

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

From: Tamara K. Wallace, Ph.D.
Dean, College of Education and Human Development

Date: March 28, 2020

Subject: Annual Dean's report (March 1, 2019 – March 28, 2020)

Please accept my dean's report for 2019-2020. It is indeed an honor and privilege to serve as dean of this great college. I continued to be inspired by your commitment to your programs and dedication to our students. I am proud of the great work we do!

Please read and review the summary of my efforts as well as the accomplishments of the college during this past academic year.

Advancement

Engagement

- Co-facilitated workshop titled CEHD: Ways to Engage Alumni, Families, and Friends at the 2020 Volunteer Summit with Penny White, Senior Advancement Officer for CEHD.
- Created a CEHD Homecoming Reunion Planning Committee and met with them several times throughout the summer and fall to plan the upcoming CEHD reunion breakfast.
- Hosted the annual CEHD Legacy Breakfast: Honoring the Golden Class of 1969 on October 26.
- Hosted the CEHD tent at the annual Alumni Village event during Homecoming Weekend on October 26.
- Provided college updates at quarterly Capital Campaign steering committee meetings.
- Invited retired faculty, alumni, and members of the CEHD Reunion Planning Committee to be my guests at the Women of Radford Luncheon and hosted them at my table.

- Attended Presidential Tours in Abingdon, Roanoke, Charlotte, and Atlanta. Met with alumni and friends of the university and shared updates about the college and university.

Fundraising

- Prepared a foundation proposal with our Advancement Director totaling \$2,000,000. We also presented highlights from the proposal to foundation representatives on
- Visited student workers at the university call center and shared information about the programs in our college.
- Wrote spring solicitation letter for donations to our CEHD Student Emergency Fund.
- Conducted prospect visits with our Advancement Officer.
- Collaborated with the Advancement Team and secured \$325,000 in funding from the Tobacco Commission and \$30,000 from the Southwest Virginia Higher Education Center to support the School Counseling program in Abingdon.
- In collaboration with Penny White and members of the advancement team, we raised \$1,127,704 for the college (since January 1, 2019).

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 24.

Assessment and Accreditation

I have spent a great deal of time preparing for and participating in accreditation site visits for programs in our college. In the space below, I summarize my involvement during the site visits and provide information regarding the accreditation status of each program.

CACREP

- Hosted site visit from **September 22 – September 25.**
- Participated in an interview with site reviewers on September 23.
- Attended the exit interview with site reviewers on September 25.

Note: The site reviewers were very complimentary of the COED programs, our faculty, and students! Of 209 standards, the site team identified only one as not met. The faculty

addressed this in their program response to the site visitor report, which was submitted in October.

We are proud to report that our programs in Clinical Mental Health Counseling and School Counseling earned eight-year accreditation! *Congratulations to the entire COED faculty on this incredible achievement! I would also like to express special thanks to Drs. Hartig and Davis for their excellent leadership.*

CAEP

- Wrote the self-study report addendum and submitted it on October 25.
- Created the schedule for the site visit.
- Arranged hotel accommodations and meals for site visitors.
- Held several meetings with program faculty and university supervisors to prepare them for what to expect during the site visit (September 13, September 30, October 18). During these meetings, we shared the site reviewers' feedback to our self-study report, identified appropriate P-12 stakeholders to participate in the site visit, discussed the questions we anticipated site reviewers would ask during the interviews, and reviewed the site visit schedule.
- Hosted site visit from **November 3 – November 5**.
- Participated in several interviews with the site reviewers throughout the visit.
- Attended the exit interview with the lead site reviewer and state representative on November 5.
- Wrote the rejoinder and submitted it on January 28.

Note: We had a very successful visit! The site visitors noted the strong partnership between our programs and our P-12 schools. They were also complimentary of our students and alumni. During this accreditation visit, our initial licensure programs and advanced programs were reviewed. The site visitors did not recommend any stipulations or areas for improvement for our initial licensure programs. They did recommend one area for improvement for our advanced programs. The CAEP accreditation council is supposed to meet in April to determine the final accreditation decision. We anticipate receiving the full seven-year accreditation.

A special thanks to Mr. Joel Hanel who served as a consultant for us. I would also like to extend a very special thanks to Dr. Debora Bays Wilbon and Kathie Dickenson throughout this entire process. They provided extensive feedback and made revisions to the addendum and rejoinder. They also participated in several interviews. There is no way we would have made it through this process without their expertise and support!

