

Tina Rummel

Resume

EDUCATION

- May 2005 University of Texas at Tyler- Tyler, Texas. M.S. in Educational Human Resource Development. Member of Epsilon Pi Tau
- May 2003 University of Texas at Tyler- Tyler, Texas. B.A.A.S. Training & Development
- May 1994 Trinity Valley Community College- Athens, Texas. Associate of Arts Degree
- May 1987 Eustace High School - Eustace, Texas. High School Diploma; Honor Graduate
- Texas Real Estate License #446664 (480 hours of CE Courses from 1993-2021)

WORK EXPERIENCE

1/13 - 12/2021

Director of Strategic Planning, Effectiveness, & Accreditation/SACSCOC Liaison

- Ensures that accreditation requirements, including compliance with accrediting standards, are considered not only during the five and ten-year review process, but incorporated into an ongoing institutional operations and procedure and into the planning and evaluation process of the College.
- Serves as the official SACSCOC Liaison and works with College Administrators to develop notification to the SACSCOC in advance of substantive changes and program development in accordance with SACSCOC policies, procedures, and standards.
- Develops timelines for completion of all tasks associated with the accreditation process and identifies committees and provide direction to ensure completion of all tasks according to the timeline.
- Manages the collection and analysis of information and answers questions regarding the accreditation process.
- Develops official Reports, including electronic copies and any necessary follow-up reports for submission to the SACSCOC and ensure that the electronic institutional data collected by SACSCOC is accurate and timely
- Advanced knowledge of the administrators, program coordinators and faculty credential requirements and processes for a regionally accredited college.
- Establishes, monitors, and reports all strategic planning and evaluation activities of the College to ensure appropriate measures are in place and utilized for the continuous improvement of the College.
- Supervises and coordinates College efforts in institutional effectiveness (IE), the College's mission and purpose, goals and objectives, and strategic planning and outcomes assessment, integrating planning and assessment across the College.
- Directs communication to the campus community and other stakeholders regarding Planning, IE, and Accreditation.
- Makes recommendations regarding curricular revisions/enhancements to improve student-learning outcomes and assessment.
- Development of oversight of the Administrative Outcomes and Learning Enhancement Annual Plans as reported annually to the Vice President of Instruction.
- Maintains an institutional effectiveness, and accreditation website.

11/07- 12/13 Trinity Valley Community College- Athens, TX

Director of Institutional Research

- Ensure that accreditation requirements, including compliance with accrediting standards, are incorporated into the planning and evaluation processes of the College.
- Very up-to-date on the process, principles, guidelines procedures and criteria for Accreditation with the Southern Association of Colleges & Schools.

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- Develop timelines for completion of all tasks associated with the SACS 5th Year Interim report for accreditation processes and identified resources to provide direction to various departments to ensure completion of all tasks according to timelines.
- Manage the collection and analysis of information and answers questions regarding the accreditation process.
- Develop official Reports, including electronic copies and any necessary follow-up reports for submission to the Southern Association of Colleges and Schools (SACS) and ensure that the electronic institutional data collected by SACS is accurate and timely.
- Serve on the Southern Association of Colleges and Schools (SACS) steering committee for the College.
- Design and implement all reports submitted to SACS.
- Assist faculty and faculty committees with learning outcomes at the course level.
- Work closely with the associate vice presidents in the areas of institutional research and planning.
- Assist the College's administration, faculty, and staff in designing and implementing a plan to assess institutional effectiveness.
- Provide research and analysis in support of the institution's strategic plan, which includes the following areas: academics and enrollment management, staffing, finances and budgeting, buildings and grounds, alumni relations, student life, athletics, and other operations.
- Development of oversight of the Administrative Outcomes and Learning Enhancement Annual Plans as reported annually to the Vice President of Instruction.
- Maintains an institutional effectiveness, and accreditation website.
- Assist in the development and tracking of benchmarked strategic indicators.
- Prepare regular reports on enrollment, retention, class sizes, teaching loads, cost analyses, etc.
- As requested, assist the College personnel in the collection and analysis of assessment data related to student learning and development.
- Have a vast array of knowledge due to professional development training in the areas of planning and outcome assessment, statistics, and computer statistical packages, research methods, and quality improvement processes.
- Coordinate the administration of internal surveys.
- Oversee the development, maintenance, and integrity of the campus institutional data warehouse, including development of data field definitions and data standards.
- Coordinate and prepare required reports for federal, state, and external agencies.
- Provide leadership in the area of budget development and oversight, and supervise the institutional research associate, senior research analyst and other personnel as may be assigned.
- Other duties as assigned by appropriate supervisory personnel.

