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# SARA L. WEERTZ

## EDUCATION

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- **2004** *Wayne State University* **Detroit, MI**  
*M.Ed. (cum laude) Instructional Technology/Performance Improvement and Training*
- **1986** *University of Denver* **Denver, CO**  
*Publishing Institute Certificate*
- **1985** *Wayne State University* **Detroit, MI**  
*B.A. (cum laude) in English and Professional Writing*  
*English Honors, Merit Scholar, National Honor Society, WSU Tompkins Writing Award*

## WORK EXPERIENCE

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- July 2010 to present** *Angelo State University* **San Angelo, TX**  
***Executive Director, First Year Experience Program***
  - Report directly to the Vice Provost for Academic Affairs
  - Manage and direct USTD 1201: Critical Thinking (freshmen curriculum)
  - Manage and direct USTD 1101: Strategies for Learning (probation/post-suspension course)
  - Teach one section of USTD 1101
  - Manage daily operations of FYE Office ([http://www.angelo.edu/services/first\\_year\\_experience](http://www.angelo.edu/services/first_year_experience))
  - Manage annual program budgets
  - Responsible for strategic planning and program evaluation/assessment
  - Oversee Office of Supplemental Instruction (SI) and ASU Tutor Center
  - Participate in design and redesign of USTD course curriculum
  - Design, develop, and implement online tutoring initiative: SMART Online via Blackboard
  - Collaborative oversight of SMART Tutoring initiative including SMART Trac
  - Coordination of SMART academic/study skills workshops
  - Coordination of Study Jam (biannual campus-wide exam cram week)
  - Co-applicant and co-recipient of Hispanic Serving Institution (Title V) grant—tutoring and SI
  - Co-PI (data management) for SPURRS (Science Partnership for Undergraduate Recruitment, Retention, and Success) NSF grant
  - Participation in summer bridge program with provisionally-admitted students and USTD 1201
- January 2010 to May 2010** *P-16+ Partnership* **San Angelo, TX**
  - San Angelo P16+ Partnership: 2010-2011 Intensive College Readiness Program for Adult Learner—Texas Higher Education Coordinating Board (THECB) grant-funded partnership with Angelo State University, Howard College, Workforce Solutions, and San Angelo Community Development Corporation
- July 2005 to present** *Angelo State University* **San Angelo, TX**  
***Founding Director, Office of Supplemental Instruction and ASU Tutor Center***
  - Reported to the Vice Provost for Academic Affairs
  - Provided leadership and supervision for Supplemental Instruction (SI) and Tutoring in coordination with the university colleges, departments, and schools
  - Managed daily operation of academic support service; maintained program budgets
  - Communicated and promoted support services across campus; program spokesperson
  - Recruited, trained, supervised, and evaluate student employees (SI Leaders and Tutors), graduate assistants, and professional observation staff

- Designed and facilitated SI/tutor training, in-service, and evaluation to target learning process models, active learning strategies, and lesson plan development
- Promoted blended training/ePortfolios ( Blackboard Course Management Software)
- Conducted program evaluation using combined qualitative and quantitative research methods which serve as model for the university; created SI/Tutor Interpretive Report used to predict and analyze effects of academic assistance and student learning outcomes
- Provided leadership and supervision for creative campus-wide marketing and advertising campaign to promote academic support; maintain all program literature
- Designed and maintained departmental websites
- Collaborated with Residence Life, Library, and academic colleges to implement biannual campus-wide Study Jam Exam Cram Week ( [www.angelo.edu/services/study\\_jam](http://www.angelo.edu/services/study_jam))
- Coordinated and collaborated with CRLA International Tutor Program Certification to develop tutor certification standards for SI programs
- Collaborated with Residence Life to implement tutor satellites in residence halls
- Collaborated with faculty/staff to offer classroom service learning projects
- Developed and implemented SMART (Students Mapping a Right Track) —umbrella of ASU academic support (<http://www.angelo.edu/dept/smart/index.html>)
- Collaborate with faculty, advisors, etc. to implement SMART academic/study skills workshops
- Collaborative development of SMART Trac, ASU's unique tutor tracking system

**October 2002 to June 2005**      *Wayne State University*      **Detroit, MI**  
**Assistant Coordinator, Tutoring and Supplemental Instruction**

- Assisted with coordination and supervision of 50+ Tutors/SI Leaders, supporting 75+ courses. Maintained SI/Tutor training manual and program publications. Assisted in development and facilitation of workshops, training, and staff meetings. Utilized TutorTrac (web-based management software). Co-hosted first annual WSU Tutor Conference; conference evaluator.