ACEND

- Reviewed self-study report prior to its November submission.
- Hosted site visit from February 2 – February 4.
- Participated in an interview with site reviewers on February 3.
- Attended the exit interview with site reviewers on February 4.

Note: The Nutrition and Dietetics program had a very successful site visit! The site reviewers were complimentary of our program director, Mary Jean Miller. They noted her exceptional organizational skills and deep commitment to the program. They also noted our state-of-the art labs and the fine preparation of our students. The written feedback we received from the reviewers is very positive. There are only a few standards that were identified as needing additional information. We will provide our response by May 4. The final accreditation decision will be made at ACEND Board meeting in January, 2021. We anticipate receiving the full accreditation.

Congratulations to the Nutrition and Dietetics program on a successful site visit. A very special thanks to Mary Jean Miller for her leadership and her excellent management of the Nutrition and Dietetics program! Well done!

CAATE

- Reviewed and provided feedback on the self-study report before it was submitted in July. **Note:** Athletic Training had to address 109 standards in this report!
- Hosted site visit from February 19 – February 21.
- Participated in an interview with site reviewers on February 20.
- Attended the exit interview with site reviewers on February 21.

Note: Our last and final accreditation site visit for the year was for the Athletic Training program. Again, this was another successful site visit. The site reviewers were complimentary of the experiences our program provides our students as well as all of the supports we have in place to help them be successful. Written feedback from the reviewers indicate that they could not determine compliance for only two standards. We will address these two items in a rejoinder that we will submit by June 26. The final accreditation decision will be made at a board meeting that will be held later this year. We anticipate receiving the full accreditation.

Congratulations to the Athletic Training program faculty on a very successful accreditation site visit! A special thanks to Dr. Michael Moore for his leadership of the program! Bravo!

Annual Reporting

- Collect and organize educator preparation data (program admission, program completer, entry assessment data) used for annual reporting.
- Wrote and submitted the CAEP annual report on April 29.
- Wrote the annual spring Title II report (Institutional Report Card) and submitted it on April 29.
- Wrote the Department of Education Biennial Report and submitted it on August 29.
- Submitted the data collection worksheet for annual Title II report on December 5.

Program Approval

- Created electronic matrices for the all educator preparation programs (both initial licensure and advanced) in our unit.
- Facilitated several meetings with program faculty to discuss our internal timeline and process for submitting program matrices and syllabi for state approval.
- Met with Dr. Amanda Bozack throughout summer 2019 to discuss and review plans for middle and secondary education program area revisions.

Budget/Fiscal Management

- Manage CEHD budget, including intersessions, research funds, and foundation accounts.
- Work with chairs and directors on budget management.
- Developed Savings Strategies plan (for a reduction of up to six percent) for the college in consultation with the CEHD Leadership Team.

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 chairs and center directors.
- Meet with faculty, staff, and students to address concerns and/or resolve issues.
- Attended department faculty meetings to (1) provide university updates and (2) discuss departmental concerns/issues. To date, I have met with each of the following departments/programs: COED, HHP, PEACE, RCPT, and STEL.
- Supported faculty searches (e.g. dean's interviews and salary negotiations).
- Provided weekly updates to the college pertaining to the university's modified campus operations.
- Organized technology workshops for CEHD faculty the week of March 16 in preparation of full online instructional delivery beginning March 23. *A special thanks to Sean Ramsey and Drs. Brad Bizzell and Matt Grimes for facilitating our workshops!*

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.

- Served as a member of the Virginia Board of Education (term expired on June 30, 2019).
- Appointed by Dr. James Lane, State Superintendent of Public Instruction, to serve as a Board Member on the Region 5 Comprehensive Center Advisory Board. The purpose of the Board is to advise the Center concerning its activities and strategies for (1) monitoring and addressing the educational needs of the region on an ongoing basis; (2) maintaining a high standard of quality; and (3) carrying out its duties in a manner that promotes improved student academic achievement. Region 5 includes West Virginia, Tennessee, Kentucky, and Virginia and is a research backbone funded by U.S. Department of Education to support education in their states.
- Presented *Paths to Teacher Licensure* workshop at the Montgomery County Public Schools Teacher Licensure information session on November 6, 2019.
- Sponsored second annual Radford Reads + Radford University event featuring celebrated children's author and illustrator Henry Cole. In addition to visiting our campus, Mr. Cole also visited with elementary students at McHarg and Belle Heth City Elementary Schools. The program is a collaborative community partnership between McConnell Library, Radford Public Library, STEL, and the Teaching Resources Center (TRC). The partnership received the Virginia Public Library Directors Association Award for Outstanding Program in Cooperative Program for the spring 2018 Radford Reads with Cece Bell event.
- Created course in RU Family Course Series titled "Supporting Students Through the First Year: Coaching Advice for Parents." The course provided an overview of the stages of student adjustment during the first year of college and strategies parents could utilize to coach their students through the first year. I co-facilitated this course session with Dr. Susan Trageser, Vice President for Student Affairs, on August 26.

