

DALLAS A. SWAFFORD

Curriculum Vita

EDUCATION

DOCTOR OF EDUCATION DECEMBER 2020
Major: Organizational Leadership concentrating in Higher Education
Abilene Christian University

MASTER OF EDUCATION MAY 2007
Major: Student Development and Leadership in Higher Education
Angelo State University

BACHELOR OF BUSINESS ADMINISTRATION DECEMBER 1990
Major: Marketing
Angelo State University

TEACHING EXPERIENCE

- EDG 6301 – Social and Cultural Influences on Higher Education
 - EDG 6324 – Career and Occupational Counseling
 - EDG 6362 – College Student Development
 - EDG 6363 – Leadership
 - EDG 6366 – Student Affairs and Administrative Services
 - EDG 6369 – Assessment of Student Learning Outcomes
 - MGMT 4306 – Applied Leadership
 - USTD 1101 – Class for Students on Probation/Suspension
 - USTD 1201 – Freshman Orientation Class
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RELEVANT PRESENTATIONS

- Association of Higher Education and Disabilities in Texas 2019 Conference – Awareness through Training and Development
 - Association of Higher Education and Disabilities in Texas 2018 Conference – Student Disability Services 101
 - Association of Higher Education and Disabilities in Texas 2017 Conference – Stay AHEAD of the Accessibility Game with Templates: Collaborating with Faculty to Ensure Accessibility
 - Texas Distance Learning Association – Don't be Mystique: Accessibility and Clarity with Templates
 - Various Presentations to Students and families regarding support services at both New Student Orientation and Transfer Student Orientation
 - Mason ISD – Preparing for Accommodations in College: The Difference in Accommodations in High School vs. College
 - Dyslexia Conference hosted by the James Phillips Williams Foundation at Region 15 Education Service Center
 - James Phillips Williams Foundation Family Presentation – Preparing for Accommodations in College: The Difference in Accommodations in High School vs. College
 - Downtown Lions Club regarding academic support programs offered to students living on campus
 - Making Achievement Possible (MAP)-Works Conference, serving as the Enhancement Programs Coordinator and Campus Coordinator for MAP-Works
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COMMITTEE MEMBERSHIPS AND RELATED ASSIGNMENTS

Current:

- Chair, ADA Committee on Accessibility of Facilities and Services
- Standing Member, Behavioral Intervention Team
- Member and Former Co-Chair, Transition Alliance of the Concho Valley (formerly Concho Valley Alliance and Transition Team)
- Staff Advisor, Tau Sigma National Transfer Honor Society

Past:

- Past President, Association of Higher Education and Disabilities (AHEAD) in Texas
 - President, Association of Higher Education and Disabilities (AHEAD) in Texas (2 terms)
 - President-Elect, Association of Higher Education and Disabilities (AHEAD) in Texas
 - Academic Advisor, Delta Zeta Lambda Omicron Chapter
 - Board Member, ARC of San Angelo
 - Host Family Program Participant
 - Advisory and Appeal Committee for the "Up and Coming" Scholars Program
 - Board Member, Big Brothers Big Sisters
 - Board Member, James Phillips Williams Foundation
 - First Generation Scholarship Committee
 - Staff Advisor, BIGS Student Organization (Big Brothers/Big Sisters Student)
 - Student Orientation Task Force
 - Rambunctious Weekend Planning Committee
 - Right Choices for Youth Advisory Board and Adult Coalition
 - Staff Senator, includes serving as Secretary for one year
 - Staff Senate Bylaws Committee (ad hoc)
 - Volunteers in Public Schools Program Mentor
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EMPLOYMENT**DIRECTOR – STUDENT DISABILITY SERVICES****NOVEMBER 2013 – PRESENT*****Angelo State University San Angelo, TX***

- Oversight of Student Disability Accommodations for Angelo State University
- Communicate and collaborate with faculty, staff, and administration across campus to provide academic support and transition services to all students receiving accommodations
- Oversight of test administration for students receiving disability accommodations
- Prepare budget requests
- Account Manager for accounts in Student Disability Services
- Set both long- and short-range goals for the area of Student Disability Services
- Propose, review, and edit policies regarding disability accommodations and student Veterans.
- Supervise full-time staff and graduate student employees
- Represent the Office of the Dean of Students and Angelo State University when working with off-campus organizations
- Present during on- and off-campus events regarding disability accommodations and services offered to transfer students through the Student Affairs area.
- Oversight of the Veterans Educational and Transitional Services (VETS) Center (through July 2016)

ADJUNCT INSTRUCTOR – MANAGEMENT AND MARKETING**AUGUST 2021 – PRESENT****ADJUNCT INSTRUCTOR – CURRICULUM AND INSTRUCTION****JANUARY 2015 – MAY 2019**

- Co-teach various graduate-level classes in the Student Development and Leadership program
- Score assignment submissions, providing feedback as needed
- Communicating with students both via Blackboard and email
- Contracted by semester, depending on enrollment.