**January 1998 to November 1999**      *Calico Corners*      **St. Clair Shores, MI**  
**Sales Associate and Home Designer**

- Served as in-home interior design consultant. Responsible for designs and reports, bids/quotes, accounts receivable, all sales, store display, merchandise inventory, and shipping/receiving.

**January 1995 to February 1998**      *Somerset Publishers*      **Detroit, MI**  
**Editorial Director**

- Coordinated and expedited complete publication process of biographical and historical reference series for schools and libraries. Wrote and edited manuscripts. Trained writers. Compiled research material. Designed and developed innovative reference materials.

**April 1992 to June 1995**      *St. Patrick Senior Center*      **Detroit, MI**  
**Program Director, St. Patrick Senior Advocacy**

- Coordinated daily activities for 30 volunteers and paid staff, providing advocacy to ill elderly. Managed \$100,000 yearly grant-funded budget. Maintained 300+ client database. Program spokesperson, increasing client base and company recognition. Revamped failing referral process into multi-source system with Detroit Medical Center. Redesigned training program thus tripling volunteer base. Designed and implemented program newsletter and brochure.

**August 1986 to July 1991**      *Kelly Services, Inc. World HQ*      **Troy, MI**  
**Senior Technical Writer/Methods Analyst, Staff Service Department**

- Lead writer, business forms designer. Planned, developed, and produced instructional materials, increasing company productivity. Managed research and analysis of company publications to create cost-effective business systems for 1000+ branches worldwide. Corporate liaison for HQ and foreign subsidiary. Designed and facilitated staff training involving local/abroad travel. IRCA specialist. Established popular Staff Service Hotline.

**September 1984 to August 1986**      *Gale Research Company*      **Detroit, MI**  
**Research Coordinator**

- Coordinated research team, collecting biographical and bibliographical data for *Contemporary Authors* reference series. Maintained department library. Trained staff in database management and research procedures.

**January 1984 to June 1984      General Motors World HQ      Detroit, MI**  
***Student Intern, GM College Recruitment and Placement Office***

- English internship through Wayne State University. Designed, developed, and implemented unique departmental newsletter for company recruiting office. Researcher, writer, and editor.

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## **PROFESSIONAL MEMBRSHIPS**

- Texas College Reading and Learning Association (TxCRLA)
- American Evaluation Association (AEA)
- International Society for Performance Improvement (ISPI)
- National Association for Developmental Education (NADE)
- Texas Association for Developmental Education (TADE)
- College Reading and Learning Association (CRLA)
- Toastmasters International /Competent Communicators Certificate
- Association for the Tutoring Profession (ATP)
- American Society for Training and Development (ASTD)
- National College Learning Center Association (NCLCA) — in process: Level II NCLCA Professional Certification

