

**To:** Faculty, Staff, and Students in the College of Education and Human Development

**From:** Dr. Tamara Wallace, Interim Dean

**Date:** March 28, 2019

**Subject:** Dean's report March 1, 2018 – March 28, 2019

Please accept my dean's report for 2018 – 2019. As you know, I began the interim dean position on October 23, 2017 and it has been an honor and a pleasure to serve our college in this role. I have learned a great deal over the past 17 months and am grateful for your support during this time of transition. Despite our challenges, we continue to work together to support our students and to fulfill our mission. I am proud of the great work we do!

Please read and review my efforts this past academic year in the following areas:

## **Advancement**

### **Communication**

- Expanded social media efforts to highlight alumni
- Profiled gifts to the college in CEHD stories published on the university website (e.g., Brenda Bingham, Barbara Lindauer, and the Hattie Strong Foundation)

### **Engagement**

- Attended and presented at an alumni luncheon in Roanoke on March 7, 2019.
- Expanded the Golden Reunion event as well as homecoming programming.
- Prepared the College presentation (i.e., Points of Pride, Initiatives, Challenges, volunteer opportunities) for the 2019 Volunteer Summit. *A special thanks to Dr. Bozack for giving the presentation in my absence, as I was unable to attend because my AACTE conference presentation was scheduled on the same day.*

- Invited retired faculty, alumni, and members of the CEHD Advisory Board to be my guests at the Women of Radford Luncheon and hosted them at my table.

### **Fundraising**

- Prepared two foundation proposals with our Advancement Director totaling \$2,500,000; one was submitted on March 14, 2019. The other will be submitted by the end of the spring 2019 semester.
- Conducted prospect visits with our Advancement Director.

### **Stewardship**

- Wrote thank you letters to individual donors and friends who support the college.
- Served as a table host for CEHD scholarship recipients and their benefactors at the Partners in Excellence Celebration luncheon on October 18, 2018.

### **Assessment and Accreditation**

- Co-wrote the CAEP self-study report with Dr. Joel Hanel and submitted it on February 2, 2019. The report is well over 100 pages and also includes 93 pieces of evidence. *A very special thank you to Mrs. Kathie Dickenson for serving as our editor!*
- Prepared all of the data and reports required for approval of all of our Teacher Education Programs and submitted it to the Virginia Department of Education on March 6, 2019.
- Reviewed Counselor Education's CACREP report prior to its November submission to CACREP.
- Met weekly with Dr. Joel Hanel, the CEHD Director of Assessment, on tasks related to accreditation reporting, data collection and management, and annual reports for federal and state agencies.
- Facilitated an Advisory Board meeting with recent alumni from our educator preparation programs. At the meeting on October 19, we sought their input as part of our efforts toward continuous improvement. *A special thanks to Drs. Amanda Bozack and Melissa Lisanti for attending and participating!*
- Co-planned a workshop for faculty field experience supervisors with Dr. Nadine Hartig.
- Reviewed the Academic Review Report for the ESHE program area and wrote a letter of support.

## Budget/Fiscal Management

- Manage CEHD budget, including research funds and foundation accounts.
- Work with chairs and directors on budget management.
- Attended the FGBVL workshop sponsored by Academic Budgets Office.

## College Leadership

- Facilitate weekly College Leadership Team meetings to provide updates from the Academic Affairs Leadership Team and to make important decisions impacting the College (e.g., budget initiatives, strategic planning, etc.)
- Meet weekly with each department chair and director.
- Meet with faculty, staff, and students to address concerns and/or resolve issues.
- To date, have met with the faculty in each of the following departments/programs: APST, COED, HHP, RCPT, and STEL.
- Supported faculty searches (e.g. dean's interviews and offer negotiations)
- Provided a professional development opportunity for CEHD faculty at the January college meeting. Faculty had the opportunity to participate in three workshop sessions of their choosing. Session included topics on the following: CPR, Student Wellness, Mindfulness, Teaching Writing, Reading Comprehension Strategies, Supporting Student Learning, Microaggressions, Responding to Stress, and Self Defense. *A very special thank you to all of our faculty expert presenters!*

## Community Outreach

- Facilitate monthly Superintendent's breakfasts in partnership with the Western Virginia Public Education Consortium (WVPEC) and our Educational Leadership program. This monthly event provides us the opportunity to promote CEHD and University programs and to hear the concerns of regional superintendents.
- Serve as a member of the Virginia Board of Education (since October 2017).
- Co-planned a *Paths to Teacher Licensure* workshop with administrators from Montgomery County Public Schools. I also created slides for the Radford University portion of the workshop. *A special thanks to Mrs. Donna DeHaven for delivering the presentation in my absence, as I was in Richmond attending the VACTE conference.*

- Sponsored the Radford Reads author event featuring renowned children’s author Cece Bell. Radford Reads is a collaborative community partnership between McConnell Library, Radford Public Library, STEL, and the Teaching Resources Center (TRC). *Thank you, Meghan Viet and Carol Bland, for your leadership on this successful event!*

### **Evaluation of faculty and staff**

- Reviewed evaluation materials of faculty, including special purpose faculty, and wrote 20 reappointment letters. (Note: CEHD has the second largest faculty on campus.)
- Reviewed evaluations, dossiers, and promotion materials for faculty going up for tenure and/or promotion.
- Wrote eight letters of support for faculty going up for tenure and/or promotion.
- Reviewed evaluation materials of department chairs and evaluated each of them. I also met with them individually to discuss my evaluation of their performance.
- Evaluated seven A/P and Classified staff members. I also met with them individually to discuss my evaluation of their performance.

