

TOPEKA SMALL SINGLETON

EDUCATION

- Edd** University of Memphis, Higher Education May 2011
Dissertation: “The Unknowing Knowers: Faculty and the Accreditation Process”
Committee Chair: Katrina Meyers
- MA** University of Memphis, English: Professional and Technical Writing Dec 2001
Thesis: “Writing What’s Spoken: Dialects in Technical/Professional Communication”
Advisor: Patricia Roberson
- BA** University of Memphis, English May 1999

RESEARCH EXPERIENCE

- Dissertation**, University of Memphis, Memphis, TN 2011
Advisor: Katrina Meyer, chair
- Performed study related to accreditation and faculty
 - Completed dissertation: “The Unknowing Knowers: Faculty and the Accreditation Process”
- Master’s Thesis**, University of Memphis, Memphis TN 2001
Advisor: Patricia Roberson
- Performed several studies on the effectiveness of dialects in communication; researched the use and understanding of Ebonics among different races
 - Completed thesis: “Writing What’s Spoken: Dialects in Technical/Professional Communication”

TEACHING AND LEADERSHIP EXPERIENCE

- Interim Director (2021-2022) and Assistant Professor, Center for Excellence in Education (CEE)**
Arkansas State University-Jonesboro
July 2020-present
- Manage a chair load of 30+ dissertation students
 - Design online doctoral level courses for the Educational Leadership, P12 and Higher Education Leadership EdD programs

- Provide professional development related to instructional design to faculty and students
- Teach 9 credit hours per semester in Educational Leadership, P12 and Higher Education Leadership EdD programs
- Evaluate applicants for admission
- Serve on IRB Committee, Student Grievance Committee, and departmental curriculum committee
- Teach theory and best practices associated with pedagogy and andragogy

Marion School District, Marion, AR

Fall 2017-Spring 2020

Teacher, Literacy Facilitator, School Improvement Specialist, Interim Principal

- Facilitated Junior High English Course
- Assisted teachers of all disciplines with literacy related curriculum
- Trained teachers, observed teachers, provided feedback
- Planned and deployed RTI programs
- Assisted in the selection, monitoring, and completion of goals related to student achievement
- Planned and presented professional development for teachers (much is which is centered around the use of Edmentum and its programs, date-driven teaching methods and date-driven classrooms)
- Compiled data reports for the building
- Engaged teachers in Coaching Cycles
- Assisted ALP teachers with Praxis Preparation
- Led the Building Leadership Team
- Managed the use of Edmentum, EdReflect, and other web-based learning programs
- Managed all state-mandated testing

Arkansas State University, Jonesboro, AR

Summer 2016

Instructor, College Student Personnel Services

- Facilitated Assessment and Accreditation, a graduate course averaging 30 students per term, covering the following topics: assessment and accreditation in higher education
- Redesigned existing online course and content
- Developed quizzes, exams, and other course content
- Revised the syllabus to meet accreditation standards
- Coordinated grading with 1 teaching assistant

East Arkansas Community College, Forrest City, AR

Spring 2015-Spring 2016

Instructor, English Department, Federal Prison Site

- Facilitated English courses to residents of men's prison

University of Central Arkansas, Conway, AR

August 2005-May 2008

Instructor, College of Education, Teacher Education Program

- Facilitated junior and senior level Education courses
- Provided feedback on teaching demos

- Planned, supervised, and managed teaching field experiences
- Mentored new teachers

Arkansas State University-Mid-South, West Memphis, AR May 2003-Aug 2008

Instructor, English Department

- Facilitated freshman and sophomore English courses
- Served as Writing Across the Curriculum Instructor
- Advised and mentored students
- Mentored colleagues
- Assisted with recruitment
- Managed departmental assessment processes
- Served on committees as needed

Earle High School, Earle, AR
Teacher, Junior and Senior English

August 2002-May 2003

PROFESSIONAL/ADMINISTRATIVE EXPERIENCE

Interim Director, Center for Excellence in Education (CEE)

Arkansas State University-Jonesboro

May 2021-June 2022

- Managed two EdD programs in Educational Leadership, P12 and Higher Education Leadership
- Attained and retained highly qualified faculty and adjuncts
- Completed departmental course schedule
- Provided departmental leadership on departmental assessment, program development, comprehensive examinations, etc.
- Managed P12 and higher education curriculum
- Oversee the mentor model within the doctoral program
- Trained dissertation mentors on dissertation expectations
- Assisted in resolving student and faculty issues

Marion School District, Marion, AR

Fall 2018-Fall 2020

School Improvement Specialist, Interim Principal

- Facilitated Junior High English Course
- Assisted teachers of all disciplines with literacy related curriculum
- Trained teachers, observed teachers, provided feedback
- Planned and deployed RTI programs
- Assisted in the selection, monitoring, and completion of goals related to student achievement
- Planned and presented professional development for teachers (much is which is centered around the use of Edmentum and its programs, data-driven teaching methods and data-driven classrooms)
- Compiled data reports for the building
- Engaged teachers in Coaching Cycles
- Assisted ALP teachers with Praxis Preparation

