

Patricia J. Newell

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Professional Experience

Edison State College 1985 – Present

Ft. Myers, Florida

Dean, Student Services 2010 - Currently

Leads and manages the district-wide student services division which includes all support functions, enrollment management, student recruitment, student activities, student discipline and the student intake processes.

Develops, recommends, implements and evaluates policies and procedures for student service and recruitment programs in collaboration with the campus deans and student services staff.

Insures structure and processes support the students of the College and are congruent with the mission and goals of the College.

Through collaboration and leadership, supports the campus efforts in serving the students, identifying barriers to access and partnering in identifying resolutions that may be unique to the campus but are consistent within the College frameworks.

Provides guidance to functional area directors and coordinators in identifying ways to enhance a student's learning process.

Collaborates with others to evaluate programs and services; analyzes and makes recommendations on student fee and budget matters and insures budgets are properly administered.

Provides direct supervision of Lee Campus student services in addition to district-wide responsibilities. Supervises student recruitment, enrollment management, TRIO programs (Student Support Services and Upward Bound), career services and adaptive services.

Represent the College at designated community organization meetings and maintains working relationships with other educational organizations, governmental units and campus area agencies.

Work collaboratively on issues relating to disaster preparedness and student welfare on campus.

Coordinates with other departments on the campus to provide the new student orientation program.

Dean, Academic Success Programs 2007 – 2010

Supervised the activities and provided directives for all Academic Support Programs such as: College Prep; English for Academic Purposes; Peer Tutorial; Disabled Student Services; Student Opportunities for Achievement and Rewards (SOAR); Student Support Services; Upward Bound Director and others.

Led the faculty and staff in the development and delivery of instruction; monitored instruction and provided guidance for instructional quality improvements. Served as the principal coordinator for the College's retention efforts.

Met with students as requested by the student or faculty to discuss difficulties the students may be experiencing in their educational progress, classroom behavior, or pathway to completion of learning assistance courses. Assisted with resolution of student disputes associated with professors. Counseled students regarding their academic achievements, advised students on courses and their academic plan.

Served on a variety of college-wide committees and task forces focused on strategic initiatives that crossed a variety of college areas.

Responsible for administrative tasks related to planning, budgeting and purchasing; developed course schedules for the semester and assigned faculty to courses. Hired, trained, evaluated and terminated assigned faculty and staff.

Insured faculty compliance with College-wide standards related to course syllabi, teaching expectations, student performance and retention.

Coordinated the timely submission of unit plans in keeping with the goals and objectives of the division. Coordinated and provided direction to CLAST activities within the district.

Associate District Dean, Academic Support Program 2003-2007

Reporting to the Dean of Instruction of Arts and Sciences, performed most of the duties identified in the Dean, Academic Success Programs. Committee assignments were more focused within the Student Services area rather than cross-departmental.

Previous Academic Administration positions:1992-2003

District Director, Learning Assistance

Interim Coordinator, Department of Learning Assistance

Previous Academic position: 1985-1992

Professor, College Prep Mathematics

Education

M.S., Mathematics Education, Elmira College - 1978

B.S., Mathematics, State University of New York at Fredonia – 1974

Service and Committees

Florida Developmental Education Association (FDEA)

– President, 1985-2011

National Association for Developmental Education (NADE), 1990-2011

- President Elect 2003- 2004

- President 2004 - 2005

- Conference Chair, Annual Conferences 2002, 2007, 2012

Florida Association of Community Colleges (FACC) 1995-2011

-Edison Chapter President for Region 4, 2003

Student Services Council, Chair/Member, 2008-2011

Deans Council, Chair/Member, 2008-2011

Enrollment Management, Chair/Member, 2008-2011

Curriculum Committee, Member, 2002-2008

Awards and Special Recognitions

Educator of the Year: Florida Developmental Education Association, 2002

Outstanding Service to Developmental Education Students: National Association for Developmental Education, 2003

Professional Development

Florida Association of Community College (FACC), Member 1995-2011

Florida Developmental Education Association (FDEA), Member 1985-2011

National Association for Developmental Education (NADE), Member 1990-2011

National Academic Advising Association (NACADA), Member 2010-2011

Connections Conference “Developmental Education and Beyond” 2010

NADE Conference (multiple years)

First Year Experience Conference 2009

Student Services Assessment Symposium, North Carolina 2008

Advancing Student Success with Strategic, Data Driven Planning 2008

Customer Service Training, Edison College 2008

-Developed Curriculum in conjunction with Lee Knapp

NACADA 9th Annual Academic Advising Administrators’ Institute February, 2011

Sungard Banner Summit March 2011

FASFAA Florida Association of Student Financial Aid Administrators May 2011

NaBITA (National Behavioral Intervention Team Association) December, 2011