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## **PRESENTATIONS/PROJECTS/IN-SERVICE/COUNCILS**

- Hispanic Serving Institution (HSI) Implementation Team (October 2010—present)
- Professional staff representative, ASU Strategic Planning Council (2009-2011)
- External Reviewer and Chair, Western Carolina University Catamount Academic Tutoring Center and Mathematics Tutoring Center Administrative Program Review, Cullowhee, NC (March/April 2010)
- TxCRLA President (three-year term: 2009-2011)
  - President Elect & CASP Program Chair — 28<sup>th</sup> CASP Conference (College Academic Support Programs—joint venture with TxCRLA, TADE, and THECB), San Antonio, TX, Oct '09
  - TxCRLA President/29<sup>th</sup> CASP Conference, El Paso, TX, Oct '10
  - TxCRLA Past President/30<sup>th</sup> anniversary CASP Conference, Austin, TX, Oct '11
- Coordinator and Project Manager for TxCRLA Brown Bag Webinar series—online webinars:
  - Accelerated Learning (aired April 2010)
  - Mad Dog Math (aired January 2011)
- *ASU SMART Tutoring Marketing Campaign*—collaborative assignment with advanced communications students to design, and develop tutoring brand (2009-present)
- SMART Alliance sharing resources, training information, best practices, advertising venues
- SMART Trac—collaborative design, development, and implementation of unique web-based management software to record, track, and assess students using academic support services at ASU; interfaces with Banner (prototype-pilot/Summer 2010 with live version 1.0/Fall 2010)
- *Developing Student Learning Outcomes for Support Services*—Presentation, Association for the Tutoring Profession Winter Online Training Program (ATP, February/March 2011)
- *Socratic Method*—Presentation, Association for the Tutoring Profession Winter Online Training Program (ATP, February/March 2010)
- *Building Rapport*—Presentation, Association for the Tutoring Profession Winter Online Training Program (ATP, February/March 2010)
- *Effective Note-Taking Skills*—ASU SMART Workshop (Fall 2010 to present)
- *Above PAR Reading Strategy*—ASU SMART Workshop (Fall 2010 to present)
- Author, *Take the Lead—Form a Study Group*—ASU SMART Workshop (Fall 2010)
- Author, ASU centralized tutor program proposal (January 2008)
- Co-creator with Residential Programs: Study Jam—ASU's version of exam cram week (initial implementation Spring 2009)
- Academic assistance representative, BANNER vs. Operational Data Store (ODS) regarding University reporting requirements (2009)
- Staff rep, Dreamweaver vs. Course Management Software website development (Spring '09)

- *Effective Time Management*—(3-hour workshop) Tom Green County Library (Fall 2009)
- *Above PAR Reading Strategy*—American University of Antigua (November 2009)
- *Supplemental Instruction: What It Is*— 88<sup>th</sup> Annual Meeting of Texas Association of Collegiate Registrars and Admissions Officers (TACRAO), Lubbock, TX (November 2009)
- *Collecting Research Data with Focus Group*— 27<sup>th</sup> annual College Academic Support Programs (CASP) Conference, Corpus Christi, TX (November 2008)
- *Collecting Qualitative Data with Focus Groups*— 5<sup>th</sup> International Conference on Supplemental Instruction in Orlando, FL (May 2008)
- *Empirical Evidence Regarding “A” Students and Supplemental Instruction*— National Association of Developmental Education (NADE) Conference, Boston, MA (February 2008)
- Focus Group of SI Students, design and implementation, Angelo State University, San Angelo, TX (November 2007)
- *Examining Empirical Evidence: SI and the “A” Student*— 26<sup>th</sup> annual College Academic Support Programs (CASP) Conference, The Woodlands, TX (October 2007)
- *Examining Empirical Evidence: SI and the “A” Student*—Texas A&M University’s 3<sup>rd</sup> Regional Conference on SI, College Station, TX (May 2007)
- Author, program evaluation & assessment of GOVT 2302 Study Skills Workshop, Angelo State University, San Angelo, TX (August 2007)
- Author, *Summative Evaluation of the SI Program Pilot Year (2005-2006)*, Angelo State University, San Angelo, TX (August 2006)
- Co-designed, developed, and implemented study skills workshop for GOVT 2302: Federal & State Government II; included needs assessment and logic model, unique survey instruments, study skills rating scale; Angelo State University, San Angelo, TX (Spring 2007)
- *Supplemental Instruction (SI) Marketing Campaign*—campus-wide advertising campaign included program logo, website design ([www.angelo.edu/dept/si](http://www.angelo.edu/dept/si)) and maintenance, monthly newsletter, program brochure, reference manual, training program, faculty guide, T-shirts, miscellaneous campus literature, CRLA SI/tutor certification, and graduation medals; Angelo State University, San Angelo, TX (2005-2007)
- *SI Leader/Tutor Training & Orientation*—two-day pre-term training each long term, Angelo State University, San Angelo, TX (Fall 2005 to present)
- *Instructional Systems Design for Supplemental Instruction (ISD for SI)*—Demonstration, 4<sup>th</sup> International Conference on Supplemental Instruction, Malmo, Sweden (May 2005)
- Co-organizer and co-coordinator, 1<sup>st</sup> annual WSU Tutor Conference—Wayne State University, Detroit, MI (March 2005)
- *Building Rapport*—Co-presenter, WSU Tutor Conference, Wayne State University, Detroit, MI (March 2005)

