



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 26, 2021

Subject: Annual Dean's report (March 1, 2020 – March 26, 2021)

Please accept my dean's report for 2020-2021 academic year. It is indeed an honor and privilege to serve as dean of this great college. The COVID-19 global pandemic presented us with challenges unlike any we have faced as a college and a university. However, we faced those challenges together and through it all remained steadfast in our commitment to our mission and vision. Thank you for your dedication and faithful service to our students.

Please read and review the summary of my efforts as well as the accomplishments of the college during this past academic year. Despite all of the challenges, we have much to be proud of!

Advancement

Engagement

- Held monthly meetings with the CEHD Homecoming Reunion Planning Committee throughout the summer and fall to plan the annual CEHD reunion breakfast. As a result of this work, the committee raised \$26,955 to endow a scholarship for future educators. It is important to note that this committee endowed this scholarship in less than a year.
- Hosted the annual CEHD Legacy Breakfast: Honoring the Golden Class of 1970 as a virtual event on October 17. This was a virtual event with over 30 participants from across the country.
- Presented at the quarterly Capital Campaign steering committee meetings.
- Established the CEHD Leadership Council. The purpose of this group is to assist the Dean with identifying and securing resources to support college initiatives and priorities as well as serving as ambassadors for the College and the University.

- Appointed a social media ambassador for the college. The social media ambassador highlights the successes of the students, faculty, staff, and alumni on the college's various social media accounts (i.e., Facebook, Instagram, etc.). *A special thanks to Meghan Viet for taking on this role for the college!*

Fundraising

- Prepared a foundation proposal with our Advancement Director totaling \$2,000,000. Proposal was revised and resubmitted to a private foundation in January, 2021. We hope to learn the funding decision by the next fiscal year.
- In collaboration with Penny White and members of the advancement team, we raised \$370,997.78 for the college (since March 2020).
 - Bequests - \$95,780
 - Cash - \$199,833
 - Note: We raised \$25,224.91 for the CEHD Emergency Fund!
 - Matching Gift Pledge - \$19,950
 - Pledges - \$52,739
 - Recurring Gifts - \$2,674
- Available Scholarship Dollars for the college: \$350,000

Stewardship

- Wrote thank you letters to individual donors and friends who support the college.

Academic Program Review

- Reviewed Academic Program Review Reports for seven CEHD program areas and provided feedback.
- Wrote seven support letters for the following CEHD programs: B.S. in Interdisciplinary Studies, B.S. in Nutrition and Dietetics, M.S. in Education, M.S. in Special Education, M.S. in Literacy Education, M.S. in Educational Leadership, and the Mathematic in Education Graduate Certificate program.

NOTE: *The Academic Program Review Committee recommended that the Nutrition and Dietetics program and MS in Special Education programs be enhanced and that all other programs be maintained. A special thanks to our chairs and program leaders/directors for all of their hard work on their reports.*

Accreditation

As you are well aware, we had four accreditation site visits during the 2019 – 2020 AY. Two visits occurred in the fall and two in the spring. Fortunately, the last site visit occurred two weeks before the university announced plans to modify campus operations and pivot to online instruction due to the COVID-19 global pandemic.

In the space below, the accreditation status of each program is provided:

Program Area	Accreditation Status	Accrediting Body
Athletic Training	Full Accreditation 2020 - 2030	Commission on Accreditation of Athletic Training (CAATE)
Counselor Education <ul style="list-style-type: none">• Clinical and Mental Health Counseling Program• School Counseling Program	Full Accreditation 2020 - 2028	Council for Accreditation of Counseling and Related Educational Programs (CACREP)
Educator Preparation Programs <ul style="list-style-type: none">• Initial Licensure Programs• Advanced Programs	Full Accreditation 2020 – 2026 <i>No identified Areas for Improvements (AFIs) or Stipulations</i>	Council for the Accreditation of Educator Preparation Program (CAEP)
Nutrition and Dietetics	Full Accreditation 2021 - 2028	Accreditation Council for Education in Nutrition and Dietetics (ACEND)

We have one more program that is preparing for reaccreditation. The Department of Recreation, Parks, and Tourism submitted their self-study report in December. The virtual site visit will take place later this spring. *A special thanks to Drs. Susan Van Patten and Jim Newman for their work on the self-study report!*

Annual Reporting

- Collected and organized educator preparation data (program admission, program completion, entry assessment data) used for annual reporting.
- Wrote and submitted the CAEP annual report on April 30.
- Wrote the annual spring Title II report (Institutional Report Card) and submitted it on April 30.
- Wrote and submitted the VDOE Annual Educator Preparation Profile (AEP3) on May 1.
- Submitted the data collection worksheet for annual Title II report on November 5.

Assessment

- Hired a new Director of Assessment, Dr. Matt Grimes, for the college.
- Reviewed and provided feedback on CAEP assessment rubrics for advanced programs (Educational Leadership, Literacy Education, and School Counseling).
- Collaborated with the Director of Assessment and Interim Associate Dean to create report templates that will be used for reporting data collected from key CAEP assessments.

