

**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  
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#### 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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