

**Terri Day**



**ACADEMIC PREPARATION:**

**PhD in Educational Leadership, Higher Education Administration**, University of Dayton, OH

**MA in Counseling and Personnel Services**, University of Maryland at College Park, MD

**BA in Sociology**, State University of New York, Institute of Technology at Utica/Rome, NY

**AA in Social Sciences**, Herkimer County Community College, NY

**PROFESSIONAL EXPERIENCE:**

**Vice President for Academic Affairs/Assistant Vice President for Academic Affairs**, 5/2022 – Present

Volunteer State Community College, Gallatin, TN

- Provides leadership in the development of comprehensive and coordinated instructional programs at four campuses that promote student retention and success
- Provides leadership, guidance, supervision, and support for six academic divisions, curriculum development, distance learning, instructional assessment, academic support, tutoring, dual enrollment and K-12 partnerships, course scheduling, library services, and Perkins
- Maintains the inventory of instructional offerings and coordinates new program/site development processes with the Tennessee Board of Regents, Tennessee Higher Education Commission, and SACSCOC, including conducting program feasibility studies (Lightcast)
- Establishes and implements the necessary planning/budgeting to assure effective and efficient use of academic personnel, facilities, and other resources
- Provides strategic planning and budgetary management to foster continuing and enhanced academic progress, and scholarly activities of the College; and manages fiscal and human capital to include development of a comprehensive staffing plan and efficient resource utilization
- Assists with the creation and administration of the College's Strategic Enrollment Management and Marketing Plans
- Represents the college on local, state, and regional issues pertinent to Academic Affairs; develops and interfaces with essential educational partners such as local educational agencies, local and state government, and the private sector
- Coordinates with community agencies such as local chambers, workforce development boards, business and industry, and local education agencies to align workforce pathways with college offerings
- Assists local employers in determining their immediate employment needs and the development of training programs to directly address said needs
- Works with regional development boards to advance the economies within Vol State's 11-county service area
- Serves as an advocate for the development and use of technology and other pedagogical innovations to improve instructional effectiveness
- Provides leadership for the College's academic assessment, academic program review, discipline-specific accreditation, and general education processes
- Responsible for the institution's study abroad programming
- Maintains academic policies and practices relevant to accreditation by the Southern Association of Colleges and Schools Commission on Colleges and the various other accrediting bodies

- Responsible for hiring, evaluation, promotion, and tenure of faculty and academic staff

**Vice Provost for Academic Administration, 5/2016 – 8/2019**

University of North Texas, Denton, TX

- Provided operational leadership and project management to academic affairs, working collaboratively with university constituents (including the faculty and staff senates) to develop and expand the learning environment and achieve university goals
- Facilitated UNT's degree authority planning processes for all modalities (new degree creation and existing degree changes) and monitored the compliance of academic programs with accreditation requirements, state laws, and university policies
- Led university accreditation (SACSCOC), strategic planning, academic assessment, academic program review, and core curriculum processes
- Developed, implemented, maintained, and interpreted academic policies
- Worked with the UNT System on Board of Regents-related processes, including the creation of academic board orders and the fulfillment of Board requests
- Served as the Texas Higher Education Coordinating Board's institutional liaison regarding communication and facilitation of university matters
- Consulted with faculty, chairs, and deans to resolve faculty and student conflicts/complaints to advance shared governance
- Led the university's process improvement team, facilitating the creation or improvement of business practices to increase university efficiency and effectiveness
- Administered the university's faculty productivity system (Digital Measures), including facilitating UNT's tenure and promotion/annual review processes and training faculty how to maximize the system
- Oversaw the university's quality enhancement plan, Career Connect (articulation of student marketable skill obtainment)
- Responded to external requests, including legislative bill analyses, and consulted with external academic/governmental partnerships
- Facilitated UNT's academic program ranking process
- Developed and administered budgets
- Implemented communication strategies for keeping constituents apprised of and involved in academic planning processes, celebration of accomplishments, and progress towards key academic initiatives
- Developed, executed, and assessed Office of the Provost initiatives, including the provost's website

**Special Assistant to the President for Planning, Information Technology, and Institutional Effectiveness, 2/2015 – 5/2016** (*Position to address the institution's federal accreditation deficiencies.*)

Southern Utah University, Cedar City, UT,

- Created the university's strategic plan and advised university leadership of national best practices
- Served as member of president's executive cabinet and president's council, providing direction and support to the president and vice presidents in setting, aligning, monitoring, and measuring institutional strategic plans and policies
- Provided leadership to Information Technology, Information Security, Web Services, Administrative Services, Institutional Research and Assessment, and Survey Administration
- Served as the university's accreditation liaison (Northwest Commission on Colleges and Universities)
- Worked with university leaders and the Board of Trustees to set institutional goals and monitor progress in achieving said goals
- Created a university-wide institutional effectiveness program and advised constituents on the development of an in-house leadership program
- Led efforts to create an evidence-based culture at the university and served as a resource to deans, department chairs, faculty, and staff as they sought to better understand students, student learning,

and the impact and quality of their programs

**Executive Director, 1/2012 – 8/2014**

Institutional Research, Planning, and Effectiveness, Tarrant County College District, Fort Worth, TX

