

SACSA – Communities of Engagement

Overview, Guidelines, & Current Communities and Facilitators

SACSA Core Values:

The core values below represent the ideals on which the Southern Association for College Student Affairs was built and continues to prosper from in meeting the needs of the student affairs professionals and affiliates in the south. The Core Values of Inclusiveness, Professionalism, and Collegiality shall permeate all governance, decisions, operations and activities of the association.

- Inclusiveness: Diversity, History, Affordability, Accessibility, Involvement
- Professionalism: Research, Scholarship, Practice, Expertise, Professional Development, Integrity, Learning
- Collegiality: Mentoring, Collaboration, Regional Commitment, Volunteerism, Fellowship, Traditions, Networking

Communities of Engagement Guidelines:

SACSA's newest initiative – Communities of Engagement – aligns with the mission of SACSA to provide opportunities for understanding of issues impacting students and the student affairs profession, while fostering our core values of inclusiveness, professionalism, and collegiality. To provide an environment of dialogue, support, problem solving, and idea generation in alignment with SACSA's core values, SACSA asks members keep the following things in mind as it relates to themselves, their institution, their students, and their colleagues when participating in its Communities of Engagement:

- **Engage with respect**
 - Communities of engagement should provide a platform for healthy dialogue around current issues and successes in our field. We can challenge one another in respectful ways to move conversations with civility.
- **Think and act responsibly**
 - Help other SACSA members understand when you are sharing opinions versus facts. Carefully consider what information you may not be allowed to share per your institution's policies or legislation such as FERPA, Title IX, or HIPAA.
- **Give credit where credit is due**
 - SACSA encourages bringing resources to help inform dialogue. As educators in higher education, let's celebrate and credit the ideas, theories, and work of our colleagues.

If a SACSA member is unable to engage in alignment with SACSA's core values and the Communities of Engagement guidelines, SACSA reserves the right to address the concern with potential removal of the member from the Community of Engagement. Facilitators or members can report concerns to the COE Coordinator through an online form.

Current Communities of Engagement



Higher Ed Legal Issues

Space for members to discuss federal and state legislation that impact our work and students.

COE Facilitator

Ashton Hartley
Florida Gulf Coast University
arhartley@fgcu.edu



Leadership and Supervision

A better staff begins with better leadership.

COE Facilitator

Pam Curtis
University of Louisville
pncurt01@louisville.edu

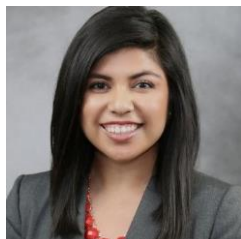


Social Justice and Inclusion

Learning collaboratively to create inclusive spaces for individuals to thrive as their authentic selves.

COE Facilitator

Cristina Perez
Alpha Delta Pi Sorority
cperez@alphadeltapi.com



LatinX Collegas

Collegas Unidos! A space for members to promote and collaborate over advocacy, networking, learning and sharing best practices, and mentoring initiatives for the LatinX/Hispanic community.

COE Facilitator

Xochil Ramirez
University of West Georgia
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Getting Started

Step 1: Log into SACSA webpage and update your profile

On the right navigation menu, go to "Manage Profile" and "Edit Bio" to update your basic information. On the right navigation menu, go to "Profile Home" to upload a picture. It will allow people to put faces to names as more member engage.

Step 2: Join communities and engage

Members may join as many communities as they like. Much like Blackboard, Canvas, and other online educational tools, there is a way to create and engage in a forum to keep conversation groups together. It allows for conversations to remain grouped together if a member is particularly interested in one discussion.

