



MEMORANDUM

To: **Bernard Anderson**, Associate Vice Chancellor for Student Life, Chair
Bonnie Becker, Associate Vice Chancellor for Student Success, Associate Professor, SIAS
Shannon Carr, Assistant Vice Chancellor for Enrollment Services
Amanda Figueroa, Senior Director, Student Transitions and Success
Turan Kayaoglu, Faculty Assembly Chair, Professor, School of Interdisciplinary Arts & Sciences
Nedralani Logotala, Program Support Supervisor, Equity and Inclusion
Michael Marquez, Senior Executive Director, University YMCA Student Center
Alana Rust, Court 17 Resident Assistant, Junior, Communications
Sean Schmidt, Associate Director, Student Planning and Administration
Jake Stroud, Co-Chair NSEOF Student Advisory Committee, Junior, Psychology
Ruoqi Sun, ASUWT Senator, Senior, Business Administration
Anne Taufen, Associate Professor, School of Urban Studies
Halanna Williams, ASUWT Director of Internal Communications & Affairs; Junior, Writing Studies

From: Mentha Hynes-Wilson, Vice Chancellor for Student Affairs 

Subject: **Student Affairs Strategic Planning Steering Committee**

Date: February 18, 2022

Colleagues:

This memo serves as my official charge to the Student Affairs Strategic Planning Steering Committee.

Committee Leadership:

I have appointed Bernard Anderson, Associate Vice Chancellor for Student Life, to facilitate the work of this committee. Chanda Chen, Student Affairs Organizational Development Specialist, will provide project management support to the committee. Daniel Nash, Student Media Specialist, will provide communications and administrative support to the committee.

Committee Charge:

The overarching charge of this committee is to develop a ***five-year strategic plan (2022-2027)*** for the Division of Student Affairs. The committee will begin its work in March 2022. The strategic plan should be ready to implement by **fall quarter 2022 (September 28, 2022)**. The

Student Affairs Strategic Plan should support and complement the UW Tacoma campus strategic plan that is currently under development.

I have outlined several considerations to guide the committee's work as part of this process. The committee's work will take place in at least three major phases: 1) planning phase, 2) implementation phase and 3) evaluation and assessment phase.

1. Planning Phase (Winter 2022, Spring 2022 & Summer 2022)

- Conduct a comprehensive SWOT analysis and environmental scan.
- Affirm or revise a compelling vision and mission to guide the efforts and work of the Student Affairs team.
- Gather and assess feedback from key stakeholders vis-à-vis focus groups, surveys, and other relevant data collection methods.
- Develop a project work plan with accompanying deadlines, key checkpoint dates, committee member tasks, etc.
- Draft the final strategic plan document, which should include measurable goals and metrics as well as identify key areas of responsibility for staff to execute the plan. The plan should also provide alignment indicators with the campus-wide strategic plan.

2. Implementation Phase (Fall Quarter 2022)

- Begin the process of executing the strategic plan goals and objectives.

3. Evaluation and Assessment Phase (ongoing--at the conclusion of each quarter)

- The Associate Vice Chancellor for Student Life, along with the Student Affairs Executive Leadership Team (ELT) and Student Affairs Leadership Team (SALT), will be responsible for creating a team and structure to evaluate and assess whether key success indicators are being met within the plan.

External Committee Consultant:

Dr. Toya Barnes-Teamer, CEO of the Teamer Strategy Group, has been selected to serve as an external consultant to support our planning process. Dr. Barnes-Teamer will be available to consult with the committee at identified key checkpoints throughout the process. However, she will not directly participate in the committee's day-to-day work.

Periodic Updates:

At identified checkpoints, I would like to receive periodic updates from the committee chair on the status of the plan.

Thank you, again, for undertaking this important assignment.