## **SOFTWARE PROGRAM PROFICIENCIES**

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- Microsoft Office (Word, PowerPoint, Excel, Publisher, Outlook)
- Microsoft Project Management Software
- Blackboard Learning System (including ePortfolios)
- Dreamweaver/FLASH
- TutorTrac
- Banner, Cognos

## **AWARDS**

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- ATP Master Tutor Trainer Certification, December 2009
- CRLA International Tutor Program Certification — Office of SI, April 2009
- Nominee, 2008 Angelo State University Employee Excellence Award
- Finalist, 2008 Texas Higher Education Star Award/Texas Higher Education Coordinating Board (THECB) for the Office of Supplemental Instruction at Angelo State University
- Ann Ferguson Award for Professional Development, 2008
- Anna B. Faulkner Professional Development Award, 2007
- Anna Schumacher Merit Scholar
- Golden Key National Honor Society
- Tompkins Writing Award, 1984

## **PUBLICATIONS**

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- Agee, Karen and Hodges, Russell. (Eds.). (in press). Building Rapport. *CRLA Handbook for Training Peer Tutors and Mentors*.

## **ADDITIONAL TRAINING/CONTINUING EDUCATION**

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- International Center for Supplemental Instruction/University of Missouri-Kansas City
  - SI Supervisor Training, January 2006
  - SI Leader Training Applications, May 2006
- Association of the Tutoring Profession (ATP) Online Workshop: *Outcomes, Objectives, and Assessments of Academic Support Program*, July 2006
- Association of the Tutoring Profession (ATP) Online Workshop: *Cognitive Learning and its Application to the Tutorial Setting*, November 2006
- *Technology Institute for Developmental Educators Certificate* — (TIDE) Texas State University, San Marcos, TX, July 2008
- Teaching, Learning, and Technology (TLT) Online Institute Workshop: *ePortfolios*, Nov '08
- Association of the Tutoring Profession (ATP) Online Workshop: *Practical Applications and Techniques to Meet Student Learning Needs: The Dos and Don'ts of Bloom's Taxonomy and Other Theories of Learning*, February 2009
- Cambridge Stratford Study Skills Institute: *Online eMaster Tutor Training Course*, June 2009
- Teaching, Learning and Technology (TLT) Group—Online Workshop: *The Power of Rubrics: Assessment as a Guide to Learning*, July 2009
- Concho Valley Master Gardener Training 2010, Texas Agrilife Extension/Tom Green County
- Seamstress Classes, St. Clair Shores Continuing Education, 1995-1998
- Tennis Lessons/League, Balduck Recreational Club, Detroit, MI (Rank: 3.5)

## **ACADEMIC PROJECTS**

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- USTD 1201 course redesign and USTD 1101 curriculum design
- SMART Online Tutoring
- CRLA International Tutor Program Certification
- ATP Master Tutor Trainer Certification
- SMART Trac
- SI/Tutor Interpretive Report
- Blackboard SI/Tutor Training Course including SI/Tutor ePortfolios
- Student Focus Groups — Qualitative Evaluation Data
- Designer/Creator: Study Skills Survey  
([http://www.angelo.edu/services/first\\_year\\_experience/study\\_skills/](http://www.angelo.edu/services/first_year_experience/study_skills/))
- Confirmative Evaluation — Tutoring & SI Programs at Wayne State University, Detroit, MI
- Project Manager — Mentor Training Program
- Designer and Developer — Employee Burnout Needs Assessment
- Project Manger — Digital Math Story Problem Game
- Summative Evaluation — SI Program Pilot Year/Angelo State University, San Angelo, TX
- Confirmative Evaluation — Docent Training Program, The Detroit Zoo, Detroit, MI
- Author, Zamboni Training Program, Wayne State University

## **REFERENCES**

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Business and professional references will be submitted upon request