

**SPA Committee Meeting
November 10, 2020
9:00 AM**

Attendees: Erika Aust, Dr. Lawanda Dockins-Mills, Charlie Endicott, Seth Endicott, Khadijah Greene, Candace Henry, Ceaira Revels, Dr. Wallace Southerland, and Blossom Thao.

Dr. Southerland opened the meeting promptly at 9 AM. The group made introductions as some new faces were present.

SWOT Presentation by Dr. Lawanda Dockins-Mills

- Praised the SWOT Working Group for doing a great job and a great collective effort
- SPA Committee was asked to keep the document internal at this point
- The committee was asked to provide feedback and thoughts on the next steps
- Shared the comprehensive, division-wide report, noting precise, well-articulated goals should be the focus (not volume)
- Dr. Southerland pointed out the SU Strategic Plan has five goals
- The report includes a summary of recommendations for the SPA committee
- Made an additional recommendation to the report: the supervisors that oversee these units should meet with their staff to review the data

Dialogue about SWOT Report

- Dr. Southerland asked for reactions, thoughts, and questions regarding the report
- Ceaira liked the layout and added she would like to see feedback, data, and resolutions from the supervisors incorporated
- Candace thanked Lawanda, who deserves much of the credit for galvanizing the group. She liked the structure and organization of the report, as each unit is reported. She noted the need for recommendations regarding how to motivate the groups that did not report.
- Seth agreed the process was organized and well-done. He is excited for the follow-up and agrees with limited goals; with too many goals, the vision is lost
- Dr. Southerland reiterated the final recommendation, adding leadership agrees, a supervisors meeting will help identify goals and turn the report into an “action document” for each unit
- Dr. Southerland recommends each director to narrow SWOT analysis to 5-7 goals, as a natural next step to dwindle brainstorming to useful, manageable data
- The committee agreed the goals can be grouped by themes
- Seth recommended a meeting to talk about improvement of Student Affairs as a whole, division-wide, not just by unit. Dr. Southerland will direct Seth to the U: drive, as this was previously addressed by the committee

- 41 • Dr. Southerland advised the group to send an email with other suggestions, if thought of
42 after the meeting
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44 **Proposal Assessment Consultations**

- 45 • Dr. Southerland proposed half-day assessment consultation sessions with directors
46 • Presentations would use the CAUSE model once the director has provided the data. The
47 committee would provide feedback
48 • Dr. Southerland shared a sample assessment schedule as well as the instrument of a draft
49 assessment consultation sheet, which would be provided to each area to have clear
50 feedback noted
51 • Dr. Dockins-Mills asked for clarification regarding if this was the next step from the
52 quarterly data reports. Dr. Southerland confirmed as more of a learning opportunity for
53 SPA and for the directors to become familiar with the feedback. Ultimately, this
54 instrument would be the next phase. Lawanda suggested taking a step further -- Part A:
55 quarterly assessment document and Part B: SPA Assessment Consultations
56 • Dr. Southerland made the distinction, quarterly data are collected to make the annual
57 report less stressful. Dr. Heather Holmes, a unit director not on the committee, suggested
58 the dashboard be updated quarterly, as the data are available.
59 • Dr. Dockins-Mills inquired about making the documents (the quarterly matrix) look more
60 alike, to be more connected. Dr. Southerland will give thought to branding, as want to
61 make clear to directors this is not a stand-alone effort and not intended to be extra work
62

63 **Announcements**

- 64 • Dr. Dockins-Mills announced her retirement at the end of December, offering to return
65 on a consulting basis (with pay) to work on data
66 • Dr. Southerland shared the Student Affairs Assessment website, adding the next iteration
67 includes culturally-responsive and other assessment tools and resources. He asked the
68 members to share the website with their areas.
69 • Dr. Southerland will add book resources to the website. Dr. Dockins-Mills suggested
70 added the Culturally Responsive Leadership in Higher Education from a recent campus
71 book discussion
72 • A member suggested a communication update with assessment information when the
73 quarterly reports are done. Dr. Southerland liked the idea to have a quarterly assessment
74 newsletter that covers examples and leads people to the resources. Lawanda agreed good
75 idea to keep assessment front and center. SPA members supported the idea of some type
76 of quarterly assessment newsletter.
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79 Meeting was adjourned at 10:07 AM
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82 Minutes recorded by Belinda Poole

83 Minutes reviewed and approved by Dr. Wallace Southerland
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