- Led the Building Leadership Team
- Managed the use of Edmentum, EdReflect, and other web-based learning programs
- Managed all state-mandated testing

**Assistant Director, Assessment
Arkansas State University-Jonesboro
June 2015-June 2017**

- Provided training for faculty and staff on institutional, programmatic, and course-level assessment and accreditation issues
- Compiled Institutional Reports for different constituency groups-including self-study, five-year review reports, and annual assessment reports
- Managed institution's assessment software, Taskstream
- Provided consultation for assessment leaders within ASU's different colleges and schools
- Assisted in developing systemic assessment processes
- Assisted with education SPA reports and visits from program accreditors, such as CAEP
- Assisted with discipline-specific/specialized accreditation processes for a number of programs
- Collaborated with faculty and staff across campus to meet regional accreditation standards
- Collaborated with Education faculty on a number of research projects
- Served on Assessment Committee and other committees as appointed

**Data Analyst
East Arkansas Community College
July 2014-May 2015**

- Collected and analyzed data for a technology grant
- Compiled data reports for different constituents
- Assisted with grant reporting
- Tracked project work hours
- Served on institutional committees

**Assistant Director of Assessment and Accreditation
Southern Methodist University
July 2013-July 2014**

- Provided training for faculty and staff on institutional, programmatic, and course-level assessment and accreditation issues
- Compiled Institutional Reports for different constituency groups-including self-study, five-year review reports, and annual assessment reports

- Assisted with discipline-specific/specialized accreditation processes for a number of programs
- Managed institution's assessment software, WEAVE
- Served on Dissertation Committees, Assessment Committee and other committees as appointed
- Provided consultation for assessment leaders within ASU's different colleges and schools
- Assisted in developing systemic assessment processes
- Peer Reviewer for Southern Association of Colleges and Schools (SACS)

Associate Vice President of Institutional Effectiveness
Arkansas State University-Mid-South
May 2010-July 2013

- Chaired Institutional Effectiveness Committee
- Led all accreditation efforts, including writing the self-study, establishing and monitoring self-study committees, serving as campus liaison to the HLC, etc.
- Served as a Peer Evaluator for the Higher Learning Commission
- Led the development of Institutional, Operational, and Departmental Plans
- Organized and implemented the institutional strategic planning initiative
- Designed, purchased, and administered surveys that inform planning in relation to constituency feedback
- Developed and trained committees annually
- Provided training for faculty, staff, and Board of Trustees
- Compiled Institutional Reports for different constituency groups-Minority Retention Report, Annual Institutional Data Update, Annual Evaluation of Faculty Reports, etc.
- Led the development and publication of institutional productivity measures
- Performed program reviews
- Monitored state performance measures and other benchmarks to regularly evaluate key performance indicators
- Collected and analyzed institutional data
- Coordinated annual revision of the MSCC Catalog
- Supervised full time and adjunct faculty
- Completed faculty observations and evaluations
- Developed and Enforced Academic Dishonesty Policies and Procedures
- Researched student and faculty complaints
- Handled student and faculty disciplinary issues
- Assisted with the development of Schedules of Classes and Final Exam Schedules
- Facilitated undergraduate courses as necessary
- Peer Reviewer for the Higher Learning Commission

HONORS, GRANTS, AND AWARDS

Faculty Excellence Award in Teaching, non-tenure track Arkansas State University-Jonesboro Spring 2024

Southern Association of Colleges and Schools (SACS) Peer-Evaluator 2013-2014
Traveled with teams as a Peer Evaluator, evaluated institutions of higher education located within the SACS region

Higher Learning Commission (HLC) Peer-Evaluator Corps 2010-2013
Traveled with teams as a Peer Evaluator, evaluated institutions of higher education located within the 19-state HLC region

Graduate, Arkansas Association of Two-Year Colleges Leadership Institute 2011
Leadership institute developed to train the next generation of higher education leaders in Arkansas

Dr. R. Eugene Smith Fellowship 2008-2010
University of Memphis, College of Education, Department of Higher and Adult Education

SACS Annual Conference Travel Grant Recipient 2009
Wrote grant for travel to annual SACS Conference-grant awarded to Topeka Williams-\$2,000

Mid-South Robotics Grant 2007
Co- wrote grant for Robotics Hub-grant awarded to Mid-South Community College \$25,000

Arkansas Association of Two-Year Colleges, Faculty of the Year Award 2006
Arkansas State University-Mid-South (formerly known as Mid-South Community College)

Arkansas Department of Education Non-traditional Licensure Program Instructor and Panelist Summer 2005-Summer 2007

PUBLICATIONS

Articles and Book Chapter

Singleton, T. S. (2023). Pressin' On: Leadership from the Black Female Imposter's Perspective In K. Davis, A. Bowser, & N. Johnson-Leslie (Eds.), *Black Women's Formal and Informal Ways of Leadership* (pp. 30-50). IGI Global.

Lewis-Kipkulei, P., **Small Singleton, T.**, Singleton, J., & Davis, K. (2021). Increasing student engagement via a combined roundtable discussion and flipped

classroom curriculum model in an OT and special education classroom. *Cogent Education*, 8(1), 1911284.