09/06 - 11/07 Trinity Valley Community College- Athens, TX

Senior Research Analyst- Planning & Institutional Effectiveness

- Primarily responsible for developing and maintaining information systems within the Office of Planning and Institutional Effectiveness to support the transformation of data into information for decision-making purposes.
- Coordinate the design, development, implementation, and maintenance of information systems for the support of institutional research, including an institutional data warehouse and the College Assessment Reporting Data System (CARDS).
- Utilize MS SQL Server, along with other database software, to maintain, modify, and update the data warehouse while utilizing Microsoft Reporting Services, SPSS, or other appropriate reporting software, to generate reports from a variety of data sources, including, but not limited

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to MS SQL Server 2000, MS Access, and flat data files.

- Perform design, and prepare statistical charts and perform analysis of data through a variety of software packages such as Microsoft Access, Excel, MS SQL Server, SPSS, and electronic surveying software.
- Coordinate institutional research efforts to conduct in-depth comparative and evaluative analyses including, but not limited to, student tracking, institutional reports, surveys, outcomes assessment measures and other College data analysis.
- Respond to ad-hoc requests for basic College information from internal and external entities.
- Provide internal and external stakeholders with timely information for research projects, program evaluation, grant writing, and trend analyses.
- Assist in the preparation of mandatory reports to the US Department of Education (IPEDS), the Texas Higher Education Coordinating Board, The Texas Legislative Budget Board, and the Texas Legislature, accrediting agencies, and other outside agencies and entities. Assist with data collection, compilation and submission of numerous external College marketing surveys (US News and World Report, Peterson's College Board, etc.).
- Work closely with academic units to collect and analyze student learning outcomes data.
- Assist in the maintenance of a viable institutional effectiveness plan and the assessment of outcomes related to institutional research.
- Effectively function as a team member as well as manage multiple projects, set priorities, and meet deadlines; and work independently as well as collaboratively.

08/04- 08/06 Trinity Valley Community College- Athens, TX

Institutional Research Associate- Planning & Institutional Effectiveness

- Assisted the dean of planning and institutional effectiveness in working with instructional deans, instructional division chairs, student support directors, and administrative directors to develop and maintain a data warehouse, the College Assessment Reporting Database (CARDS), and other systems as may be developed to support planning and institutional effectiveness activities.
- Collect and interpret statistical data for use by the college as well as other governmental agencies.
- Prepare routine reports on enrollment, faculty evaluations, graduation and retention rates, etc.
- Work closely with faculty and various department heads to develop web pages for accreditation procedures according to the new criteria for the Southern Association of Colleges and Schools (SACS).
- Prepare the college's responses to national statistical surveys and any data forms, which must be completed for state or provincial agencies with responsibility for higher education, as well as responding to questionnaires and requests for data or information in general.
- Prepare, collect and design the Fact Book, which presents information in a useable format for various administrator and faculty groups.
- Design scan and evaluate all surveys, including online distant education surveys, and optimal mark surveys (OMR), using Inquisite Software, Remark, and Bubble Publishing.
- Compile master data generated from the AS400 computer system.
- Perform computer tasks with current state of the art software, in either a mainframe or personal computer environment.
- Perform complicated and detailed tasks with little or no supervision in a timely manner.
- Maintain appreciation of the ethical responsibilities associated with institutional researchers.
- Serve as a committee member on the faculty evaluation committee, advertising committee and alumni committee.
- Travel to day and overnight conferences.

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- Maintain the institutional research website using Macromedia Dreamweaver.
- Supervise and train student workers.