The screenshot displays the SACSA web interface. On the left, there's a sidebar for the "COE: Higher Ed Legal Issues" forum, listing roles like COE Coordinator (Kristin Walker), COE Facilitator (Ashlon I Selby), and Webmaster (Zach Oberkorn). The main content area shows a "Welcome to our Community of Engagement on Current Legislation Impacting Higher Education and Student Affairs" message. Below this, there's a "Recent Forum Activity" section with several posts, including one about N.J. making it easier for kids of unauthorized immigrants to get college aid. On the right, there's a "My Profile" section with options like "Profile Home", "Manage Profile", and "Create Resume/CV". Below that is a "Calendar" section showing dates from 11/6/2016 to 11/14/2016. The bottom right of the screenshot shows a list of forum posts with user avatars and timestamps, such as "4/21/2016 at 2:40:05 PM GMT" and "4/21/2016 at 2:45:33 PM GMT".

Members can subscribe to different forums to receive email updates on forum topics that are of particulate interest to them.



The screenshot displays the SACSA web interface for the "COE: Leadership and Supervision Forums". The sidebar on the left lists "Group Home", "Directory & Features", "Options", "Group Admin Options", "Change Homepage Layout", "My Subscriptions & Settings", and "Top Posters". The main content area shows a "Leadership and Supervision" section with a post titled "How First Time Managers Can Avoid Flaming Out". The post includes a link to a resource at the Center for Creative Leadership and a "General Discussion" section. Below the post, there's a section titled "Owning Your Supervisory Needs AKA managing up" with a link to a blog post by Kristin Walker. At the bottom, there's a section titled "Your team doesn't trust you" with a link to a blog post by Kristin Walker.

Step 3: Encourage members to join and engage in the communities

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Responsibilities of the COE Coordinator and Facilitators

Communities of Engagement Coordinator

As SACSA builds this membership engagement opportunity, there will be lessons learned on what members would like to see. The COE Coordinator, facilitators, and members can work together to make COE not only a membership benefit but a way to further the mission and philosophy of SACSA and student affairs. Below are the main responsibilities of the COE Coordinator.

Cultivate Communities of Engagement

The COE Coordinator cultivates communities by:

- Educating membership on engagement expectations that align with the COE vision
- Promoting and marketing communities as a way to engage with members beyond the annual conference
- Working with members who are interested in proposing new communities
- Monitoring and engaging in communities
- Addressing any reported concerns regarding engagement occurring in communities



COE Coordinator

Kristin Walker
Clemson University
Kwalke2@clemson.edu

Support Facilitators

The COE Coordinator supports COE facilitators by:

- Working with the Webmaster to provide live and recorded training for facilitators
- Answering questions and concerns regarding facilitator expectations
- Encouraging facilitators as they engage members
- Serving as a resource if facilitators would like to provide synchronous or face-to-face engagement opportunities
- Delivering quarterly professional development training on best practices for facilitation, especially in online environments
- Coordinating facilitator succession planning to ensure sustainability of communities
- Providing the space to discuss if a COE is no longer relevant due to changing landscape of higher education/student affairs or evolving interests of members

Communicate with the President & Webmaster

As the COE initiative takes form, the COE Coordinator will serve as the conduit between the communities and the President. The open line of communication will provide opportunities to determine what changes need to be made to fulfil the COE vision. After communities are established, the COE Coordinator will report to a different member of the Executive Council. The COE coordinator will also have regular contact with the Webmaster to carry out the vision of SACSA's Communities of Engagement.

Role of Facilitator:

SACSA's President and Communities of Engagement Coordinator will work to identify SACSA members to serve as initial facilitators who have subject matter expertise and interest. After establishing initial communities, members can submit proposals to start and serve as a facilitator of new communities. Facilitators will moderate, support, and serve as a resource to one community. They may choose to engage in additional communities.

Training and Support:

SACSA's website has the capability to create a separate space for each COE. The website will serve as the main platform for members to engage. SACSA members can self-select the communities they wish to join. Each COE facilitator will receive training on how to use the online technology to create the platform for the COE. If a community would like to host a real-time discussion, the facilitator can connect with the COE Coordinator to identify a platform that meets the goals of the community. website allows for posting of documents as well as discussion. To provide ongoing support and encouragement, quarterly professional development opportunities will be available for facilitators to learn about and discuss best practices in facilitation, especially in an online community.

