

RANDA FASELER SCHELL

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PROFESSIONAL OVERVIEW

- Seven years of experience in **academic advising** in higher education with over five years of experience in **leadership** and **supervision** of a comprehensive Student Services department.
- Over ten years of experience **designing** and **implementing student programs, student activities,** and **student life programs** for diverse graduate and undergraduate student populations.
- Expertise in several key areas including **student success, writing center, women's center, student activities, and disability services.**
- Skilled **communicator** with a proven track record of working with **stakeholders** from areas including **academics, administration, students, and the community.**

EDUCATION

Doctor of Education – Educational Leadership: Higher Ed. Cognate – Exp. Graduation 2015
Texas A&M University – Corpus Christi

Master of Education – Counseling - 2003
Sul Ross State University - Rio Grande College

Bachelor of Business Administration – Finance and Management - 2001
(Southwest) Texas State University

PROFESSIONAL EXPERIENCE

Director, Student Engagement & Success – 2013 to Present
Southwest Texas Junior College – Uvalde, TX

Manage the operations and personnel of the Student Engagement and Success Department which includes Disability Services, TRIO-Student Support Services, Writing Center, Student Success Center, Testing Center, Student Activities, and Lumina-Latino Student Success Services. Contribute to College policies and procedures impacting students as a member of the Division of Student Services. Direct supervisory responsibilities include management of 15 staff members including coordinators, office manager, and administrative assistants. Indirect supervision of student and tutoring staff. Manage operational budgets.

Coordinator, Writing Center – 2011 to 2013
Southwest Texas Junior College – Uvalde, TX

Developed and coordinated Writing Center programs and activities. Collaborated with Student Success Center to provide student services including peer tutoring, Individual Academic Plans (IAPs), study groups, and career advising. Worked in partnership with Student Success Center and Writing Center staff in Del Rio and Eagle Pass to develop college-wide resource fairs. Presented

mini-seminars including topics such as Plagiarism, MLA Documentation, Accuplacer Preparation, and Tools for Student Success. Trained and supervised peer study leaders. Drafted training and instructional materials. Developed and maintained Writing Center policies and procedures. Created and maintained cooperative relationships with students, faculty, and staff. Committee work included: Assessment Committee and Educational Programs & Opportunities to Create Achievement (EPOCA). Administered budget. Supervisory responsibilities included managing multiple peer study leaders.

- Implemented a virtual Writing Center to be used by off campus, distance education students and faculty. **Outcomes:** After a year-long pilot, the virtual Writing Center has been opened to distance education students across the service area. Students from a wide range of distance education and dual credit classes utilized the virtual Writing Center during the pilot period.
- Developed the Self-Edit Checklist to be used as a tool for focusing students on questions or problems with their writing.
- Collaborated with Student Success Center Coordinators to design and execute the Fall Fiesta and College Crossroads resource fairs. **Outcomes:** Events in the fall and spring semesters were a great success. Several hundred students attended the events at each campus.
- Teamed with staff from Financial Aid and Student Success Center to draft and design the IAP Quick Reference. **Outcomes:** The IAP Quick Reference is used as a guide and work flow for writing and managing IAPs at all campuses.
- Created the Writing Center Unit Action Plan for the 2013-2014 planning year.

Director, Women's Center for Education & Service – 2010 to 2011
Texas A&M University – Corpus Christi, Texas

Developed and coordinated educational and leadership experiences with a particular focus on female students and women's issues. Assessed learning outcomes for Center activities and programs. Created and maintained cooperative relationships with students, faculty, staff, and local community organizations. Extensive committee work included: Student Affairs Division Assessment and Strategic Planning Committees, First Year Islanders Convocation Committee, University Center and Student Activities Advisory Council, Diversity Committee, I-ADAPT, Safe Living, and Homecoming committees. Managed several budgets from various funding sources and drafted grant proposals. Supervisory responsibilities included managing administrative assistant and multiple interns and work studies and one student organization.

- Originated and implemented the first ever Women's Center strategic plan. **Outcomes:** Plan was accepted by vice president to be implemented immediately.
- Extensive work with the Student Affairs Division Strategic Planning and Assessment Committees. **Outcomes:** The Committees developed a Division-Wide Strategic Plan, Student Affairs Learning Domains, Assessment Rotation Schedule, and Learning Outcomes Training.
- Planned and coordinated week long breast cancer awareness and domestic violence awareness programs. **Outcomes:** Several events during both weeks drew record attendance and new partnerships were created with Greek organizations and other departments within the Student Affairs Division.