Bowser, A., Davis, K., Singleton, J., & **Small, T.** (Winter, 2017). Professional learning: A collaborative model for online teaching and development. *Southeastern Regional Association of Teacher Education*, 26(1), 1-8.

Conference Papers/Presentations

Singleton, T.S., & Singleton, J.D. (Spring 2024). *Does Embedding Experiential Learning into Doctoral Classes Impact Program Completion?* Paper presented at the Experiential Learning Leadership Institute (ELLI) Conference, April 2-4, 2024, Martin, TN.

Singleton, T.S., & Gipson, T. (Spring 2024). *Voices of Value: Nurturing Mattering among African American Male Students in High School.* Paper presented at the International Organization of Social Sciences and Behavioral Research Conference (IOSSBR), March 2024, New Orleans, LA.

Singleton, T. S. (Spring 2023). *Pressin' On: Leadership from the Black Female Imposter's Perspective.* Chapter presented at the Arkansas Council of Women in Higher Education (ACWHE) Annual Conference, February 2023, Virtual Conference.

Kipkulei, P., **Small Singleton, T.**, Singleton, J., & Davis, K. (2019). *Increasing Student Engagement via a Combined Roundtable Discussion and Flipped Classroom Curriculum Model in an OT and Special Education Classroom.* Paper presented at the International Organization of Social Sciences and Behavioral Research Conference, October 2019, Las Vegas, NV.

Singleton, J., & **Small Singleton, T.** (March 2018). *Social Constructs and Environment's Impact on the Accreditation Process: A Qualitative Phenomenological Study.* Paper presented at the International Organization of Social Sciences and Behavioral Research Conference, March 2018, New Orleans, LA.

Singleton, J., **Small, T.**, Davis, K., & Bowser, A. (2017). *The Unknowing Knowers: Faculty and the Accreditation Process.* Paper presented at the International Organization of Social Sciences and Behavioral Research Conference, October 2017, Las Vegas, NV.

Singleton, J., Davis, K., Bowser, A., & **Small, T.** (2017). *Professional Learning: A Collaborative Model for Online Teaching and Development.* Paper presented at the Southeastern Regional Association of Teacher Educator's 64th Annual Conference, October 2017.

INVITED LECTURES

National Conference of Academic Deans (formerly known as Arkansas Deans Association Conference)

University of Central Arkansas

“Assessment and Accreditation Across the Curriculum...from the HLC’s Standpoint” 2011.

PROFESSIONAL TRAINING

A Framework for Understanding Poverty, Certified Trainer Certificate **2019**

Ruby Payne, aha! Process Professional Development

Fall 2019

Description: trained in the dynamics that cause and maintain poverty from the individual to systems level.

Grant Writing Workshop

University of Arkansas at Little Rock, Little Rock, AR, 2010

Description: trained in fundamentals of grant writing, grant writing instruction

Instructional Design for Online Learning Certificate, Mid-South Community College, 2006

Description: trained in online course design

Writing Across the Curriculum Certificate, Pulaski Technical College, 2006

Description: trained to teach writing across disciplines

Arkansas Teacher’s License/Certificate, 7-12 English

ORGANIZATION/COMMITTEE WORK/INSTITUTIONAL SERVICE

Arkansas Council for Women in Higher Education (ACWHE)-Executive Board Member and Secretary (Spring 2024-Spring 2025)

ASU Jonesboro

- University IRB Committee (2022-2025/3 year appointment)
- Assessment Committee
- Educational Leadership Curriculum Committee
- Student Grievance Committee

ASU Mid-South

- President’s Council
- Institutional Effectiveness Committee, Chair
- Student Services Committee
- Faculty Senate
- Assessment Committee, Chair
- Writing Across the Curriculum Instructor, 2004-2006
- Co-Advisor for Phi Theta Kappa, 2003-2004
- Co-Sponsor for Writers Anonymous, 2006
- Academic Advisor, 2003-2008
- Student Mentor, 2003-2005
- Writing Lab Tutor, 2004-2008

Southern Methodist University

- College Committee on Assessment and Accreditation, Co-Chair
- Student Research Committee

INDEPENDENT/CONTRACT WORK

Small Edits, Dissertation Editing Business, Editor 2016-2020

- Edit dissertations according to institutional and documentation format specifications -Service doctoral students from: Grand Canyon University, Concordia University, Walden University, University of Memphis—editing samples and references available upon request
- Work with dissertation students at different points in the dissertation process
- Secure contracts with public education institutions to develop and/or edit reports, e.g. Indistar

Nontraditional Teacher Licensure Program Presenter and Panelist-presented by the Arkansas Department of Education Summer 2006-Summer 2008

- Facilitated summer courses for non-traditional licensure applicants
- Led a panel of educators who mentored non-traditional licensure candidates

Boundless Learning Co-teaching Coach in partnership with Johns Hopkins University and Arkansas Department of Education. Fall 2023-Spring 2024

- Facilitated Co-teaching partnerships and training in schools in Arkansas
- Observed co-teachers in the classroom setting and offer performance feedback

References available upon request