**Rachel S. Ruiz, Ph.D.**

Austin Community College Cypress Campus Residence

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**Education**

**Ph.D.,** Philosophy The University of Texas at Austin, 1999

*Educational Administration*

**MPA**, Public Administration Harvard University,

J.F.K. School of Government, 1995

**B.S.** Speech University of Texas at Austin, 1994

**Administrative Experience**

**Dean, Student Services,** Austin Community College, Riverside & Cypress Campus, Austin, TX, January 2014 to Present.

Returned to the community college system after serving five years in a four-year institution. Responsible for providing leadership, organization, supervision and evaluation of the following departments and programs: assessment, college-readiness, academic advising, counseling, disability services, transfer advising, career counseling, community outreach, college connection, and academic testing. Responsible for administering college policies and procedures regarding student’s rights and responsibilities and working collaboratively with instructional deans, faculty and academic support personnel to achieve student access and success. Serve as campus administrator.

**Accomplishments:**

* **Leadership:** Have developed a collaborative, high performing team to serve students. Led the development of a summer Leadership Week for Del Valle first time in college students. In addition, the Riverside campus will provide a First Year Seminar pilot program for these students. Our team has also taken the lead to revise the Group Planning Session model and added sessions to meet the needs of our students. Serve as one of the CARES team pilot projects. In collaboration with developmental education faculty members, have added *student learning outcomes* to the Student Engagement retention project. Serve on various committees to develop and implement Guided Pathway strategies including the core Pathways Implementation Plan. A member of the Texas Pathways Project, Futures Institute, and the Texas Entering Student Success Institute. Co-chaired the 5-Year Academic Master Plan Team, and received the Chancellor’s Leadership Excellence Award.
* **Management**: Efficiently manage day-to-day operations and workflow of the third largest, diverse campus within the District. In addition, have successfully managed special projects such as College Connection in local high schools, Group Planning Sessions, First Year Seminar pilot and have increased percentage rates of staff documentation entries for Degree Map. Managed the development of First Step and Area of Study (AoS) Information Session PPT and the AoS online video presentations.
* **Partnerships**: Have met with all feeder high school principals that participate in the College Connection program and will add the San Marcos community in the fall. Have received grant funding for the summer Leadership Program with Travis and Del Valle high schools from the Michael and Alice Kuhn Foundation. Coordinated deans and faculty members from ACC and Texas State University College of Engineering to explore the development of an automatic transfer plan.

**Assistant Vice President,** UTSA, San Antonio, TX, December, 2009 to 2013.

Responsible to provide leadership and vision in promoting the successful progression of students through the educational pipeline from pre-school to K-12 through the community college and undergraduate and graduate education at UTSA, Office of P-20 Initiatives. Serve as the UTSA spokesperson for college and career readiness.

**Accomplishments:**

* **Leadership:** Led the challenging reorganization of the UTSA Office of P-20 Initiatives that included the revision of the vision and mission statements, major goals, program assessment indicators, individual employee action plans and strategic plan during the first year. Invited by the Provost as team member of the institutional Cross-Campus Graduation Rate Improvement Plan committee.
* **Management**: Efficiently reorganized the administration of office procedures, workflow and staff performance and accountability. Successfully reorganized the management of 40 staff members and over 30 programs to address educational

P-20 pipeline issues, challenges and problems.

* **Partnerships**: Successfully developed internal/external partnerships with *but not limited to* the Colleges of Engineering, Science, Education, Public Policy, Liberal and Fine Arts, Honors College, the Greater San Antonio Chamber, the Hispanic Chamber, local ISDs (Early College High School, Gear Up and Dual Credit programs), Alamo Community College District, Communities In Schools, Big Brothers, Big Sisters, Mayor’s SA2020, Texas Education Agency, the Texas Higher Education Coordinating Board, and the University of Texas System to support P-20 programs. Created the Transfer Academy for Tomorrow’s Engineers in collaboration with Alamo Community Colleges and the UTSA Ready program for rising high school seniors, an early assessment and admissions program.
* **Funding:** Secured over $10 million in federal, state and private sector funding within a 3-year period for college readiness, access and retention activities/services that include the following funders: Texas Education Agency, Texas Higher Education Coordinating Board, Department of Education and the National Science Foundation. Private funders included the Texas Pioneer Foundation, HEB, USAA and Rackspace Hosting.