Budget/Fiscal Management

- Managed CEHD budget, including intersessions, research funds, and foundation accounts.
- Worked with chairs and directors on budget management.
- Prepared and submitted Intersessions Projections to the Office of Academic Budgets.
- Submitted a Strategic Reinvestment Proposal on behalf of the college.
 - Our request for funding was for technology upgrades for classrooms in Peters Hall. Synchronous Zoom technology is essential to creating blended learning environments that facilitate connection among all of our students, whether they be face-to-face or online. High-quality audio devices, cameras, and instructor video tracking enable face-to-face students and the synchronous online students to interact with each other and fully participate in classroom activities.
 - There are numerous benefits to the university should this initiative be funded. First, there is great potential for increased enrollments in our courses. The use of online, synchronous Zoom technology will make our programs more accessible to students who are unable to travel to campus. Strategic investment in technology will allow CEHD to deliver its highly respected programs to a wider audience across the Commonwealth. There is even potential for us to offer our programs internationally.

College Leadership

- Facilitated 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.)
- Met weekly with each department chairs and center directors.
- Met 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.
- Advocated for faculty and staff positions to support the work of the college and departments. The following positions were approved for the 2020 – 2021 academic year:
 - STEL: Two temporary one-year positions.
 - HHP: Program director for the Athletic Training Program.
 - COED: Two three-year temporary faculty to support the School Counseling program in Abingdon.

- Supported faculty searches (e.g. dean's interviews and salary negotiations).
- Submitted a program viability justification to SCHEV on behalf of one of our degree programs. As a result of our efforts, SCHEV rescinded its recommendation to discontinue our program.
- Attended the CAEP Accreditation Council virtual meeting on April 25 and responded to council members questions about our educator preparation programs.

College Leadership through COVID-19

- Provided weekly updates to the college pertaining to the university's modified campus operations.
- Collaborated with the Academic Affairs Leadership Team (AALT) to develop the Credit/No credit option for students during the spring 2020 term.
- Advocated for the creation of a continuous enrollment course at the undergraduate level. UNIV 499 was developed to support undergraduate students' continuation of full-time work in an internship, practicum, student teaching, clinical placement or field experience leading to professional credentialing and or licensure.
- Requested the university to waive the \$50 fee for students enrolling in UNIV 499 and GRAD 799 because of fieldwork/internships/practicums/clinical that could not be completed due to the COVID 19 pandemic.
- 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!*
- Honored CEHD May graduates. Undergraduate and graduate students in our college received congratulatory letters on their May commencement. Undergraduates also received a Radford University Alumni window decal as a celebration of their graduation. CEHD student award winners received their certificates and honor cords in the mail as well. *Thank you Donna, Debbie, Kathie, Quiana, and Libby for your assistance with mailing these letters out in time for Commencement Saturday.*
- Requested modifications to the Regulations Governing the Review and Approval of Education Programs in Virginia. We had to make this request so that students who successfully completed our educator preparation programs but did not have the minimum number of hours required for licensure could be recommended for and granted professional licensure. *A special thanks to the program area leaders for gathering and to Debbie for compiling the required data for our request to the VDOE!*
- Reviewed student requests for alternate learning arrangements and worked with department chairs and directors to accommodate student requests.
- Reviewed faculty and staff requests for alternate work arrangements and worked with the Department of Human Resources and the Provost Office on a plan to accommodate faculty and staff requests.

- Met with staff from facilities, IT, and the registrar's office to prepare for the fall 2020 term (i.e., reviewing classroom and lab spaces; ordering PPE; etc.).
- Sent an official communication to CEHD students regarding the masking policy and other university requirements for the fall term.
- Met with partners from our K-12 school divisions (i.e., Montgomery County Schools, Pulaski County Schools, and Radford City Schools) to discuss expectations for participation in school-based field experiences and protocols for candidates returning to field placement after being exposed to or testing positive for COVID-19.
- Collaborated with Susan Trageser, Vice President for Student Affairs, to arrange COVID-19 testing for students entering field experience during the fall 2020 term.
- Collaborated with Dr. Debora Bays Wilbon, Interim Associate Dean and Director of Field Experience to create several policy documents for CEHD students participating in field placements, practicums, internships, and student teaching. These documents included:
 - CEHD Affirmation and Acknowledgement of Risk form
 - CEHD Commitments for Participation in School-Based Field Experiences
 - Protocol for Field Experience Candidates Returning to Placement After Testing Positive for COVID-19

All of our policy documents were reviewed and approved by Ashley Schumaker, Chief of Staff and Vice President for Strategic Operations.