DIRECTOR – OUTREACH AND TRANSFER SERVICES**APRIL 2013 – NOVEMBER 2013*****Angelo State University San Angelo, TX***

- Retained all duties listed below as Associate Director and in addition
- Oversight of the Hispanic Serving Institution (HSI) Outreach Coordinators

**ASSISTANT DIRECTOR THEN PROMOTED TO
ASSOCIATE DIRECTOR – TRANSFER, OFFICE OF ADMISSIONS**
Angelo State University San Angelo, TX

2011– 2013

- Served as the main articulation officer for Angelo State University
- Collaborated with appropriate faculty/staff at ASU and partner junior colleges to promote and facilitate the articulation agreement process
- Developed and maintained strong relationships with senior administration and advisors at partner institutions
- Educated ASU and partner colleges regarding articulation agreements and the processes involved with the creation and maintenance of those agreements through training sessions and presentations
- Assisted in the development and implementation of sound business practices and training manuals relating to application and communication processes
- Kept current with technical programs and functionality needed to manage the transfer business process
- Reviewed, edited, and proposed policies that support transfer student transition and needs, including, but not limited to transcript evaluations and transfer orientation programming
- Developed and maintained general knowledge of industry best practices as they relate to supporting transfer students during the transition process
- Worked with ASU administration to determine viability of potential partnerships with junior colleges
- Facilitated relationships between admission counselors and junior college contacts
- Researched/identified strong programs at partner junior colleges to facilitate ASU faculty-to-faculty relationships
- Served on appropriate campus committees relating to curriculum, academic policies, catalog production, and others to provide input about curriculum and articulation issues
- Acted as a resource for students, faculty, and staff on transfer curriculum, articulation, and related matters
- Collaborated with academic faculty, department heads, and deans to develop and facilitate program-to-program articulation agreements for partner community colleges
- Assisted with the upkeep of the transfer and articulation websites
- Facilitated potential curriculum plans and articulation agreements for review and approval by the appropriate academic departments and the partner community college
- Ensured the formal articulation agreement is reviewed and signed by the appropriate administrators/institutions
- Created and oversaw the operations of the Veteran Educational and Transitional Services Center.

ENHANCEMENT PROGRAMS COORDINATOR, HOUSING AND RESIDENTIAL PROGRAMS
Angelo State University San Angelo, TX

2008 – 2011

- Under supervision of the Director, managed programs/services designed to enhance residential student retention, foster student leadership in accordance with the student development goals of the department and University.
- Developed, implemented, and assessed programs designed to aid in student success and retention related to implementation of designated first-year experience programs, and collaborative programming with other departments and outside agencies including diversity programs.
- Directly supervised a staff of up to 15 Program Assistants, including a Lead Program Assistant.
- Served as the Campus Coordinator for Making Achievement Possible Works (MAP-Works) survey.
- Initiated collaborative efforts across campus with academic and student affairs professionals, as well as professionals in the San Angelo community for programming to meet the needs of the campus residents.
- Prepared programs targeting parents and families of residents including Family Day activities and newsletters providing information about programs, services, deadlines, etc.
- Served on various University committees and meet with consultants visiting the campus.
- Represented the Office of Housing and Residential Programs to provide presentations and information at various events both on campus and in the San Angelo community.
- Assisted in the planning and coordination of Student Orientation and Registration (SOAR) family program.

ADMINISTRATIVE SECRETARY, OFFICE OF THE PRESIDENT
Angelo State University San Angelo, TX

1995 – 2008

- Under the supervision of the Senior Executive Assistant to the President, coordinated the “Up and Coming” Scholars Program, including arranging campus visits, tours, informational sessions, and other activities for the program, and keeping records of program expenses, work with school district officials and community businesses.
- Coordinated the Scholarship Renewal Program for the “Up and Coming” Scholars Program.
- Prepared and merged correspondence to potential “Up and Coming” Scholars Program participants as well as award notifications for current recipients of the scholarship.

- Prepared programs, flyers, and invitations to various “Up and Coming” Scholars events.
 - Monitored progress of recipients of the “Up and Coming” Scholarship by use of university software, and updated recipient list each semester working with Financial Aid and Student Accounts offices.
 - Advised both incoming and current “Up and Coming” Scholars attending the University.
 - Greeted and interacted with staff, faculty, students, state officials, community representatives and others.
 - Assisted with preparation for and conducting of professional meetings; prepared minutes for various administrative meetings; assisted in preparation of materials for presentation to the Board of Regents.
 - Assisted in providing training and supervision to student assistants and/or temporary personnel.
 - Monitored several budget accounts and balances utilizing Banner software.
 - Maintained a roster of official University Committees and Councils.
 - Maintained database of Friends of the University.
 - Proofread pamphlets and documentation for distribution to university employees and the public.
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PUBLICATIONS

Casarez, L., Hooks, D., Shipley, G., & Swafford, D. (2020). Snapshot – Proactive Design to Ensure Accessibility. In S. L. Gronseth & E. M. Dalton (Eds.), *Universal access through inclusive instructional design: International perspectives on UDL*. Routledge. www.routledge.com

Swafford, Dallas Anne, "An Evaluation of the Impact of Professional Development on Accessibility to Online Courses by Students With Special Needs at a Regional Four-Year Public Institution of Higher Education in West Texas" (2020). Digital Commons @ ACU, Electronic Theses and Dissertations. Paper 268. <https://digitalcommons.acu.edu/etd/268>