**Vice President of Student Affairs**, Clark College, Vancouver, WA, September, 2005 to November, 2009

Responsible for the overall administration and leadership of 24 student affairs departments that employed 2 deans,15 department directors/managers, 4 tenure counseling faculty members and 42 full-time and approximately 24 part-time classified staff. Manage over $24 million budget that included operating budget, financial aid budget and student government budget. Administered & created retention initiatives to serve first-generation students. Served as acting president as needed.

**Accomplishments:**

Please note that *all accomplishments* were achieved by working collaboratively with college-wide community.

* ***Management:*** Led the development and evaluation of the Student Affairs Annual Operational Strategic Plan linked to budget requests.
* ***Recruitment:*** Led the development and implementation of the institutional 2006-2009 Enrollment Management Plan that included instructional goals, marketing and recruitment action plans and achieved 4% projected growth in FTES within the first year of implementation.
* ***Retention:*** Led the development and implementation of the freshman New Student Seminar course and the first New Student Welcome Day, secured partnership agreements with feeder high schools that included COMPASS placement testing, implemented the new Retention Plan aligned with the new Academic Early Warning system and secured funding for a new multicultural retention manager, developmental education and STEM advisor positions.
* ***Instructional:*** Led the development and implementation of new curricular and co-curricular Service Learning program and the New Student Seminar.

**Dean, Student Development and Matriculation**, San Diego Mesa College, San Diego, CA, September 2001 to August 2005

Responsible for management and leadership to the Student Services program that employed 60 employees including 22 tenure counseling and 15 adjunct faculty members, 2 department chairs, 3 classified supervisors and classified staff. Developed, maintained and evaluated curriculum development, program plans and budgets for the School of Student Development and Matriculation that included the offices of Assessment, Counseling, Evaluations, Career Center, EOPS, DSPS and the Transfer Center. Co-authored accreditation self-study for student services. Served as acting vice president of student services from 2001 to 2005. The WASC Accreditation Site Team awarded a commendation to Student Services for tracking student learning outcomes in October, 2004.

**Accomplishments:**

* ***Management:*** Led the revisions and development of various college institutional documents that included the Student Services Program Review, the Matriculation Plan, Student Equity Plan and the Transfer Plan.
* ***Student Learning Outcomes (SLOs)***: Led the development and implementation of 3 research-based pilot projects for underserved students that linked to freshman learning communities and conducted statewide training sessions to Student Services staff with California Community College Research & Planning.
* ***Partnerships:*** Developed partnership agreements with feeder high schools and with Alliant University, College of Business and secured transfer scholarships for business majors.

**Instructional Dean, Community Education**, Bunker Hill Community College, Boston, MA, June 2000 to August 2001

Responsible for providing leadership and management to the college’s continuing and external educational efforts. Expand external academic course offerings to the greater Boston area through stand-alone sites and activities, and in partnership with area schools and community agencies in underserved communities.

**Accomplishments:**

* ***Instructional:*** Designed and implemented the first Weekend College that offered associate degree programs linked to an articulation agreement with the University of Massachusetts at Boston; expanded the non-credit program offerings; and developed and implemented three new satellite campuses in Chinatown, Somerville and Revere in collaboration with internal staff and external advisory groups.
* ***Professional Development:*** Designed and managed a comprehensive adjunct faculty professional development program and presented model at national conference.

**Interim Instructional Associate Dean of Continuing Education,** Cuyamaca College, El Cajon, CA, September 1999 to May 2000

Responsible for planning, organizing, administering and directing instructional programs and activities for the Weekend and Evening College, district-wide credit studies and the non-credit continuing education program.