- Created a guidance document for CEHD faculty for implementing the classroom masking requirement. *A special thanks to the CEHD leadership team for their review and feedback on the guidance document!*
- Used CEHD Emergency Fund to support students throughout the summer and fall. Funds were used to assist students with rent, groceries, textbooks, and tuition support. *Thanks to Debbie Bays for managing this process! A very special thanks to all of you who contribute to this fund as we have been able to support so many our students through some very challenging times!*

Community Outreach

- 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.
- 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 17.

Curriculum

- Reviewed and provided feedback on REAL CC proposals. *A major thanks to our department chairs and directors, Donna DeHaven, our CEHD REAL representatives, Greg Sherman and the CEHD CC for all of their efforts in getting our programs through the REAL curriculum process!*
- Collaborated with Amanda Bozack on the planning of the new education minor.
- Collaborated with Donna DeHaven on the format of new progress sheets to incorporate new REAL requirements.

Evaluation of faculty and staff

- Reviewed 57 faculty performance evaluations. (Note: CEHD has the second largest faculty on campus.)
- Reviewed evaluation materials of faculty, including special purpose faculty, and wrote 13 reappointment letters.
- Reviewed evaluations, dossiers, and promotion materials for faculty going up for tenure and/or promotion.
- Wrote three 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 nine A/P and Classified staff members. I also met with them individually to discuss my evaluation of their performance.
- Wrote five letters of support for faculty seeking professional development leave.

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 (i.e., café tables and chairs, computer stations).
- Provided funding for movable students desks in the Physical Education lab/classroom.
- Held preliminary discussions with facilities regarding the renovation of C019, which will be the new home of the Nutrition and Dietetics lab.

Partnerships

- Faculty and chairs/directors have collaborated with other institutions to create pathways into their programs. Examples of such partnerships are listed below:
 - Department of Counselor Education and Hollins University
 - Early Childhood Special Education Program and Southwest Virginia Community College. *A special thanks to Whitney Idol and Donna DeHaven for their hard work on the MOU.*

Professional Development

- Completed SANS Security Training.
- Completed supervisor training for holders of SPCC.
- Attended AACTE (virtual) Leadership Academy Series
 - Session 1: It's Time to Get Real: Deliberate Action in Diversity, Equity, and Inclusion
 - Session 2: Effective Decision Making During a Crisis
 - Session 3: Reimagining Field Experiences and Partnerships

Program Approval

- Reviewed matrices and course syllabi to ensure that our 32 educator preparation programs are aligned to the competencies in the state regulations. *A special thanks to Debbie and Matt for helping me review the matrices and course syllabi!*
- Submitted matrices and syllabi for all programs into SharePoint by August 31 deadline. *A special thanks to Debbie for helping me get all of the documents submitted into Share point!*
- The Athletic Training program received approval from SCHEV for their MSAT to begin in summer 2021.

Recruitment and Retention

- Attended the Dean's List Reception for New Freshman.
- Participated in virtual 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!*
- Planned a virtual open house for the college during the month of February. Each department hosted an hourlong meeting with prospective students. These meetings took place on the following dates:
 - Tuesday, February 9: Department of Health and Human Performance
 - Tuesday, February 16: Department of Recreation, Parks, and Tourism

○ Tuesday, February 23: School of Teacher Education and Leadership

- Partnered with the Admissions Office on a pilot project focused on program-specific marketing efforts. Two of our programs, Allied Health Science and Nutrition and Dietetics programs, participated in this marketing pilot. *A special thanks to Melissa Grim, Mary Jean Miller, Laurie Bianchi, and Laura Newsome for working on promotional materials and for conducting mock classes for prospective students!*

Representing the College and/or Radford University

- Represented CEHD at two statewide meetings for deans of Colleges/Schools of Education.

Scholarship and Professional Contributions

- Revised and resubmitted an article, “*Engaging African American Parents: Insights from a Cultural Arts After School Program*” to the *Journal for Multicultural Education*. Co-authored the article with Drs. Brenda Brand and Mary Alice Barksdale and Yolanda Avent.

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 President’s Leadership Council
- Member of the Emergency Management Committee

Service on Committees, Working Groups, and Taskforces

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

- COVID-19 Contingency Planning Group: Academics Committee
Committee Charge: Develop a series of broad-based scenarios regarding the continued operation and re-opening of Radford University in light of the on-going global health pandemic.

Accomplishments: (1) Created a detailed plan for summer clinicals; (2) Created detailed plans a regular fall opening, as well as early, delayed, hybrid, and virtual

options. This group also planned for the following: personal protective equipment utilization, testing processes, contact tracing measures, cleaning protocols, on-campus housing arrangements, class scheduling and room configurations, faculty development, academic policies, instructional technology, etc.

- Strategic Budgeting Advisory Group: Academics

Committee Charge – Review data and make recommendations about strategic budget cuts in the division of academic affairs for President Hemphill’s consideration.

Accomplishments – Submitted recommendations to President Hemphill in January, 2021.

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 sincere gratitude,



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