

DAVA M. WASHBURN

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SUMMARY OF QUALIFICATIONS

- **Ph.D. in Community College Leadership from Mississippi State University. Dissertation Title: “Customer Satisfaction Perceptions of Dislocated Workers Served by WIN Job Centers in the Mississippi Corridor Consortium.”**
- **Southern Association of Colleges and Schools Commission on Colleges and Texas Higher Education Coordinating Board liaison for Ranger College and Grayson College**
- **Supervisory experience with full time and adjunct faculty involving dual credit, distance learning and continuing education**
- **Experience in teaching English and Humanities courses in traditional, hybrid, and distance learning modes in the Texas and Mississippi two year college system**
- **Experience in teaching dual credit English classes**
- **Seven years of Academic, Workforce Development and Continuing Education program instruction, development, and implementation**

Management/Supervision

- Coordinated and schedule all dual credit courses for 20+ area high schools in Ranger’s service area
- Prepared distance learning schedules and Blackboard courses each term
- Responsible for evaluating faculty transcripts for SACSCOC purposes
- Coordinated overall SACS Compliance efforts to include substantive changes, Compliance Report, Focused Report, and On-Site and Off-Site committee review processes
- Evaluate, interview, and hire instructors, faculty, and college personnel
- Coordinated facility usage for Workforce short-term adult classes on the Golden Triangle (EMCC) campus and five satellite locations
- Assisted with organizing, managing, and conducting Rapid Response meetings prior to or during an industry layoff/closing within the EMCC six county district
- Monitored projects’ budgets to ensure proper utilization of state and federal grant monies
- Responsible for preparing and maintaining records for accounts payable
- Devised and led team building activities to improve teamwork skills for Workforce Services’ paraprofessional staff

Instruction and Curriculum Development

- Prepared course outlines, syllabi, and learning objectives for freshman and sophomore level English courses at the postsecondary level
- Prepared course outlines, syllabi, and learning objectives for various workforce medical and computer classes
- Provided job search and resume writing assistance, soft skills vs. hard skills analysis, and instruction on completion of career portfolios
- Administer tests and issue grades in accordance with methods used by postsecondary Institutions such as Texas Tech University, Mississippi State Board of Community and Junior Colleges, and Ranger College
- Familiar with learning management systems such as Canvas, BlackBoard, and Moodle

Accreditation and Strategic Planning

- Chair of Grayson College's Team 5th Year Interim SACSCOC
- Achieving the Dream Core Team and College Success Council Member for Grayson College
- Core Team Member for Student Success by the Numbers Initiative for Ranger College
- Served as the SACSCOC Liaison for Ranger College
- Served as the Texas Higher Education Coordinating Board Liaison for Ranger College
- Supervised Ranger College's Third Monitoring Report to SACSCOC regarding Comprehensive Standard on Institutional Effectiveness. This report included an On-Site Review by a Special Committee (October 2012)
- Supervised, managed, and prepared Ranger College's 10-year Reaccreditation report for the Off-Site Review, which included the College's Quality Enhancement Plan title "Engage with E-Learning" (March 2013)
- Supervised, managed, and prepared Ranger College's 10 year Reaccreditation On-Site Review (October 2014)

Program Development

- Established new workforce/continuing education classes such as EMCC's Medical Career Lattice (i.e. Medical Terminology, Anatomy and Physiology, Medical Coding, Certified Nursing Assistant, Pharmacy Technician, Medical Transcription)
- Prepared and submitted workforce projects and grants for approval by the Mississippi State Board of Community and Junior Colleges to secure adequate budget for workforce development/continuing education programs
- Assisted with securing federal ARC grant in the amount of \$474,000 and leveraging \$145,000 of state funds for a two-year post-Katrina construction-related skills training project
- Devised appropriate Workforce class offerings to meet needs of dislocated workers and coordinated with workforce development coordinators to prepare schedules
- Created strategies and managed admissions and recruitment for multiple workforce short term course offerings
- Planned, organized, and implemented Special Interest classes for cultural and personal enrichment for the EMCC community members
- Implemented innovative methodologies in delivery of services for non-traditional trainees
- Analyzed record keeping procedures, classroom layout, personnel requirements, budgetary requirements, and performance standards to create new systems and revise established procedures

Public Relations/Communication

- Researched, designed, and distributed new marketing materials for EMCC Workforce Service's specifically for existing business/industry, industry prospects, and general public
- Worked with the Vice President of Workforce Services in sharing and implementing EMCC's *Best Practices* with other community colleges and the Mississippi Corridor Consortium
- Developed newspaper advertisements pertaining to the community college's available workforce development training opportunities

- Assisted with writing and editing various print material that was distributed to partnering industries, community colleges, and potential industry prospects
- Communicated via phone, email, letter, and personally with dislocated workers to publicize class offerings, counsel students, assist with financial aid, and discuss Adult Basic Education services available through EMCC
- Assisted dislocated workers with finding assistance for personal financial hardships with childcare, transportation, utility bills, etc.

EMPLOYMENT HISTORY

Jan 2017- Present	Vice President for Instruction Grayson College, Denison, Texas
July 2015- Dec 2016	Associate Vice President for Academic an Student Affairs Grayson College, Denison, Texas
June 2014 – June 2015	Assistant to the President Grayson College, Denison, Texas
Sept 2013 – May 2014	Vice President for Administration Ranger College, Ranger, Texas
May 2012 – Aug 2013	Dean of Administration Ranger College, Ranger, Texas
Jan. 2011 – May 2014	SACSCOC Coordinator Ranger College, Ranger, Texas
Jan. 2010 – May 2012	Associate Professor of English Ranger College, Ranger, Texas
2008 – 2009	Adjunct English Instructor Ranger College, Ranger, Texas East Mississippi Community College, Mayhew, Mississippi
2004-2008	Dislocated Worker Coordinator/English Adjunct Instructor East Mississippi Community College, Mayhew, Mississippi
2003-2004	Graduate English Teaching Assistant Texas Tech University, Lubbock, Texas

EDUCATION

Mississippi State University <i>Doctor of Philosophy, Community College Leadership</i> Graduation Date: August 5, 2009	Starkville, Mississippi
Texas Tech University <i>Master of Arts, English, May 2004</i>	Lubbock, Texas
Texas Tech University <i>Bachelor of Arts, English/Secondary Education, December 2001</i>	Lubbock, Texas

