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**HIGHLIGHTS**

- Recipient of Apple Distinguished Program for A-State's First Year Experience, 2014-2016; 2016-2018
- Awarded Apple Distinguished Educator, Class of 2015
- Awarded the Outstanding First Year Student Advocate - National Resource Center of FYE, 2015
- Implemented National Clearinghouse for Early Alert and National Early Alert listserv
- Designed institutional early alert system
- Consult on early warning systems
- Established Wilson Advising Center
- Designed campus Learning Commons
- Developed Bachelor of Interdisciplinary Degree and managed subsequent program review

**HIGHER EDUCATION EXPERIENCE**

**Associate Vice Chancellor, Retention and Completion**  
*Academic Affairs and Research, Arkansas State University  
Jonesboro, AR*

*July 2016-July 2017*

- Provide campus-wide academic retention oversight including planning, reporting, and assessing college completion initiatives.
- Chair Chancellor's Commission on Completion ongoing working committee
- Manage campus student, policy and procedural concerns that impact student retention
- Provide vision, oversight, and fiscal leadership for the Undergraduate Studies areas of high school concurrent enrollment, academic advising, conditional admission, learning support, first year experience, developmental education, interdisciplinary degrees, honors, early alert programming, and TRiO programs.
- Provide a dynamic work environment that encourages collaboration, professional development and meaningful assessment for the college.

**Assistant Vice Chancellor, Undergraduate Studies**  
*Arkansas State University  
Jonesboro, AR*

*July 2016-July 2017*

- Managed the division change from University College to Undergraduate Studies including the addition of the Honors College.
- Provide vision, oversight, and fiscal leadership for the Undergraduate Studies areas of high school concurrent enrollment, academic advising, conditional admission, learning support, first year experience, developmental education, interdisciplinary degrees, early alert programming, and TRiO programs.
- Provide a dynamic work environment that encourages collaboration, professional development and meaningful assessment for the college.

**Dean, University College**  
Arkansas State University  
Jonesboro, AR

*July 2013-June 2016*

- Provide vision, oversight, and fiscal leadership for the University College areas of high school concurrent enrollment, academic advising, conditional admission, learning support, first year experience, developmental education, interdisciplinary degrees, honors, early alert programming, and TRiO programs.
- Provide a dynamic work environment that encourages collaboration, professional development and meaningful assessment for the college.

**Executive Director, University College**  
Arkansas State University  
Jonesboro, AR

*July 2010-June 2013*

- Worked with college dean to support college oversight.
- Initiated campus-wide campus retention team.
- Led University College Assessment team
- Managed campus retention initiatives.
- Established FYE Faculty Advisory Board.
- Designed and implemented FYE Academic Expo.

**Director, Wilson Advising Center**  
Arkansas State University  
Jonesboro, AR

*July 2000-June 2010*

- Established the Wilson Advising Center
- Managed daily operations of Advising Center.
- Developed and delivered student workshops and faculty advisor training.
- Designed and implemented Restart@astate academic suspension program.
- Designed and implemented College Choices academic probation program.
- Established campus advisory board: AACE – Academic Advising Council on Excellence.
- Provide comprehensive academic advising and mentoring support services for all first-year students, undeclared majors and special student populations.
- Provide academic skills instruction to instill personal responsibility and prepare students for a successful transition into and through higher education.

**Director, Student Support Services**  
Arkansas State University  
Jonesboro, AR

*July 1998-June 2000*

- Oversaw compliance with and facilitation of the SSS TRiO grant.
- Oversaw daily services provided to participants.
- Supervised Tutor Coordinator and student staff.
- Prepared all required annual federal reports.
- Designed student I.A.P focused on academic, personal and career objectives.

**PRIOR PROFESSIONAL SUMMARY**

Tutor Coordinator, University College, Arkansas State University, Jonesboro, AR  
Academic Advisor, New England Institute of Technology  
PASS Coordinator, University College, University of Rhode Island, Kingston, RI  
Conduct Office Coordinator, University of Rhode Island, Kingston, RI

*Nov.1997-June1998*

*July 1994-July 1996*

*Aug.1993-June 1994*

*June 1993-June 1994*

Career Advisor, University of Rhode Island, Kingston, RI  
Student Leadership Consultant, Roger Williams University, Bristol, RI

*Aug. 1993-June 1994*  
*Jan. 1992-May 1992*

### **INSTITUTIONAL SERVICE**

- Chancellor's Commission on Completion, Chair (on going)
- Implemented AACE (Academic Advising Council on Excellence).
- Initiated the Outstanding Faculty Advisor and You Made a Difference annual awards.
- Designed and implemented campus-wide early alert program (copyright).
- Developed suspension program adopted by five other institutions.
- Established campus Academic Retention Consortium.
- Served on Strategic Planning as Retention Co-chair.
- Serve on Enrollment Management Team.
- Serve on Undergraduate Graduation And Academic Appeals Committee.
- Serve on Undergraduate Enrollment and Academic Policy Committee.