**Accomplishments:**

* ***Management:*** Prepared and monitored program operating budgets and managed the collection of fees, billing and revenues for non-credit program.
* ***Instructional:*** Prepared faculty teaching assignments and schedules; performed in-service professional development programs and evaluated adjunct faculty members. Instructor of Interpersonal Communications.
* ***Workforce Development:*** Secured contract certificate training programs with city and county employers and successfully communicated and interpreted program objectives and course offerings to community, business and public organizations.

**Executive Assistant and Administrative Intern to President George Boggs,** Palomar College, San Marcos, CA, January 1999 to August 1999

Completed special projects and attended meetings and functions to represent the President at his request on a temporary part-time basis. Intern position was a requirement of the Ph.D. Community College Leadership Program in tandem with conducting research for dissertation.

**Accomplishments:**

* ***Partnerships:*** Assisted in the development of the GEAR UP grant project.
* ***Student Learning Outcomes:*** Participated in the Assessment Learning Project whose goal was to establish student learning measurable outcomes and assisted in the development of a national network of agencies that were interested in pursing the learning college paradigm concept.
* ***Completed Dissertation Research:*** Conducted research project with administrators, faculty and students and various shared governance organizations to complete dissertation: Transforming a Community College in Support of Learning: A Case Study.

**Regional Director and National Director of Mentoring,** Communities In Schools (CIS), Alexandria, VA, January 1996 to January 1999

Assisted state directors in seven state offices to secure financial and support resources to implement statewide K-12 dropout prevention program. These states included Texas, Kansas, New Mexico, Oklahoma, Louisiana, Colorado, and Arkansas.

**Accomplishments:**

* ***Management:*** Assisted state directors and state board of directors in the development of individual statewide strategic operational and business plans.
* ***Resource Development:*** Provided leadership as liaison with public and private sectors to secure financial and non-financial resources for each state program.
* ***Hispanic Mentoring Program***: Designed, developed and implemented the first Hispanic CIS National Mentoring Program in partnership with Univision Television Group. Implemented and assessed mentoring programs in Los Angeles, Miami, Houston, Dallas, San Antonio, and Oakland. Created Implementation Manual with training component for mentors. CIS Los Angeles was the recipient of a Hispanic National Mentoring Award.

**Completed undergraduate and master’s degree programs, January 1992 - 1996**

**Assistant State Director**, Communities In Schools, Austin, TX,

July 1986 – 1992

Responsible for providing leadership and program management for one of Governor Mark White’s Exemplary Youth dropout prevention programs in Austin, Dallas, Houston, El Paso, and San Antonio. Responsible to secure funding and resources from federal and state grants in compliance with federal and state regulations.

**Accomplishments:**

* ***Management:*** Replicated the statewide model in five new cities and managed, trained, supervised and evaluated the performance of program outcomes.
* ***Resource Development:*** Created and secured grant funds from federal, state and local agencies in compliance with laws and regulations. Advocated and secured statewide funding resources from the Texas Legislature.
* ***Professional Development:*** Designed and implemented a series of annual staff development statewide conferences.

**Faculty/Teaching Experience**

* Scheduled and coordinated faculty assignments.
* Coordinated curriculum design and assessed programs.
* Hired and conducted evaluation for contract and adjunct faculty members.
* Teaching Assignment: Cuyamaca Community College, *Interpersonal Communications*
* Teaching Assignment: Clark College, *Human Development*
* Teaching Assignment: St. Edwards University, *Multiculturalism on Campus*
* *Teaching Assignment: Texas State University, O.W.L.S, Human Relations*

**Matriculation Site Team Visit**

*Reedley Community College, Reedley, California, November 2003*

**Publications:**

*Student Services Dialogues: Community College Case Studies to Consider*

*Developing and Tracking Student Learning Outcomes for Student Services Professionals*

**Community Activities**

Participant, Leadership Austin, Austin, TX

Member, Texas Education Coordinating Council for Dropout Prevention, Austin

Member, Southwest Educational Development Laboratory Committee for Dropout Prevention, Austin, TX

