



CIVIC ENGAGEMENT REPORTING

2020–2021

OVERVIEW

Civic engagement involves "working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community, through both political and non-political processes" (Excerpted from *Civic Responsibility and Higher Education*, edited by Thomas Ehrlich, published by Oryx Press, 2000, Preface, page vi.)

Community engagement is a subset of civic engagement whereby faculty/staff/students partner with the community to achieve the above definition. Partnership with the community involves a mutually beneficial exchange of knowledge and/or resources in a context of reciprocity for the purpose of contributing to the public good.

Annual civic engagement reporting is being conducted to:

- Contribute to the comprehensive story about ISU's community engagement.
- Elevate faculty engaged scholarship, teaching, and service as well as student engagement.
- Promote greater improvements in interdisciplinary and campus-community collaborations centered around the communities' most pressing issues.
- Support fundraising and development efforts.
- Provide a means to track progress toward strategic directions, objectives, and actions identified in *Educate Connect Elevate: Illinois State—The Strategic Plan for Illinois' First Public University 2018–2023*.

Reporting will be open and ongoing with **annual deadlines** aligning with the University's faculty performance evaluation review/annual productivity report timeline which requests faculty reports on or near **January 5**.

Faculty/Staff who are primary instructors of record of a class have access to Digital Measures to report any curricular civic engagement with students as well as any civically engaged scholarship/research and public service.

All co-curricular civic engagement with students can be reported in the Civic Engagement Reporting Portal.

CONTENTS

DIGITAL MEASURES REPORTING.....	2
Curricular/Co-Curricular Civic Engagement Reporting.....	2
Scheduled Teaching.....	2
Directed Student Learning.....	3
Faculty Civically Engaged Scholarship Reporting.....	4
Faculty Public Service Reporting.....	5

DIGITAL MEASURES

Digital Measures will be used to report civic engagement within [for-credit classes](#) and [directed student learning experiences](#) as well as [faculty scholarship](#) and [public service](#). It can be accessed by visiting <https://www.digitalmeasures.com/login/ilstu/faculty/app>

Curricular/Co-Curricular Civic Engagement Reporting

To report any civic engagement within a class, visit the “[Scheduled Teaching](#)” and/or “[Directed Student Learning](#)” screens under the Teaching category.

▼ Teaching

Faculty Academic Advising

Directed Student Learning (e.g., theses, dissertations)

Non-Credit Instruction Taught

Scheduled Teaching

Curricular Development and Design

Scheduled Teaching

Faculty/Staff who are the primary instructor of record of a class will see their classes listed under the “Scheduled Teaching” screen.

To report a community partnership with any of those classes, click on the class and answer the “Community” questions found beneath the class information. Add partnerships for that class by selecting the number of partnerships and clicking the “+Add” button.

Community
 Did you collaborate/partner with community (individuals, groups, and/or organizations external to campus) for this class? A partnership with community involves a mutually beneficial exchange of knowledge and/or resources in a context of reciprocity for the purpose of contributing to the public good. If yes, please add your partnerships below.

1st Partnership

Organization/Group Name

Location of engagement/intended impact (City, State, Country)

Number of participating students

Hours of engagement per student

Brief Description

Note: Within the description please include an overview of the assignment students completed, the purpose/goal of the partnership, the community issue/need addressed, anticipated outcomes/impacts, length of partnership, and any other additional information.

How did students complete this assignment with community?

Select the number of partnership rows to add:


If the class did not work with a community partner, but experienced another form of civic engagement, check the “Civic Engagement” tag at the bottom of the page. *Please also check this box if there **was** a community partnership.*

- Tags/Keywords
- Civic Engagement
 - Diversity & Equity
 - Substantive Outcomes

Directed Student Learning

Faculty/Staff who are not the primary instructor of record for a class (such as clinical instructors who facilitate laboratory or clinical site experiences) and do not have the class listed under “Scheduled Teaching” can report their community partnerships and civic engagement in the “Directed Student Learning” screen.

