

Toccara N. Carter

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EDUCATION

Educational Specialist

Emphasis: Higher Education Administration
Arkansas State University, Jonesboro

August 2010

Master of Arts, English

Arkansas State University, Jonesboro

August 2008

Bachelor of Arts, English

University of Arkansas Pine Bluff
Magna cum Laude

May 2006

HIGHER EDUCATION EXPERIENCE

Transition Studies Program Director

July 2017-Present

- Transition Studies, Arkansas State University, Jonesboro
- Supervise full-time faculty, adjuncts, and staff personnel (12 staff total)
- Teach first year experience courses
- Advise first year, conditionally admitted students
- Design and implement developmental course curricula
- Manage departmental budgets
- Assist with New Student Registration
- Serve on academic, advising, and curriculum committees
- Organize and preside over departmental staff/faculty meetings
- Train and mentor Academic Success Coaches
- Redesigned TS Program from a 1-year program to 4-year support model.

Program Coordinator

Jan. 2016-July 2017

- First Year Studies, Arkansas State University, Jonesboro
- Redesigned the FYS Peer Leader program
- Coordinated services and activities for students conditionally admitted to the university
- Designed and implemented Peer Leader training
- Taught two first year experience courses per semester
- Advised conditionally admitted first year students
- Worked specifically with students on Academic Probation to provide coaching and student services to successfully finish the first year of college successfully.

- Worked with Learning Assistance Coordinator to ensure that tutoring, academic coaching, and other student needs were met.
- Assisted Director with New Student Registration and follow up with emails or social media contacts with enrolled students.
- Served as an advocate for FYS students and international freshmen with campus offices or departments as needed.
- Provided training, guidance and supervision to Graduate Assistants and academic coaches that work directly with FYS students and international freshmen.
- Oversaw the probation and appeal process for FYS students.

TEACHING EXPERIENCE

Adjunct Instructor (August 2015-Present)

Department of Integrative Studies, Arkansas State University, Jonesboro

- Teach senior capstone course: Seminar of Professional Development
- Prepare course materials (syllabi, assignments, etc.)
- Assess and evaluate student performance through final portfolio project

Instructor (January 2016-Present)

- Transition Studies, Arkansas State University, Jonesboro
- Teach Making Connections and Success Strategies for conditionally admitted students
- Advise undecided freshman in degree planning and major exploration
- Assess and evaluate student and peer leader performance

Developmental Writing Instructor (August 2012-January 2016)

- First Year Studies, Arkansas State University, Jonesboro
- Designed and implemented integrated reading and writing course
- Taught developmental writing course, Writing Fundamentals, specifically designed to enhance the writing skills of international students
- Taught integrated reading and writing course, Academic Literacy, to student's who tested into remedial writing courses.
- Served on committee to select a common reader for the integrated reading and writing course
- Co-taught the integrated course with a reading instructor
- Assessed and evaluated student performance

Graduate Assistant

August 2006-May 2008

Department of English & Philosophy, Arkansas State University

- Taught Writing Tutorial, a basic writing course to prepare for Freshman English to undergraduate students
- Assisted undergraduate and graduate students with essay development in the English department's Writing Lab
- Taught Composition I and II to first year students.

DEPARTMENT AND INSTITUTIONAL SERVICE

- Faculty Achievement Awards Committee member (FAAC) August 2013-August 2018
- FYE Faculty Advisory Board member August 2012-2020
- Academic Advisory Committee member March 2017-Present
- General Education Committee member January 2014-August 2016
- FYS Appeals Committee member January 2016-Present
- University Appeals Committee member June 2017-Present
- Chair's Council July 2017-Present
- Undergraduate Admission and Appeals Committee Chair January 2021- Sept. 2022
- Transition Studies Curriculum Development Chair June 2017-Present

PRESENTATIONS

Carter, T. (2016). *The Importance of T.E.A.M in the First Year*. Guest Speaker at Student Support Services Summer Bridge Workshop

Carter, T. (2016). *Peer Leaders in the First Year Experience Classroom*. Facilitator and speaker at FYS Peer Leader and Student Tutor Training

Carter, T. (2016). *Incorporating Games in the FYE Classroom*. Presenter at the FYE Faculty Training Workshop

PROFESSIONAL ORGANIZATIONS

- Sigma Tau Delta International English Honor Society August 2004-Present
- Arkansas Association of Two Year Colleges (AATYC) August 2010-Present
- Black Faculty and Staff Association August 2020-Present

COURSE DESIGNED/REDESIGNED:

- UC 0232, Reading and Writing for College Success
- UC 0164, Academic Literacy (Integrated reading and writing course)
- MATH 0013/MATH 1023 co-requisite course design

COURSES TAUGHT:

- Writing Tutorial
- Writing Fundamentals
- Academic Literacy
- ACT Prep (English)
- Composition I
- Composition II
- American Literature I
- World Literature I
- Oral Communications

- Making Connections
- Success Strategies
- Seminar in Professional Development