- Facilitated the student reservation and registration process for the First Year Islanders Convocation. **Outcomes:** Over 800 First Year Islanders participated in the event; evaluations indicated student satisfaction with the reservation and registration process.
- Created and maintained partnerships with several faculty and community organizations to offer student programs such as Latinas and College: Our First Year Experiences, Texas Women Speaking, Vagina Monologues, Human Trafficking 101, and Celebration of Women in the Arts.

Director, Student Services – 2006 to 2010

Sul Ross State University - Rio Grande College – Del Rio, Eagle Pass, and Uvalde, Texas

Successfully managed the operations of the Student Services department which served a culturally and economically diverse student population. Contributed to all University policies and procedures impacting students as a key member of the RGC Vice President's Administrative Council. Appointed as a voting member of several university wide committees including the Campus Wide Strategic Planning Committee. Appointed chair of the Student Service Fees Advisory Committee. Supervisory responsibilities included extensive work with two student services specialists, recruiter, administrative assistant, and numerous work studies and tutors. Manage \$250,000+ operational and administrative budget.

- Coordinated the Distinguished Lecturer Series, a twice yearly event designed to enhance the cultural and educational experience for the student population and distinguish Rio Grande College in the service area. **Outcomes:** Participation rates increased with each installment of the series. Took the initiative to rotate the series between the three campuses so that each student population was able to take advantage of this experience.
- Managed ongoing campus activities to create a sense of community among the students and provide educational, cultural, and leadership programs that promote the college's mission. **Outcomes:** Events evaluation forms were consistently favorable with students making excellent comments and suggestions for future events.
- Directly responsible for activities of the Student Government Association and up to twelve student clubs and organizations. Worked extensively with student leaders and faculty club advisors to facilitate training needs, navigate the procurement of goods and services, and coordinate club events and activities. **Outcomes:** The Student Government Association developed into a fully functioning campus administrative body.
- Facilitated student recruitment programs to include on-site high school and junior college recruiting, campus visits, and GO Center activities. Advised new students on degree programs and course schedule choices; supervised new student advising; designed articulation agreements (transfer guides).
- Other duties included: arranged and provided ADA accommodations and personal counseling referrals; coordinated student tutor program and synchronized use of online tutoring service; functioned as hearing officer and investigator of student disciplinary referrals and student grievances.

Assistant Director, Student Services – 2004 to 2006

Sul Ross State University – Rio Grande College – Del Rio, Eagle Pass, and Uvalde, Texas

Served as second in command for Student Services department and lead student advisor. Assisted with planning and implementation of student development and leadership programs, student

activities, and student life programs for non-traditional, commuting students. Directed Student Government Association and managed clubs and organizations. Recruited new students using standard recruiting practices and activities. Arranged and provided ADA accommodations and personal counseling referrals. Gathered grievance information and statements for disciplinary referrals for Director.

- Drafted updated edition of the Campus Organization Manual and delineated a registration and records system for student clubs and organizations. **Outcomes:** Fostered new campus clubs and organizations to successful recognition by the Student Government Association.

Student Advisor & TExES Coordinator – 2002 to 2004

Sul Ross State University - Rio Grande College – Del Rio, Eagle Pass, and Uvalde, TX

Responded to student questions regarding admissions procedures, registration processes, schedule planning, degree plan clarification and transfer of classes. Recruited new students using standard recruiting practices and activities. Assisted in organization of student events to include registration, orientation, job fairs, recruiting events, graduation, student retreats, resume writing workshops,. Supervised math, English, and computer applications tutors. Authorized and issued bar codes to students seeking teacher certification. Coordinated practice TExES testing at three campuses. Created and maintained departmental website. Designed event advertisements.

- Successfully drafted unofficial degree checklists to be used by new students during their first semester of attendance. **Outcomes:** New student advising rates increased and students became more comfortable with the transition from the community college.

Research Assistant – 2002 to 2003

Sul Ross State University - Rio Grande College – Del Rio, Eagle Pass, and Uvalde, Texas

Performed scholarly research regarding multicultural issues to include library research, interviews, and gathering of survey data. Edited and assisted in writing of articles to be published in the National Forum Journals.

- Co-authored two articles and submitted them to the National Forum Journals for publication. **Outcomes:** Each article was accepted for publication.

PUBLICATIONS

Faseler, R.R., & Wilson, B. (2004). Cultural considerations in counseling Asian Americans. *National Forum of Multicultural Issues Journal*, 2(1), 39-43.

Russell, T.T., & Faseler, R. (2003-04). Let's go to the movies! Enhancing case conceptualization in rural counseling students. *National Forum of Teacher Education Journal*, 13(3), 30-46.

Schell, R.F. (2012). *Texas Senate Bill 174: Improving transparency in higher education*. In E. Ortleib & R. Bowden (Eds.), *Educational & Research Innovations* (189-200). Corpus Christi, TX: CEDER.