

DALLAS A. SWAFFORD

Curriculum Vita

EDUCATION

EDUCATIONAL DOCTORATE

Major: Organizational Leadership concentrating in Higher Education
Abilene Christian University

PRESENTLY ENROLLED
GPA: 4.0

MASTER OF EDUCATION

Major: Student Development and Leadership in Higher Education
Angelo State University

MAY 2007
GPA: 4.0

BACHELOR OF BUSINESS ADMINISTRATION

Major: Marketing
Angelo State University

DECEMBER 1990

CLASSES TAUGHT/CURRENTLY TEACHING

- EDG 6301 - Social and Cultural Influences on Higher Education
- EDG 6324 - Career and Occupational Counseling
- EDG 6345 - Human Relationships in Educational Administration
- EDG 6361 - American Higher Education
- EDG 6362 - College Student Development
- EDG 6363 - Leadership
- EDG 6366 - Student Affairs and Administrative Services
- USTD 1101 - Class for Students on Probation/Suspension
- USTD 1201 - Freshman Orientation Class

RELEVANT PRESENTATIONS

- Texas Distance Learning Association – Don't be Mystique: Accessibility and Clarity with Templates (Co-Presentation)
- Mason ISD – Preparing for Accommodations in College: The Difference in Accommodations in High School vs. College
- Presentation at a Dyslexia Conference hosted by the James Phillips Williams Foundation at Region 15 Education Service Center
- James Phillips Williams Foundation Family Presentation – Preparing for Accommodations in College: The Difference in Accommodations in High School vs. College
- Various Presentations to Students regarding support services at both New Student Orientation and Transfer Student Orientation
- Downtown Lions Club regarding academic support programs offered to students living on campus
- Co-presenter, Making Achievement Possible (MAP)-Works Conference, serving as the Enhancement Programs Coordinator and Campus Coordinator for MAP-Works
- Parent Presentations at various Orientation and Rambunctious Weekend events.

COMMITTEE MEMBERSHIPS AND RELATED ASSIGNMENTS

Current:

- President, Association of Higher Education and Disabilities in Texas
- Chair, ADA Committee on Accessibility of Facilities and Services
- Standing Member, Behavioral Intervention Team
- Member, Transition Alliance of the Concho Valley (formerly Concho Valley Alliance and Transition Team)
- Staff Advisor, Tau Sigma National Transfer Honor Society
- Host Family Program Participant

Past:

- Board Member, Big Brothers Big Sisters
- Board Member, James Phillips Williams Foundation
- Academic Advisor, Delta Zeta Lambda Omicron Chapter
- First Generation Scholarship Committee
- Staff Advisor, BIGS Student Organization
- Student Orientation Task Force
- Rambunctious Weekend Planning Committee
- Right Choices for Youth Advisory Board and Adult Coalition
- Advisory and Appeal Committee for the "Up and Coming" Scholars Program
- Staff Senator, includes serving as Secretary for one year
- Staff Senate Bylaws Committee (ad hoc)
- Volunteers in Public Schools Program Mentor

EMPLOYMENT**DIRECTOR – STUDENT DISABILITY SERVICES****NOVEMBER 2013 – PRESENT****Angelo State University San Angelo, TX**

- Oversight of Disability Accommodations for Angelo State University
- Oversight of the Veterans Educational and Transitional Services (VETS) Center (through July, 2016)
- Communicate and collaborate with faculty, staff and administration across campus to provide academic support and transition services to all students receiving accommodations
- Prepare budget requests
- Account Manager for accounts in student Disability Services
- Set both long- and short-range goals for the area of Student Disability Services
- Propose, review and edit policies regarding disability accommodations and student Veterans.
- Represent the Office of Student Affairs and Angelo State University when working with off-campus organizations
- Present during on- and off-campus events regarding disability accommodations and services offered to transfer students through the Student Affairs area.