Member, Communities In Schools – Austin Board of Directors, Austin, TX

Member, Texas Association of Private Industry Councils Board of Directors,

Austin, TX

***Chair,*** Local Occupational Information Coordinating Council – San Diego Workforce Partnership

Member, Community Work Services Board of Advisors, Boston, MA

Member, Boston Chamber of Commerce, Boston, MA

Member, Boston Latino Professional Network, Boston, MA

Member, San Diego Chamber of Commerce, San Diego, CA

Participant, San Diego Leadership and Training Institute, San Diego, CA

Member, San Diego Opera, San Diego, CA

Member, San Diego World Affairs, San Diego, CA

Member, San Diego Centro Cultura de la Raza Performing Arts Advisory Council,

San Diego, CA

***Chair Elect***, Community Choices Board of Directors, Vancouver, WA

Member, YWCA Board of Directors, Vancouver, WA

***Statewide Liaison***, Washington College Women’s Programs Council,

Vancouver, WA

***Executive Council*,** Washington State Student Services Commission,

Vancouver, WA

Member, The Greater San Antonio Chamber Workforce and Education Committee,

San Antonio, TX

Member, Communities In Schools Board,

San Antonio, TX

***Co-Chair,*** College Board National Advisory Council for Annual Conference,

San Antonio, TX

Member, The Rotary Club of Austin, Austin TX (received Paul Harris Fellow Award)

Member, Pan American Round Table, Austin TX

Board Member, Austin History Center Association, Austin, TX

**Presentations**

* National Institute for Staff and Organizational Development, Austin, TX, May 2003; *A Comprehensive Adjunct Faculty Staff Development Plan Model*
* Innovations Conference, League for Innovation, San Francisco, CA, March 2004; *How Do We Know? Learning Outcomes for Student Services*
* National Institute for Staff and Organizational Development, Austin, TX, May 2004; *Student Learning Outcomes for Student Services*
* Continuous Quality Improvement Network, Tucson, AZ, July 2004; *Learning Outcomes for the 21st Century*
* Bridging Higher Education to the State: A Dialogue, Denver, CO August 2004; *Access for Underrepresented Students*
* California Chicano/Latino Intersegmental Convocation, San Francisco, CA February 2005; *Assessing Student Learning Outcomes for Puente and EOPS*
* California Community College Research & Planning Statewide Workshops: *Assessment in Student Services: Student Learning Outcomes;* Mt. San Antonio College, Chabot College, Sacramento City College, California Academic Senate Plenary Session, Cerritos College, San Joaquin College, Grossmont Community College, Los Angeles City Community College, and Antelope Valley College
* California Matriculation Conference, Costa Mesa

November, 2006; *Student Learning Outcomes and Assessment for Student Services*

* Washington Faculty & Staff of Color in Higher Education, Vancouver, WA November, 2006; *Panel Discussion on Leadership in Higher Education*
* Washington College Women’s Programs Council, April, 2006; *Leadership Training: Creating A Strategic Plan*
* Association of Administrators and Staff, Austin, Texas, January, 2010

*The Early College High School Model*

* College Board: *Preparate* Conference, Miami, FL, June, 2012,

*P-20 Pipeline Model Programs*

* Rio Grande P-16 Education Conference, Harlingen, TX, December, 2012,

*UTSA P-20 Partnerships and Sustainability*

* College Board: *Preparate* Conference, Chicago, IL, May, 2013.

*Increasing the Success of Latino Students in Higher Education*

* League of Innovation: Learning Summit, Chandler, AZ, June, 2014

*Keynote Panel: Student Learning Outcomes: Whose Interests Are Being Served?*

* League of Innovation: Learning Summit, Chandler, AZ, June, 2015

*Keynote Panel: Quality, Inquiry, and Accountability (GPS)*

* League of Innovation: Learning Summit, Chandler, AZ, June, 2016

*Keynote Panel: Quality, Inquiry, and Accountability (Guided Pathways)*

* League of Innovation Conference, Seattle, WA, March, 2020

*Formulating CARES Teams and Implementing Policy Practice*

* League of Innovation Conference, Virtual Conference

*Academic Master Plan Process & Implementation, March, 2021*