Time Commitment, Term Length, and Succession Planning:

SACSA asks facilitators to check into the community and "engage" 1-2 times per month. This frequency will allow the facilitator to provide feedback or resources if members of the community have questions or if the facilitator has found something of value to share with the community to encourage conversation. While there may be times when a community may be engaging more due to current events or a particular time of year, the facilitator does not need to feel pressured to engage daily or weekly. COE members will have the ability to connect directly with the COE Facilitator via email. SACSA asks the facilitator to reply within a reasonable timeframe.

SACSA asks COE facilitators to serve for a minimum of one year that aligns with the organization's annual conference. Every summer the COE Coordinator will contact all facilitators to determine the level of interest in serving another year. If the facilitator would like to conclude service, the facilitator and COE Coordinator will work to identify a new facilitator and use the beginning of the fall as a transition period.

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Steps to Establishing a COE

Step 1: Proposed Facilitator Connect with COE Coordinator

Prior to establishing a COE, a SACSA member needs to agree to serve as the facilitator of the COE. The SACSA member should be in good standing with the organization and agree to meet the expectations outlined in the Facilitator Expectations. The proposer of the COE should connect with the COE Coordinator to express an interest in starting a COE. This opportunity to connect will allow the COE Coordinator to discuss expectations, proposal form, and answer questions prior to submission.

Step 2: Proposed Facilitator – Update Online SACSA Member Profile

Prior to establishing the COE, the proposed facilitator needs to ensure their online SACSA member profile is updated. The proposed facilitator's basic information (institution, role, and email address) will be available to COE members. Information from the online member profile will populate this area. Additionally, the profile should include a picture so members can recognize the facilitator. It will also encourage members who join and engage in the COE to do the same in their profiles.

Step 3: Gather Information for Online Form

The proposed facilitator will submit an online form that provides the initial information needed for a COE. The following are items the proposed facilitator will need to include:

COE Name

SACSA's Communities of Engagement should reflect topic areas rather than functional areas. Since there are already organizations and opportunities to connect around functional areas, SACSA wants to fill a professional void for its members. On the submission form, the facilitator should submit a Group Name reflective of a topic.

COE Rationale

SACSA wants to ensure there isn't duplication of communities and committees. On the submission form, the proposed facilitator needs to identify how the proposed COE will fill a void and provide a space for members to connect that doesn't currently exist. Visit SACSA's Committee Page to learn more - <http://www.sacsa.org/?page=21>

COE Visual Icon

To make the website more engaging, each COE will have an icon to signify its focus. The proposed facilitator needs to make a recommendation on a visual icon that corresponds with the COE. For ideas, see Flaticon.com. The proposed facilitator does not need to upload an icon but will describe it on the form.

COE Descriptions

The facilitator will need to submit two descriptions on the proposal form:

- "Tagline" – will appear on the SACSA COE landing page below the group name (max 250 characters)
- Description – will appear at the top of the COE's page (max 500 characters)

COE First Discussion Forum

SACSA would like some content available when establishing a COE. The proposed facilitator will submit the first discussion forum topic that should include context to anchor the conversation and a question to spark or invite discussion. During the online training, the facilitator will learn how to post this information as a forum. Once the COE is approved and established, the facilitator and COE members will be able to create forums to engage.

COE Resources

Again, to ensure some content is available as the community gains members, the proposed facilitator will submit some articles, resources, or links to share with the COE on the topic. Having established content strengthens the descriptions and helps members understand the focus of the COE. Again, during the online training, the facilitator will learn how to post this information as a forum.

Step 4: Submit Form and Connect with COE Coordinator

The proposed facilitator will submit an online form. Once reviewed, the COE Coordinator will connect with the proposed facilitator to identify next steps. Please allow 2-5 business days for a response.