Curriculum Vita
August 2023

Instructor: Katy Williams
Academic College: College of Innovation and Design

University Address: College of Innovation and Design
Texas A&M University-Commerce
PO Box 3011
Commerce, TX 75429-3011
Office Phone: N/A
University Email Address: Katy.williams@sulross.edu
Faculty Web Page Address: N/A

EDUCATION

Master of Science in Agricultural Leadership, Education, and Communication
Texas A&M University (College Station, TX), December 2011

Bachelor of Arts in Sociology
Austin College (Sherman, TX), May 20210

TEACHING EXPERIENCE

August 2020 – Present, Adjunct Instructor, Texas A&M University – Commerce

- Designed course curriculum and facilitate online student learning for Critical Thinking (CID 111), using *D2L Brightspace*, for the competency-based Bachelor of Applied Arts and Sciences (BAAS) in Organizational Leadership

Spring 2023, Instructor, Sul Ross State University

- Developed and implemented course curriculum for 1-hr Freshman Leadership course

August 2018 – May 2019, Co-Instructor, Texas A&M University – Commerce

- Assist with the facilitation of in-class instruction for First Year Leadership Program (FLP)
- Assist with facilitation of co-curricular engagement of FLP Living Learning Community

CERTIFICATIONS

Gallup Certified Clifton Strengths Coach 2019 – present
Adult Mental Health First Aid expires June 2025
Certificate in Service Learning & Instructional Leadership, NYLC 2022

PUBLICATIONS

Williams, K. (2022, March). *Strengths for Social Justice: Using a CliftonStrengths lens to promote and mobilize action.* [Virtual Conference Session.] National Association of Student Personnel Administrators Conference.

Esquivel, L. & Williams, K. (2022, March). *Creating Intentional Spaces in Service for Undocumented & DACA Students.* [Virtual Conference Session]. Gulf-South Summit on Service Learning and Civic Engagement through Higher Education.

Williams, K. (2020, March 29- April 1). *The Civically Engaged Professional* [Conference session]. National Association of Student Personnel Administrators Conference, Austin, TX, United States. (Conference canceled).

Williams, K. (2019, October 20-22). *Co-Curricular Conversations: Leading Students to reflect on their out-of-classroom experiences*. [Conference session]. Texas Association of College Student Personnel Administrators Conference, San Marcos, TX.

Williams, K. (2018, October 21-23). *Inspiring Students to Adopt What You Deliver*. Texas Association of College Student Personnel Administration Conference, Houston, TX.

Williams K., Strong, R., & Lockett, L.L. (2013). Expanding Cooperative Extension's Audience: Establishing a Relationship with Cowboy Church Members. *The Journal of Extension, 51*(6), Article 24. https://tigerprints.clemson.edu/joe/vol51/iss6/24

PROFESSIONAL AFFILIATIONS

International Association for Research on Service Learning & Community Engagement, current
Higher Education Case Managers Association (HECMA), current
National Association of Student Personnel Administrators (NASPA), current
Gulf-South Summit on Service Learning & Community Engagement, current
Texas Association of College Student Personnel Administrators (TACUSPA), 2018- 2022
College Reading and Learning Association, Member, 2016-2018
Texas Association on Higher Education and Disability, Member, 2017-2018

UNIVERSITY COMMITTEES

Staff Council, Chair (Sul Ross State University)	2022-2023
Student Organization Allocations Committee (Texas A&M University – Commerce)	2021-2022
Emergency Fund Auction Committee, Chair (Austin College)	2017-2018

WORK EXPERIENCE

Director | Civic Engagement & Student Assistance April 2022- Present

Sul Ross State University | Alpine, TX

- Establish and Manage the Office of Civic Engagement & Student Assistance
    - Develop strategic plan, mission, outcomes, administrative processes, and annual budget
    - Manage all fiscal and accounting operations for office
    - Fundraise through grant proposals and internal and external outreach
    - Establish and Maintain relationships with internal and external partners
    - Collect data and report weekly, semesterly, and annual reports
    - Hire, on board, and supervise student assistants and volunteers
- Reestablish and re-open the campus student food pantry
    - Initiated and maintain MOU with West Texas Food Bank and Swipe Out Hunger
    - Manage purchases, donations, orders, deliveries, data tracking, reporting, and purchasing
    - Maintain relationships with donors and regional food pantries
    - Maintain compliance with food handler safety, civil rights
- Manage the Student Grievance Process and New Appeals Committee
    - Recommend changes to the President's Executive Committee regarding policy
    - Act as liaison between student and committee
    - Investigate and prepare information for committee review
    - Implement and communication actions on behalf of committee
- Create, implement and evaluate campus wide programming for department and division
    - Develop and promote volunteer opportunities both on and off campus
    - Host workshops, trainings, and speakers addressing leadership and basic needs of students
    - Support and execute New Student Orientation, Welcome Week, and Family Day programming
    - Collaborate with financial aid in establishing community – based work study
- Identify opportunities and solutions to address student engagement and student assistance and make recommendations to Administration

Title IX Investigator March 2022 - Present

Sul Ross State University | Alpine, TX

- Investigate alleged discrimination on gender or sexual misconduct against students
- Develop an investigation plan for each Title IX complaint

Assistant Director | Intercultural Engagement & Leadership June 2018 – April 2022

