health Sciences Department
Pamella Bennett, Chief, Division of Environmental Health,
San Bernardino County Public Health Department
Dr. Major Dhillon, District Manager, Northwest Mosquito and Vector Control
District, Riverside County
Eldon Heaston, Deputy Air Pollution Control Officer, Mohave Desert Air Quality

Management District, San Bernardino County
HSCI 352, 401, 402, 322 students

! **Early Childhood Intervention Program: CSUSB and Arrowhead Regional Medical Center (ARMC)**

This project brings together the multidisciplinary expertise of CSUSB faculty, researchers, students, and regional medical professionals and is develops an early childhood intervention project which addresses the priority health concerns outlined by the Children and Families Commission of San Bernardino County. The project develops and implements a multi-disciplinary early childhood intervention program to increase parenting skills, increase school readiness, facilitator cognitive and emotional development and provides a coordinated, non-overlapping case management services to children and families. CSUSB students are the primary staff for the implementation of the project serving under the leadership of campus and community leaders.

Partners:

Robert LaChausse, Health Science and Human Ecology
Dr. Cindy Paxton, Chair, Health Science and Human Ecology
Prof. Mary Molle, Nursing
Margaret Brasch, Sponsored Projects
Ann Ivey, SB County Department of Public Health, Ret.
Dr. Gerald Green, Arrowhead Regional Medical Center
Dominic Nigro, Director, Arrowhead Regional Medical Center
San Bernardino County DPSS and Molina Health Care

! **Community University Partners in Educational Technology**

This project provides educational technology assistance to the Provisional Accelerated Learning Center (PAL), a local community-based organization which assists high risk individuals gain vocational education and GEDs. The project further enhances the PAL Center's computer and educational technology. CSUSB students and ACM staff assist in the development of the following: networking all classrooms; installation and set up of

video projection units, installation of production enhancement software; training programs for the PAL Center faculty/staff in the use of related computer software and instructional technology; and computer laboratory management and Local Area Network administration.

Partners:

Mike Ross, CSUSB Academic Computing and Media Department
Jo Thompson, Profession development Coordinator, ACM
Father Bob Miller Holy Rosary Academy
Carmen Carswell, Operations Specialist, ACM
Dr. Mildred Henry, The Provisional Accelerated Learning Center
The CSUSB Division of Information Resources and Technology
Steve Budick, ACM Student Technician
David Alaniz, Operations Specialist, ACM
College of Education Students (graduate and undergraduate) and Faculty
Department of Science, Math and Instructional Technology
ETEC 546, Computer Based Technology in Education Students

! **1999 Summer Egyptian Arts Camp:**

This was a partnership with the CSUSB Fullerton Museum, CSUSB College of Education, three SB middle schools and the most outstanding Art Education teacher in the State of California. It brought 60 disadvantaged middle school students to campus for a week during the summer to study Egyptian Art, Egyptian History and explore the CSUSB Fullerton Museum and was totally funded by CUP. It produced a cohort of students who are more fully aware of Egyptian history, a mandatory subject in all California schools, enhanced the students' inter-racial communications and exposed disadvantaged students to cultural and artistic environments they would have never normally experienced. The process also exposed these students to the potential benefits of staying in school, graduation high school, and of eventually seeking higher education.

! **Horizons Partnership:**

This is a Partnership with the City of San Bernardino, Channel 3, three high schools, Neighborhood Housing Services of the Inland Empire, Valley College and CUP. It uses local high school students to develop a TV series on home buying, renovation and maintenance. Students used academic classes to develop content, wrote the script, partnered with construction companies, and remodeled a home in San Bernardino. The entire process was video taped in a “This Old House” format. Taping finished in June for broadcast in July, 2000.

