



## **SPE Advisory Committee Meeting October 30, 2023 (Virtual) Notes**

**In attendance: Paige Smith, Alicia Armijo, Jared Abdirkin, LeAnn Detillier, Cyd Grua, Kate McCartan, Sean Seepersad, Amy Spies, Shelley Plutto**

**NC-SARA Staff: Marianne Boeke, Terri Taylor-Straut, Rachel Christeson, Ray Audett, Emily Jacobson**

### **Proposed Agenda:**

#### **I. Welcome & Review of Agenda – Marianne (5 minutes)**

- a. Agenda overview
  - i. Marianne welcomed committee members and provided an overview of the agenda.
- b. NC-SARA staff roles and transitions
  - i. An update was provided to committee members on NC-SARA's organizational chart and the staff positions NC-SARA is currently hiring for.

#### **II. 2023 SPE Conference Debrief – Marianne (10 minutes)**

- a. SPE Conference attendance and evaluation feedback
  - i. Marianne & Rachel shared the SPE Conference survey with committee members and highlighted items that worked well for the 2023 conference and suggestions to help improve the 2024 SPE Conference. Committee members provided additional feedback on the 2024 conference and ways to engage attendees for future meetings that could help enhance the conference, such as new SPE breakfast and holding breakout groups at different times of the day when attendees have the most energy.
- b. 2024 SPE Conference suggestions
  - i. The 2024 SPE Conference will be held in Indiana, which was the first state to join SARA as a member. The 10-year anniversary of SARA will be celebrated. Committee members liked the idea of inviting Lumina to speak at the conference since they were the original funder for SARA, whether they speak to state authorization

or other high priority items in the higher education landscape. Other ideas were shared such as providing training to SPEs to level set interpretation and understanding of SARA work, having SPEs share best practices on monitoring institutional compliance or best to approach processes for provisional status. Bringing back breakout sessions for the SPE conference and doing more sessions by levels of SARA knowledge was suggested.

**III. 2024 SPE Summit – Emily & Marianne (10 minutes)**

- a. Tentative dates and timelines
  - i. Tentative date for SPE Summit is February 22, 2023 from 9:30am-1pm MT.
- b. Potential topics for the 2024 Summit
  - i. Talking about next steps for the SARA community with federal regulations was discussed. Committee members asked if a state-by-state grid or cross-walk could be shared on impacts of language, similar to what had been done in previous years. Folks thought it would be helpful to have NC-SARA board representation attend and speak to their plans for navigating federal regulations.

**IV. 2023 SARA Policy Modification Process (PMP) - Marianne & Jared (10 minutes)**

- a. Webinar dates and planning
  - i. Jared provided a brief update on discussions and voting from the October NC-SARA Board meeting regarding the PMP. He also gave committee members an update on upcoming webinars surrounding the policy modification process and the rationale for each webinar. Highlights for the 2024 PMP process were shared, including the transition for the new chair and co-chair.
- b. Training for SPEs and institutions on new or modified policies
  - i. One of the webinars being hosted before the end of 2023 will provide guidance to SPEs and institutions on any changes that were approved to the SARA Policy Manual.

**V. Data Reporting and OOSLP Changes – Rachel (10 minutes)**

- a. Reporting per placement, not student
  - i. Rachel took a few minutes to explain changes to OOSLP reporting guidelines in 2024. Additional information will be provided at the next occurrence of the SPE Advisory Committee meeting. Committee members asked if additional examples could be provided along with the guidelines to differentiate between spring and fall.

**VI. Resources for SARA SPEs –Terri & Jared (10 minutes)**

- a. Follow-up on discussions from 2023 SPE conference

- i. This item will be added to the next SPE Advisory Committee meeting occurrence. Terri spoke to the intent of the topic and said she could reach out to SPEs via email to generate ideas as well, but additional discussion at a future date would be helpful.
- b. Initial thoughts on SPE needs in this area were collected by Jared at the SPE Conference and will be shared at the next meeting.

**VII. SPE Service Award – Terri & Marianne (10)**

- a. Discussion of whether SPEs would want to honor one SPE per year at the Annual Conference
- b. This topic came up as part of the SARA Ten Year Anniversary Celebrations and is beyond the scope of that group.
  - i. This item will be added to the next SPE Advisory Committee meeting occurrence. Folks involved in this work would like SPE Advisory Committee member feedback on this before moving forward.
  - ii. Criteria and process for the SPE Service Award would likely be developed by the SPE Advisory Committee.

**VIII. SARA Portal and Knowledge Base Articles – Ray & Terri (10 minutes)**

- a. Overview of current work
  - i. Ray and Terri shared updates on the plan to create a knowledge base of articles in the portal and explained how SPEs could search for articles. Articles take content from the SPE Portal Handbook for the SARA portal and make them digital and searchable, allowing information to be accessible in one place.
  - ii. Questions: Does NC-SARA keep the handbook and continue to update once per year, or keep it digitally accessible only? Would both modalities be helpful to have? Some committee members didn't think both modalities would be necessary if all information in the handbook could be accessed digitally. Additional discussion on this topic will be had at a future SPE Advisory Committee meeting.
- b. Updates and feedback
  - i. Committee members discussed the idea of having a list serve in the SARA portal, maybe it could be broken out by region and an independent link could be provided for folks.

**IX. Next Steps & Adjourn (Marianne / All) (3 minutes)**

- i. Committee members were thanked for their time and reminded of the next occurrence for the meeting. NC-SARA will get minutes out to committee members and any supplemental materials that might be helpful.

**Future meetings:**

- December 14, 11am-12:15pm MT