Faculty/Staff who are advisors for registered student organizations can also report on any co-curricular civic engagement they helped facilitate with their student group. Complete relevant questions about the class/experience.

Involvement Type 

Explanation of "Other"

Student Information

1st Student Name

Student First Name Student Last Name

Select the number of student name rows to add:

Student's Home Department/School

Explanation of "Other"

Department Code

Course Number

Number of Credit Hours

Title of Student's Work

Stage of Completion

Comments

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Date Started


Date Defended/Completed

If there was a community partnership for this student experience, complete the community questions. Add partnerships by selecting the number of partnerships and clicking the “+Add” button.

Community

Did you collaborate/partner with community (individuals, groups, and/or organizations external to campus) for this class? A partnership with community involves a mutually beneficial exchange of knowledge and/or resources in a context of reciprocity for the purpose of contributing to the public good. If yes, please add your partnerships below.

1st Partnership

Organization/Group Name 

Location of engagement/intended impact (City, State, Country)

Number of participating students

Hours of engagement per student

Brief Description

Note: Within the description please include an overview of the assignment students completed, the purpose/goal of the partnership, the community issue/need addressed, anticipated outcomes/impacts, length of partnership, and any other additional information.

How did students complete this assignment with community?

Select the number of partnership rows to add:

If the student(s) did not work with a community partner, but experienced another form of civic engagement, check the “Civic Engagement” tag at the bottom of the page. Please also check this box if there was a community partnership.

Tags/Keywords Civic Engagement
 Diversity & Equity
 Substantial Outcomes

Faculty Civically Engaged Scholarship Reporting

To report any civic engagement within faculty scholarship, visit the “Intellectual Contributions/Publications,” “Intellectual Property,” and/or “Presentations” screens under the “Scholarship/Research” category.

▼ Scholarship/Research

- Performances and Exhibits
- Biographical Sketch - NIH | NSF
- Contracts, Fellowships, Grants and Sponsored Research

- Intellectual Contributions/Publications
- Intellectual Property
- Presentations

If community was partnered with at any point in the production of a publication, patent/copyright, or presentation, please answer the following questions. Add partnerships by selecting the number of partnerships and clicking the “+Add” button.

Community

Did you partner with community (individuals, groups, and/or organizations external to campus) at any point during the process of creating this scholarship or creative activity? A partnership with community involves a mutually beneficial exchange of knowledge and/or resources in a context of reciprocity for the purpose of contributing to the public good. If yes, please add your partnerships below.

1st Community Partnership

Please list the name of the organization or group with which you partnered.

Organization/Group Name

Location of engagement/intended impact (City, State, Country)

Start Date

End Date

Select the number of community partnership rows to add:

Brief Description

Note: Within the description please include an overview of the assignment students completed, the purpose/goal of the partnership, the community issue/need addressed, anticipated outcomes/impacts, length of partnership, and any other additional information.

These questions are available on all three screens listed above. If there was no community partnership, but there was another form of civic engagement, check the “Civic Engagement” tag. Please also check this box if there **was** a community partnership.

Tags/Keywords Civic Engagement
 Diversity & Equity
 Substantial Outcomes

PLEASE NOTE: Grants, contracts, and sponsored research involving community partners are already collected via Cayuse. If a performance/exhibit or a grant, contract, fellowship, or sponsored research involved any civic or community engagement, please check the “Civic Engagement” tag on the relevant screen.

Faculty Public Service Reporting

No additional questions were added to the “Public Service” screen under the “Service” category. Please check the “Civic Engagement” tag after answering the relevant questions about any public service with community.

Organization/Committee/Club

Position/Role

Explanation of “Other”

City

State

Country

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Committee's Key Accomplishments

Note: For activities that are/were only on one day, leave the start date blank and specify the end date.

Start Date ,

End Date ,

Tags/Keywords Civic Engagement
 Diversity & Equity