### **PROGRAMS and COURSES DESIGNED**

Bachelor of Interdisciplinary Studies  
UC 1013, Making Connections- Online Large Scale Program  
UC 2033, University College Internship  
IDS 2023, Introduction to Service Learning  
IDS 3023, Advanced Service Learning  
IDS 3012, Critical Thinking in the Profession  
IDS 4013, Seminar in Professional Development, Capstone  
IDS 4023, Leadership in the Profession

### **LEADERSHIP and INVOLVEMENT**

Complete College America, ASU liaison to ADHE	<i>2011-2015</i>
NACADA, Arkansas Liaison	<i>2007-2008</i>
ArkAAN, President, President-elect, Past-president	<i>2004-2007</i>
ArkAAN, Communications VP	<i>2002-2004</i>
Arkansas Higher Education Retention, Conference Co-chair,	<i>October 2003</i>
Arkansas State National TRiO Day, chair	<i>November 1999</i>

### **RECENT PRESENTATIONS**

"A-State Digital Press: Featured Publications for 2017," UAMS Technology Symposium, (Dr. Gina Hogue, co-presenter), Little Rock.	<i>July 21, 2017</i>
"Launching the A-State Digital Press," UAMS Technology Symposium, (Dr. Gina Hogue, co-presenter), Little Rock.	<i>July 22, 2016</i>
"Using Keynote and Pages to Engage Students," UAMS Technology Symposium, (invited, Dr. Jill Simons, co-presenter). Little Rock.	<i>July 23, 2015</i>
"CONNECT: Arkansas State University's FYE iPad Initiative", AACUBO State Conference, (invited, Dr. Gina Hogue, co-presenter). Arkadelphia.	<i>October 2014</i>
"CONNECT: Arkansas State University's FYE iPad Initiative", UAMS Technology Symposium, (invited, Dr. Gina Hogue, co-presenter). Little Rock.	<i>July 2013</i>
"ASU's FYE iPad Initiative," AUTIS State Conference (invited keynote address, co-presenter Dr. Gina Hogue), Little Rock.	<i>April 2013</i>
"Improving Your Early Alert" Academic Impressions, (Invited conference designer and faculty presenter). Fort Worth.	<i>February 2013</i>

“Purpose Driven Advising”, Arkansas Academic Advising Network Annual Conference, (Invited Keynote). Conway, AR.	<i>June 2013</i>
“Waving the Magic Wand: Fostering Change through Early Intervention” National Conference on the First Year Experience. (Paula Bradberry, co-presenter). Dallas.	<i>February, 2010</i>
“Advisor Self-Care and Stress Management”, April 17, 2009, Arkansas Academic Advising Network Annual Conference; Mountain Home, AR.	<i>May 2009</i>
“Help, I’m Failing and I Can’t Get Up,” National Conference on the First Year Experience. (Paula Bradberry, co-presenter). Orlando.	<i>February 2009</i>
“Advising and Assessment”, Arkansas Academic Advising Network Annual Conference, Arkansas State University, Jonesboro.	<i>February 2008</i>
“Getting the Pieces in Place” Arkansas Higher Education Retention Conference, ADHE & University of Arkansas, North Little Rock.	<i>October 2003</i>

**PUBLICATIONS**

“Study Management.” *Making Connections: A First-Year Handbook*. Ed. Jill Simons. Boston: Pearson, 2010. Print. Apple iBooks, 2012.

Simons, J. (2011). *A national study of student early alert models at four-year institutions of higher education*. (EdD dissertation). Available from ProQuest Dissertations and Theses database.

**EDUCATION**

EdD, Educational Leadership, Arkansas State University	<i>December 2011</i>
SCCT, Community College Teaching, Arkansas State University	<i>December 2006</i>
MS, Human Development, University of Rhode Island	<i>May 1994</i>
BA, Studio Art, University of Arkansas	<i>December 1990</i>