Texas A&M University – Commerce | Commerce, TX

- Develop, facilitate, and assess leadership, civic engagement, and service programs and events including Lions Against Hunger, Operation Blue & Gold, Alternative Break trips and other office initiatives
    - Administer program budget, planning, risk management, compliance, and assessment
    - Developed student service board, facilitate voter engagement Initiatives, design day trips

    - Designed and facilitated leadership workshops including *Strengths for Social Justice*
- Collaborate with campus partners within Student Affairs, Academic Affairs, and Enrollment Management to incorporate experiential learning and community engagement
    - Created partnerships with Social Work, Agriculture, Nursing, and Environmental Science
    - Consult with faculty/staff in new program development, support, and student engagement
    - Coordinate networking events like Volunteer Fairs, BIPOC Faculty/Student Networking Night, and Community Action Tours
- Create, develop, and maintain partnerships with non-profits organizations, government, and civic organizations
    - Serve as community liaison, support efforts to address community needs, increased campus/community engagement
    - Administer online community volunteer engagement platform, *Givepulse*
- Interview, Hire, train, onboard and supervise student staff including Graduate Assistant
- Manage, track, monitor, analyze and report office assessment and annual participation data

Assistant Director | Academic Skills Center February 2016- May 2018
Austin College | Sherman, TX

- Developed, delivered, and evaluated campus wide academic success workshops, facilitate seasonal events, and created spaces for students to learn and practice academic skill development
    - Program Promotions, maintain webpage, and manage social media accounts
- Advised students at-risk through self-advocacy, self-management, and navigation of academic issues
    - Identify and refer students to on and off campus support services
    - Collaborate with faculty to address students concerns and monitor academic progress
- Support students in the coordination of access services
    - Advise students and faculty of policies, resources, and navigating accommodations
    - Register students for classroom accommodations and assist with test scheduling
- Co-supervised the training and development of 15 peer tutors and 2 student workers
- Tracked and reported student participation, assist with program assessment and components of SACS accreditation, coordinate and monitor compliance of testing services

Program Director | Special Olympics Texas February 2012- December 2015
Greater Dallas Area | Dallas, TX

- Promoted from Program Associate to Program Director in January 2014
- Managed programming and compliance of organizational policies to 20 counties with approximately 100 delegations, 7,000 athletes, 700 coaches, and 1,000+ volunteers
    - Operated on program budget of $100,000 and limited program staff

    - Collaborated with a volunteer Area Sport Management Team to establish, assess, forecast, and execute program goals for Area Operational Plans
    - Advised volunteers on policies, program needs, risk management, and conflict management
- Coordinated 19 annual sports competitions, in addition to local events, and program Outreach
    - Scheduling, venue selection, negotiating contracts, volunteer recruitment, delegation, and training, assessment, marketing, risk assessment and compliance
    - Processed volunteer applications, athlete enrollment, and event registration
    - Recruited, matched, and assigned prospective athletes and volunteers to teams, events, and opportunities
- Established and facilitated local community engagement with organizational initiatives
- Collaborated with development staff to market, promote, and maintain relationships with corporate sponsors, local businesses, civic organizations, and school districts
    - Identified, recruited, and maintained participation of K-12 institutions, group homes, adult day habilitation facilitates, and related community institutions
    - Identified and maintain partners to serve as host locations for trainings and competitions
    - Developed and supported local partnerships in National SO initiatives, including NCAA Division III institutions, BIG 12 Championships, FC Dallas, and Bank of America.

Interim Coordinator | Office of the Provost August 2010 - February 2012
Graduate Assistant | Office of Graduate Studies
Texas A&M University | College Station, TX

- Facilitated the external academic program review of departments, as required by the Texas Higher Education Coordinating Board (THECB)
- Routinely collaborated with Office of Provost, Offices of Undergraduate and Graduate Studies, Deans, and Department Heads, to communicate and monitor compliance to external review requirements and expectations
- Composed official campus correspondence and post-review documents

Processed graduate faculty nominations and approval for graduate student committees

STUDENT ENGAGEMENT

Student Government Association, Advisor 2022-present
National Society of Leadership & Success, Advisor 2018-2022
Kappa Delta Chi Sorority, Advisor 2020-2022
National Association for Campus Activities (NACA) Graduate Intern Mock Interviewer 2020
Austin College Career Readiness Check, Alumna interviewer 2014-2019
Austin College Women's Basketball, Volunteer Assistant Coach 2016-2018
Austin College Alternative Spring Break, Sponsor 2017

COMMUNITY ENGAGEMENT

Alpine Community Projects, Board Member 2022 – present

Austin College Athletic Alumni “A” Association, Board Member	2018- Present
Brewster County Volunteer Deputy Registrar	2022
Hiking Texas, Social Media Ambassador (@Hiking_903)	July 2021 – 2022
United Way of Hunt County, Board Member & Secretary	Feb 2021 – Apr 2022
National CASA / GAL Association Book Club, DEI Series, Facilitator	Sept 2020 – 2021
Court Appointed Special Advocate (CASA) of Hunt County	2019- 2021
Commerce Leadership Institute	Class of 2020

AWARDS & RECOGNITION

SCAC Conference, Women’s Basketball 30th Anniversary Team, Honoree	2021
Texas A&M University-Commerce, *Phyllis Talbot and Linne Moore Staff Award*	Fall 2020
NSLS, *Excellence in Service to Students Chapter Award*	Fall 2018
Austin College Athletic Hall of Honor, Inductee	2017
Southern Rural Sociological Association, Outstanding Student Paper	2011
D3Hoops.com, Women’s Basketball, All-American	2010