

To: The faculty and staff of the College of Education and Human Development

From: Dr. Tamara K. Wallace, Interim Dean

Date: March 23, 2018

Re: Dean's report October 23, 2017 – March 23, 2018

I was appointed to serve as interim dean of the College of Education and Human Development on October 20, 2017. As you know, this appointment was unexpected and required that I quickly assume the role on Monday, October 23. I chose not to immediately fill the Associate Dean and Director of Field Experience position, as I was concerned about the potential impact on departments during the middle of the semester. Therefore, I performed the roles and responsibilities of both the dean and associate dean for the remainder of the fall semester. I would like to extend a very special thanks to Mrs. Kathie Dickenson, Mrs. Donna DeHaven, and Dr. Joel Hanel for all of their help and support during this time.

It has been an incredibly busy five months and I have learned so much from each of you. Thank you for all of your hard work. I am inspired by your commitment to and investment in our students. You motivate me to be better and to work harder to ensure we fulfill our mission.

In October, I created three simple goals for myself as I transitioned into the dean role:

1. Learn the roles and responsibilities of the deanship.
2. Learn more about the programs and departments in the College of Education and Human Development.
3. Advocate for and support the students, faculty, and staff in the College of Education and Human Development.

In the space below, I highlight my work and efforts over the past five months:

#### **Advancement**

- Participated in the search process for the CEHD Senior Advancement position, which resulted in the hiring of Ms. Penny White, who joined us on March 12, 2018.
- Wrote a solicitation letter from the dean for the annual spring fund drive.
- Wrote thank you letters to individual donors and friends who support the college.
- Led the fall crowd funding campaign to support our Teachers for Tomorrow initiative. We exceeded our goal of raising \$2,000.

- Currently planning the spring crowd funding campaign to support AASIS.

### **Assessment and Accreditation**

- Meet 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. The CEHD has a large number of accredited programs across all of its departments.
- Co-planned and co-facilitated, with Dr. Hanel, an Advisory Board meeting with recent alumni from our educator preparation programs. At the meeting on February 22, we sought their input as part of our efforts toward continuous improvement. A special thanks to Drs. Brad Bizzell, Carol Bland, Amanda Bozack, Nadine Hartig, Melissa Lisanti, and Ryan Smith for attending and for facilitating focus group interviews.
- Co-planned with Dr. Hanel a February assessment workshop for faculty field experience supervisors.
- Reviewed Academic Review Reports for the Autism Certificate program and the Appalachian Studies Certificate program and wrote letters of support for each.

### **Budget/Fiscal Management**

- Manage CEHD budget, including research funds and foundation accounts.
- Work with chairs and directors on budget management.

### **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, and RCPT.
- Recruited Dr. Nadine Hartig to serve as interim Associate Dean and Director of Field Experience, effective January 4, 2018; supported COED faculty as they navigated the change of departmental leadership.
- Supported four faculty searches (e.g. dean's interviews and offer negotiations)

### **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).

- Served as a panelist to discuss partnerships between K-12 and higher education at the Governor's summit on Virginia's critical teacher shortage, held in Charlottesville on October 24.
- Served on the state Reciprocity Work Group Committee for the Virginia Department of Education.
- Attended two statewide meetings for deans of Colleges/Schools of Education.

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

- Reviewed evaluation materials of faculty, including special purpose faculty, and wrote letters of reappointment. (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.

### **Inclusive Excellence**

- Planned our second College meeting of the year focusing on Equity Pedagogy.
- Facilitated final CEHD Leadership Team book group discussion of the *Diversity for Strategic Leadership* text.

### **Program Development**

- Worked with IDEC program area faculty to create a four-year degree program leading to licensure in Early Childhood Special Education. The program was approved by the Virginia Department of Education in December 2017.
- Participated in the New River Community College Pathways meeting to discuss transfer pathways between NRCC and programs in CEHD. Currently, we are exploring opportunities with our education programs.
- Visited Dean Anguiano to discuss the current articulation agreement between Radford and Virginia Western Community College and to discuss transfer pathways.

### **Recruitment and Retention**

- Participate in University recruitment activities such as Highlander Day and Open House.
- Provided supportive funding for seven athletic training students to attend a workshop that will them prepare for their certification exam.
- Purchased vouchers to assist students in financial need with fees for required Teacher Education Program entry assessments (i.e., Praxis Core Math and VCLA). We also purchased vouchers for the Praxis II: Algebra I assessment, which is a high-demand endorsement area.
- Serve as a mentor to students participating in the CEHD First Scholars Program and new freshmen who came to us from the Roanoke City Schools Teachers for Tomorrow program.

## Scholarship and Professional Contributions

- Presented “A Two Way Street: Continuous improvement utilizing robust assessment measures of our teacher education program with support from our PK-12 partnership sites” at the Association of American Colleges of Teacher Education with Drs. Kenna Colley, Joel Hanel, and Amanda Bozack.
- Co-presented “A Quality Assurance Program: Novel Ways to Communicate with Key Stakeholders” with Drs. Kenna Colley and Joel Hanel at the Association of American Colleges of Teacher Education.
- Submitted an article, “African American Picture Books: Using Mirror Texts to Support Literacy and Identity Development,” to *Language Arts*. Co-authored the article with Drs. Mary Alice Barksdale and Donna Fogelsong.
- Submitted an article, “Where are the African American Parents?: Insights from an After-School Program,” to *The Journal of Black Psychology*. Co-authored the article with Drs. Brenda Brand and Mary Alice Barksdale.

## Strategic Planning

- Worked with the CEHD Leadership Team to plan the College’s strategic planning process.
  - Worked with Dr. Nadine Hartig and Donna DeHaven to assign faculty to six subgroups.
  - Recruited faculty to serve as facilitators and writers for the six subgroups.
- Organized the January 11 College meeting and co-facilitated it with Dr. Nadine Hartig.
- Worked with the CEHD LT on the first draft of the College strategic plan and presented it at a College forum on March 20.

## Teaching

- Co-taught an education section of UNIV 100 with Dr. Kenna Colley.
- Supervised a student teacher who was repeating her student teaching placement.
- Taught an independent study course.

## 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
- Member of the Search Committee for the Assistant Vice President for Student Success and Retention
- Member of the Search Committee for the Dean of the College of Business and Economics

Again, thank you for your support during this time of transition. I am proud of the work of our College.

With appreciation,

*Tamara Wallace*

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Interim Dean, College of Education and Human Development