! **Focus 92411:**

This is a Partnership of the Residents of the 92411 Zip Code, Community Hospital SB, SB County Dept. Of Public Health, CSUSB Health Science and Nursing departments. The goal is to improve the over-all quality of life and health for all people who live or work in the zip code. Funded by CA Healthy Cities and Communities, CHSB Foundation, CSUSB, CUP and Catholic Charities. The effort has produced a new non-profit organization, an inventory of all resources in the zip code, a list of all the billboards in the area, a new ATM machine for the zip code, many community events including an annual Holiday Toy Give Away Party for local elementary school children, a job clearinghouse for Census 2000 workers and helped to keep open the two local libraries in the zip code.

! **Lutheran Mission:**

This is a partnership of several departments on the CSUSB campus, with Social Work as the lead, and the Lutheran Mission of San Bernardino. The project utilizes health, education, social welfare, nursing, psychology, etc. students in service-learning activities to provide educational, social and health services to local residents who do not have health insurance.

! **Inland Empire Community Benefits Collaborative:**

This is a partnership of all nine regional hospitals in SB and Riverside Counties, three United Ways, and the Health Departments of both counties, CSUSB, and Loma Linda University. The effort has developed a common health agenda for the Inland Empire and

coordinated the Community Benefits programs of all agencies into a more unified process. This effort has also developed, with UC Riverside, a proposal for an integrated health data base for both counties which will be housed in the Health Departments and available to anyone via the County's web sites. Planning and implementation funding should be forth coming from the California Endowment.

! **Accelerating Community Transformation Project:**

This is a partnership with Loma Linda University Medical Center, the City of San Bernardino, Merck Pharmaceuticals, the Health Forum, Disney Foundation, CSUSB (CUP), and 21 other local agencies including police departments, housing, etc. The effort implements a comprehensive community health agenda for the Inland Valley region and uses common, web-based software to connect all partners into a comprehensive network of providers who work on common concerns in health, economics, community capacity, education, and family development.

! **Inland Preventative Services:**

This is a partnership with Inland Preventative Services, CSUSB (CUP) and "Focus 92411" to conduct regional health fairs for needy and uninsured residents of the City of San Bernardino.

! **African-American Health Initiative:**

This is a partnership with San Bernardino County Medical Society, IWIN, the Pan American Access Corporation, SB Department of Public Health, Community Hospital of San Bernardino, Supervisor Jerry Eaves' Office, Inland Empire Black Nurses Association, National Sickle Cell Project, the Precinct Reporter, the CSUSB Marketing Department, and CSUSB (CUP) and is developing a specific agenda to improve the over-all health status and health outcomes for all African-Americans living in SB County.

! **City of San Bernardino Economic Transformation:**

CUP has provided support to the SB Mayor's office in the development of a comprehensive Economic Transformation plan for the entire City. It is funded by the

Mayor's office.

! **Inland Empire Nursing Enhancement Project:**

This is a partnership with Community Hospital of SB, St. Bernardine's Medical Center, the Foundations of both hospitals, the San Bernardino Hispanic Chamber of Commerce, CSUSB (CUP), and the CSUSB Nursing Program. The project increases the number of nurses graduating from CSUSB, provides CSUSB nursing graduates with more clinical experience in local hospitals, reduces the orientation time necessary for newly hired nurses, increases the number of Hispanic and Spanish-Speaking nurses in the region, and keeps more CSUSB nursing graduates in the local region. It is funded by the hospitals' Foundations. The hospitals also provide funding to support current hospital clinical nursing specialists to teach CSUSB nursing laboratory sections for the Nursing Department so more majors are admitted into the Nursing program.

! **Non-Profit Management Partnership (American Humanics):**

This is a partnership with American Humanics, the Resource Center for Non-Profit Management, several local non-profit agencies, the CSUSB College of Business and Public Administration, several CSUSB academic departments, the CSUSB Inland Empire Center for Entrepreneurship, and CSUSB (CUP). The develops a seamless series of educational opportunities for enhancement of managers of local non-profit agencies in the San Bernardino and Riverside County area by developing a coordination of extended education courses, extended education certificate programs, Bachelors' Degree recipients with a American Humanics Certificate and an MBA in Non-Profit management. It is funded by the Kellogg Foundation, the Casey Foundation, American Humanics, the CSU Chancellor's Office, CSUSB and CSUSB-CUP.