DIRECTOR – OUTREACH AND TRANSFER SERVICES**APRIL, 2013 – NOVEMBER, 2013****Angelo State University San Angelo, TX**

- Retained all duties listed below as Associate Director and in addition
- Oversight of the Hispanic Serving Institution (HSI) Outreach Coordinators

ASSISTANT DIRECTOR THEN PROMOTED TO**ASSOCIATE DIRECTOR – TRANSFER, OFFICE OF ADMISSIONS****2011-APRIL 2013****Angelo State University San Angelo, TX**

- Served as the main articulation officer for Angelo State University
- Collaborated with appropriate faculty/staff at ASU and partner junior colleges to promote and facilitate the articulation agreement process
- Developed and maintained strong relationships with senior administration and advisors at partner institutions
- Educated ASU and partner colleges regarding articulation agreements and the processes involved with the creation and maintenance of those agreements through training sessions and presentations
- Assisted in the development and implementation of sound business practices and training manuals relating to application and communication processes
- Kept current with technical programs and functionality needed to manage the transfer business process
- Reviewed, edited, and proposed policies that support transfer student transition and needs, including, but not limited to transcript evaluations and transfer orientation programming
- Developed and maintained general knowledge of industry best practices as they relate to supporting transfer students during the transition process
- Worked with ASU administration to determine viability of potential partnerships with junior colleges
- Facilitated relationships between admission counselors and junior college contacts
- Researched and identified strong programs at partner junior colleges to facilitate ASU faculty-to-faculty relationships
- Served on appropriate campus committees relating to curriculum, academic policies, catalog production, and others to provide input about curriculum and articulation issues

- Acted as a resource for students, faculty, and staff on transfer curriculum, articulation, and related matters
- Collaborated with academic faculty, department heads, and deans to develop and facilitate program-to-program articulation agreements for partner community colleges
- Assisted with the upkeep of the transfer and articulation websites
- Facilitated potential curriculum plans and articulation agreements for review and approval by the appropriate academic departments and the partner community college
- Ensured the formal articulation agreement is reviewed and signed by the appropriate administrators institutions
- Created and oversaw the operations of the Veteran Educational and Transitional Services Center.

ENHANCEMENT PROGRAMS COORDINATOR, HOUSING AND RESIDENTIAL PROGRAMS**2008 - 2011*****Angelo State University* *San Angelo, TX***

- Under the supervision of the Director, managed programs and services designed to enhance residential student retention, foster student leadership in accordance with the student development goals of the department and University.
- Developed, implemented and assessed programs designed to aid in student success and retention related to implementation of designated first-year experience programs, and collaborative programming with other departments and outside agencies including diversity programs.
- Directly supervised a staff of up to 15 Program Assistants, including a Lead Program Assistant.
- Served as the Campus Coordinator for Making Achievement Possible Works (MAP-Works) survey.
- Initiated collaborative efforts across campus with academic and student affairs professionals, as well as professionals in the San Angelo community for programming to meet the needs of the campus residents.
- Prepared programs targeting parents and families of residents including Family Day activities and newsletters providing information about programs, services, deadlines, etc.
- Served on various University committees and meet with consultants visiting the campus.
- Represented the Office of Housing and Residential Programs to provide presentations and information at various events both on campus and in the San Angelo community.
- Assisted in the planning and coordination of Student Orientation and Registration (SOAR) family program.

ADMINISTRATIVE SECRETARY, OFFICE OF THE PRESIDENT**1995 - 2008*****Angelo State University* *San Angelo, TX***

- Under the supervision of the Senior Executive Assistant to the President, coordinated the "Up and Coming" Scholars Program, including arranging campus visits, tours, informational sessions, and other activities for the program, and keeping records of program expenses; work with school district officials and community businesses.
- Coordinated the Scholarship Renewal Program for the "Up and Coming" Scholars Program.
- Prepared and merged correspondence to potential "Up and Coming" Scholars Program participants as well as award notifications for current recipients of the scholarship.
- Prepared programs, flyers and invitations to various "Up and Coming" Scholars events.
- Monitored progress of recipients of the "Up and Coming" Scholarship by use of University software, and updated recipient list each semester working with Financial Aid and Student Accounts offices.
- Advised both incoming and current "Up and Coming" Scholars attending the University.
- Greeted and interacted with staff, faculty, students, state officials, community representatives and others.
- Assisted with preparation for and conducting of professional meetings; prepared minutes for various administrative meetings; assisted in preparation of materials for presentation to the Board of Regents.
- Assisted in providing training and supervision to student assistants and/or temporary personnel.
- Monitored several budget accounts and balances utilizing Banner software.
- Arranged travel for office administrators and prepared appropriate paperwork before and after travel.
- Maintained a roster of official University Committees and Councils.
- Maintained database of "Friends" of the University for mailings.
- Proofread pamphlets and documentation for distribution to University employees and the public.
- Prepared University forms and reports.
- General office duties.