9.99 /08-04 Trinity Valley Community College-Athens, TX

Assistant to the Dean of Planning & Institutional Effectiveness

- Assisted the Dean in working with instructional deans, instructional division chairs, student support directors, and administrative directors to develop and maintain goals and objectives.
- Developed accurate reports, charts, graphs, etc., including the Fact Book, which presented information in a useable format for various administrator and faculty groups.
- Sent out, scanned and generated reports for all evaluations for faculty, staff and students.
- Assisted in developing annual budget.
- Compiled master data generated from the AS400 computer system.
- Created and maintained website.
- Performed administrative support for institutional effectiveness, graphic and print design and public information and publications office. Established and maintained filing system for departmental records.
- Performed routine tasks related to the area of institutional effectiveness, self-study, surveys, etc.
- Maintained appropriate records to bill departments for printing services for business office.
- Maintained QuickBooks accounting system for Graphic and Print Design and radio and newspaper advertising.
- Assisted Graphic Artist in layout and design of print materials and managed print shop jobs, etc.
- Supervised and trained student workers.

02/92-09/99 Trinity Valley Community College- Athens, TX

Public Relations Assistant

- Designed evaluations for Institutional Effectiveness Office using Bubble Publishing, scheduled evaluations of faculty with department heads, scanned evaluations and generated reports.
- Assisted in typesetting news releases into local newspaper computer system.
- Black and white photography and darkroom printing.
- Typeset information for publications and assisted in layout. Maintained an effective mail-out system for news releases, etc.
- Newspapers, radio, and miscellaneous accounting and advertising orders.
- Received bid information from the dean of physical facilities, prepared cover letter and bids for newspapers, and arranged for date of publication.
- Designed evaluations for Institutional Effectiveness Office, scheduled evaluations of faculty with department heads, scanned evaluations and generated reports.
- Other duties as assigned by appropriate supervisory personnel.

07/91- 02/92 Trinity Valley Community College- Athens, TX

- Secretary- Child Care Management Services
- Managed secretarial functions of office.
- Answered switchboard and routed calls appropriately.
- Assisted accounting clerk with accounting and billing duties.
- Maintained a smooth flow of outgoing/incoming correspondence and reports for the program, sorted and distributed incoming mail, maintained logs as necessary.
- Performed typing assignments for three to five persons using Microsoft Word and Excel

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software and other software in a Windows environment.

COMPUTER AND TECHNOLOGY EXPERTISE

- VCT/SACS Review
- Scanned and evaluated VCT Faculty Credentials
- Microsoft Office software such as: Excel, Word, Publisher, FrontPage, Access, PowerPoint, Project and Outlook. Adobe Photoshop, Adobe Illustrator, Adobe Acrobat Distiller, and Desktop Publishing Programs such as: Quark Xpress and PageMaker
- Inquisite Scanning Software both Optical Mark Reader and Online Packages.
- REMARK Scanning Software both Optical Mark Reader and Online Packages
- MS SQL
- SPSS Statistical Package, Remark Office OMR and Web Software Bubble Publishing
- IBM ISeries (AS400)
- 75 wpm typing skills; 10-key by touch

PROFESSIONAL & PERSONAL ASSOCIATIONS

- 2017 SACS Reaffirmation of Accreditation Leadership Committee Chair
- 2017 SACSCOC Compliance Certification Chair
- 2012 SACS Reaffirmation of Accreditation 5th year report Chair
- Strategic Planning Committee & Sub-Committee -Trinity Valley Community College
- Learning Initiative (QEP-Accreditation) Committee - Trinity Valley Community College
- QEP Evaluation Committee- Trinity Valley Community College
- North Texas Community College Consortium (NTCCC); Completer Survey Sub-Committee
- College Council- Trinity Valley Community College
- General Education Committee- Trinity Valley Community College
- Core Curriculum Sub Committee
- Uniform Recruitment and Retention Committee- Trinity Valley Community College, and Texas Higher Education Coordinating Board (THECB)
- Texas Association of Institutional Research Member
- Southern Association of Institutional Research Member
- Texas Higher Education Coordinating Board Accountability Representative