- Served as the official federal, local, and state reporting officer for the district
- Identified, gathered, analyzed, and organized data by maintaining systems and reporting procedures to mine institutional data that supported district requirements for strategic planning, institutional assessment and effectiveness, policy analysis, federal and state reporting, resource allocation, and accreditation; and translated data into usable information for the constituents of a 5-campus district
- Hired, trained, supervised, and evaluated professional staff; developed and managed the budget and oversaw efficient office operations by using Lean Sigma fundamentals and project management tenets
- Collaborated with academic and administrative units to meet the range and quality of data needed to inform strategic decision-making and support grant proposals
- Guided the development of strategic enrollment plans to enhance retention/graduation
- Facilitated work with information technology and offices with data custodial responsibilities to identify, design, maintain, and improve longitudinal databases, data warehouses, and reporting tools
- Created and chaired the district's institutional review board
- Assisted constituents with creating district board presentations for Trustee meetings
- Led the institutional effectiveness process, including administrative improvement plans and student learning outcomes for academic and CTE programs, along with the SACSCOC quality enhancement plan
- Directed the institution's reaffirmation of accreditation compliance efforts, including writing the institution's SACSCOC Compliance Certification Report

**Associate Director, 1/2006 – 12/2011**

Institutional Research, Planning, and Effectiveness, University of Texas at Arlington, Arlington, TX

- Supported institutional and unit policy development and program planning, evaluation, grant writing, and decision-making through the design and execution of institutional research studies, including data analysis, interpretation, reporting, and development of recommendations for institutional action
- Prepared reports to local, state, and federal agencies, accrediting bodies and external agencies, including monitoring and analyzing reporting requirements, and auditing/verifying data; monitored and assisted in developing a comprehensive, integrated management information system; defined, developed, and documented system requirements; wrote application programs; and assisted users define data needs and interpreted results of analyses
- Supervised research analysts
- Assisted in the institution's SACSCOC reaffirmation of its accreditation self-study/compliance efforts, including writing the institution's Compliance Certification Report
- Coordinated the institution's participation in the National Survey of Student Engagement, Faculty Survey of Student Engagement, Collegiate Learning Assessment, Voluntary System of Accountability, the National Student Clearinghouse's Student Tracker, and the Texas Higher Education Coordinating Board's 18 Characteristics of Texas Public Doctoral Programs
- Developed and organized the office's data request system, thereby receiving, assigning, verifying, and ascertaining customer satisfaction of office data requests
- Assisted the Division of Student Affairs with the assessment of their programming, including retention/graduation analyses and plans of action

**Graduate Assistant, 8/2003 – 12/2005**

University of Dayton, Dayton, OH

- Instructed sections of Theories and Techniques of Counseling, and Research and Evaluation in Human Services

- Assisted in the design, execution, and evaluation of research projects to include literature reviews, tests/surveys, interviews, focus groups and data integration/analysis
- Wrote, edited, and critiqued material for publication
- Served as the Journal of Research in Education graduate student, assisting with journal editing, formatting, and printing
- Assisted in graduate program administrative duties, including guiding students through the institutional review board process

**Employment gap due to spousal military transfer, 6/2002 to 7/2003**

**Instructor and Coordinator of Student Success, 8/2000 – 5/2002**

Jefferson Community College, Watertown, NY

- Provided instruction for Introductory to Sociology sections
- Created and coordinated the college's early warning, retention, and graduation initiatives
- Created and maintained an academic probation tracking program

**GED Instructor/Adult Education Specialist, 5/1999 – 12/2000**

Board of Cooperative Educational Services, Watertown, NY

- Provided basic education and GED preparation for adult learners

**School Age Services Director and Instructor, 5/1995 – 12/1998**

Department of the Army (civilian), Stuttgart, Germany

- Responsible for the coordination of all logistical requirements including creating, implementing, and executing school age services programs at 6 sites and with 50+ personnel
- Developed and administered multi-million-dollar program budgets
- Ensured compliance with health and safety regulations
- Responsible for marketing/advertising and graphic support of program activities

**FELLOWSHIP/INSTITUTE PARTICIPATION:**

- Nissan's Training Center (Yokohama, Japan): Advanced Manufacturing Development Program
- Society for College and University Planning: Strategic Planning Institutes I, II, and III
- Toyota Production Systems: Kaizen Process Improvement
- Art of Hosting: Art of the Participatory Leader
- Academic Impressions: Building an In-House Leadership Development Program in Higher Education
- American Association of Community Colleges: John E. Roueche Future Leaders Institute
- NCES and NSF: National Summer Data Policy Institute
- University of Texas at Arlington: Project Management (Fundamentals; Effective Project Initiation; Planning, Execution and Control; Risk Identification; Scheduling Techniques and Statusing Your Project)

**REFERENCES:** Available upon request