### **Facilities**

- Advocated for funds to make upgrades to the Peters Hall Gym (i.e., replace floor, paint, etc.) and RCPT suite.
- Purchased new furniture for the Peters Hall atrium.
- Advocated for funds to replace desks in C, 117 and C, 137 with tables and chairs to better accommodate students.

### **New Programs**

Faculty and chairs/directors have been the engines behind the development of several new programs. I have sought to actively advocate for these programs and to provide what support I could to assist them. We received approval from the State Council of Higher Education for Virginia (SCHEV) to implement the following new degree programs:

- Bachelor of Science in Allied Health
- Bachelor of Science in Sport Management
- Doctor of Education in Education (Ed.D.)

## Professional Development

- Attended the Council for Advancement and Support of Education (CASE) Conference in Fort Myers, FL from January 30 – February 1, 2019 with Penny White, Senior Director of Development for CEHD. We attended workshops and plenary sessions related to our roles as dean and Director of Advancement.
- Participated in the Dean's for Impact Leadership Academy from July 23 – 27, 2018.

## Recruitment and Retention

- Revised Ellen Bielema's job description and position title to that of Assistant Director of Advising and Retention. Ellen has a specialized student population on her caseload including student athletes, transfer students, MASH students, and new freshman whose final high school GPAs were less than a 2.75. Ellen provided intensive high-touch support to these students during the fall 2018 semester including face-to-face meetings, phone calls, and emails. We had a 95.59% retention rate for this group of students. *A very special thank you to Ellen for taking on this new role to support our students!*
- Repurposed a classified position which resulted in the addition of a professional academic advisor for the College.
- Supported engagement activities for students participating in the CEHD Living Learning Community (LLC): The Schoolhouse. *A very special thanks to Drs. Matt Grimes, Melissa Lisanti, and Carol Bland and Meghan Viet for all of their hard work on this important recruitment initiative!*
- Participated in the Retention Summit on January 17, 2019.
- Attended the Dean's List Reception for New Freshman.
- Participated in university recruitment events such as Open House, Highlander Days, and Quest. *A very special thanks to all of our professional advisors who work so very hard to make these important events a success!*
- Supported program and department recruitment activities such as the Teachers Make the Difference Conference and the Athletic Training program's Parent Day. The Dean's Office provided funding for these events and I provided welcoming/opening remarks.
- Co-taught the VCLA Writing workshop with Mrs. Kathie Dickenson on October 27, February 16, and March 30. The purpose of this workshop is to prepare prospective

teacher candidates for the Virginia Communication and Literacy Assessment, which is required for admittance to the Teacher Education Program.

- Participated in meetings related to creating pathways from New River Community College to degree programs in our College. Collaborated with Donna DeHaven to create progress sheets that show how the coursework in the Associate's degree is applied to the RU degree program. *Thank you, Donna, for all of your hard work on this important work for our College!*
- Supported faculty and student travel to the spring 2019 Educator's Rising Conference in Virginia Beach.

### **Representing the College and/or Radford University**

- Attended two statewide meetings for deans of Colleges/Schools of Education.
- Attended the State Council of Higher Education for Virginia (SCHEV) January meeting. Dr. Brad Bizzell and I answered questions from the academic affairs subcommittee about our proposed Ed.D. in Education. Later that afternoon, we attended the full council meeting and were present when the council voted to approve it. *A very special thanks to Dr. Bizzell for making the trip to Richmond in the face of inclement weather!*
- Represented Radford University at William & Mary's Inauguration and Charter Day ceremony on February 8.
- Attended and participated in the statewide Teacher Retention Summit on the University of Virginia campus on October 23. Key stakeholders from across the Commonwealth attended the summit to discuss the critical teacher shortage and potential strategies for addressing it.

### **Scholarship and Professional Contributions**

- Presented "Moving Beyond the End of the Year Survey: Effective Strategies for Authentic Engagement of Educator Preparation Programs and PK-12 Partners" at the Association of American Colleges of Teacher Education (AACTE) in Louisville, KY.
- Revised and resubmitted an article, "African American picture books: An analysis of themes and readability," to *The Journal of Negro Education*. Co-authored the article with Drs. Mary Alice Barksdale and Donna Fogelsong.
- Served as a Co-PI on the Southwest Virginia Professional Education Consortium Grant. Submitted a grant in the amount of \$43, 710 to the Virginia Department of Education.

- Invited presentations on microaggressions and their impact on the learning environment for faculty members participating in the REALISE grant on July 19, 2019 and on October 24, 2019.

### **University Committee Membership**

- Chair of the Professional Education Committee
- Member of the Academic Policies and Procedures Committee
- Member of the Academic Program Review Committee
- Member of the Diversity and Equity Action Committee
- Member of the President's Leadership Council

### **Service on Committees, Working Groups, and Taskforces**

- Served on the Search Committee for the Dean of the College of Business and Economics.
- Served on the Search Committee for the Assistant Vice President for Student Success and Retention.

I was appointed by President Hemphill to serve on the following:

- Taskforce on New Student and Family Programs, Student Success and Retention, and Academic Advising

Tasks: (1) Review current campus operations and national best practices related to New Student and Family Programs; Student Success and Retention; and Academic Advising. (2) Prepare a detailed report with recommendations.

- Working Group – Research, Review, and Recommendations re: Administrators with Tenured Faculty Appointments

Task: Conduct research and present a recommendation around the issue of administrators who also hold tenured faculty appointments.

## **In Summary...**

This has been a very exciting and productive year for our college! I am proud of our many accomplishments and inspired by the great work we do each and every day on behalf of our students. Please accept this report as a summary of my efforts rather than a comprehensive document. I look forward to your feedback.

With sincere gratitude,

A handwritten signature in cursive script that reads "Tamara Wallace".

Tamara Wallace, Ph.D.  
Interim Dean, College of Education and Human Development