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 seven 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

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

New Programs/Partnerships

- Faculty and chairs/directors have been the engines behind the development of several new programs including:
 - Reading Specialist Certificate Program
 - Graduate-level Add-on endorsement programs in
 - Special Education – General Curriculum Elementary Education (K – 6)
 - Special Education – General Curriculum Middle Education (Grades 6 - 8)
 - Special Education – General Curriculum Secondary Education (Grades 6 - 12)
- Collaborated with Dr. Daryl Corey to create a MOU between Chesterfield County Publics Schools (CCPS) and Radford University (RU) for the Post Baccalaureate Mathematics Education Certificate Program.

Professional Development

- Completed training to serve as a site reviewer for CAEP/VDOE (July 31 – August 2).
- Achieved a perfect score on the site reviewer exam.
- Completed SANS Security Training.
- Completed supervisor training for holders of SPCC.

Recruitment 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 2019 semester including face-to-face meetings, phone calls, and emails. We had a 90.1% (fall '19 to spring '20) retention rate for this group of students. In addition, 75% of these students are in good academic standing (meaning their GPAs were 2.0 or above).

- Dr. Bays Wilbon and I visited with students in the Schoolhouse LLC on February 24 and prepared a pasta dinner. While we prepared our meal, we discussed their transition to RU as well as their future plans. It was time well spent. I thoroughly enjoyed the opportunity to get to know our students!
- Attended the Dean's List Reception for New Freshman.
- Participated in university recruitment events such as Open House and Highlander Days. *A very special thanks to all of our professional advisors who work so very hard to make these important events a success!*
- Provided an overview of programs and supports available to CEHD students during the parent meeting at summer 2019 Quest sessions.
- Met with newly admitted students and their families at the Highlander Distinction Scholarship dinner on February 27. The purpose of this dinner was to make positive connections with newly admitted high achieving students and share information about our programs and opportunities in the college.
- Supported and participated in the Educator's Rising event (on September 20) for new students and their families during Family Weekend.
- Supported program and department recruitment and retention activities such as the Teachers Make the Difference Conference (November 8 and November 13) and the Athletic Training program's Parent Day (April 6, 2019). The Dean's Office provided funding for these events. I also provided opening remarks at the Parent Day event.
- Co-taught the VCLA Writing workshop with Mrs. Kathie Dickenson on September 14, November 16, and February 8. 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.
- Collaborated with University Relations on a welcome video for the college for virtual Highlander Days.

Representing the College and/or Radford University

- Represented CEHD at two statewide meetings for deans of Colleges/Schools of Education.
- Attended and participated in the 2019 Virginia Education and Workforce Conference in Richmond, VA on October 8. Key stakeholders from across the Commonwealth attended the meeting to discuss how to educate and prepare talent to enter and succeed in the workforce.
- Coordinated the May 7 campus visit with Mr. Rodney Robinson, the 2019 National Teacher of the Year and 2019 Virginia Teacher of the Year, and Dr. James Lane, Superintendent of Public Instruction.

- Delivered the opening Quest welcome message to new students and their families (June 24 and August 23).

Scholarship and Professional Contributions

- Co-presented “Growing your own special educators in three (not easy!) steps” with Drs. Amanda Bozack, Liz Altieri, Debora Bays Wilbon, and Brooke Blanks at the Association of American Colleges of Teacher Education (AACTE) in Atlanta, GA.
- 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. **Note:** This was a second revision and resubmission!

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 Emergency Management Committee

Service on Committees, Working Groups, and Taskforces

- Served on the Search Committee for the Director of Academic Budgets
- Served on the Search Committee for the Assistant Vice President for Human Resources

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.

I applaud the CEHD family for your ability to remain steadfast to our mission and vision during these unprecedented times. I am inspired by your creativity and resilience as you

stay the course and prioritize our students in each and everything you do.

I am humbled and honored to serve the college in the role of Dean and am truly grateful for your counsel, support, and good will.

With appreciation,

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

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