

Tamra S. (Davis) Connor, B.S., M.S., Ph.D.
Summary Document of Administrative and Academic Experience

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ADMINISTRATIVE EXPERIENCE

Associate Dean for Accreditation and Operations
Illinois State University, Normal, IL
College of Business

2019 - Present

In my role, my duties include:

- Manage an operating budget of approximately \$15 million
- Manage foundations funds of approximately \$1 million per year on an endowment worth more than \$28 million
- Work with Dean, Associate Dean for MBA and Undergraduate Programs, and Department Chairs to plan and accomplish the strategic goals for the College of Business
 - Leading the task force to update the strategic plan, which will be dated 2023 – 2028
 - Collaborating in the development of a new academic sequence to support adults achieve degree completion through alternative delivery modalities
- Maintain AACSB International Accreditation
 - Successful PRT visit in Fall 2021
 - Followed the 2020 AACSB Standards
- Work with the Assurance of Learning Task Force to maintain a mature and systematic assessment processes
 - Led the revision of the entire AOL process in 2021
 - Led the updating of the College-level Goals and Objectives in 2021
 - Recommend to the Curriculum Team updates to the college curriculum based upon data obtained through the assurance of learning processes
- Supervise and Work with the Director of Technology to maintain building operations and technology infrastructure of the State Farm Hall of Business
 - Coordinate the construction process for the college auditorium (\$323,000+ project), a collaborative classroom (\$80,000 project), multiple Hy-flex classrooms (budget TBD), and construction of an annex to the Dean’s Office (\$40,000+ project)
 - Coordinated the construction process for the Hagge Innovation Institute
- Supervise and Work with the Office Administrator to maintain fiscal records
 - Complete the annual report
 - Complete the accountability reports for budgets, facilities, and accreditation
- Advise the Dean on the fiscal operations of the college using data gathered for the annual reporting documents
- Manage and track budgets of the College of Business and submit budget documents to the Provost’s Office
- Advise the Beta Gamma Sigma Chapter for the College
- Coordinate the Sh! Leadership Development Program
- Represent the Dean as required
- Chair of the Search Committee for an Associate Dean position in the College of Education
- Serve as the Search Advocate for the Choral Director position in the Wonsook Kim College of Fine Arts

- Serve on the Data Governance Executive Council as the Provost’s Representative for Academic Colleges
 - The Data Governance Executive Council consists of Data Trustees, who are executive-level individuals accountable for the university’s information resources
- Serve on the Provost’s Adult Learning Exploratory Council
- Serve on the University-wide Academic Facilities Advisory Committee
- Serve on the University-wide Academic Fiscal Management Advisory Committee
- Serve on the University-wide Academic Technologies Review Board
- Serve on the University-wide Assessment Advisory Committee
- Serve on the University-wide Assessment Grant Award Committee
- Serve on the University-wide Faculty Success (Digital Measures) Administrators Group
- Serve on the College-wide Human Resources Development Team
- Serve on the College-wide Technology Team
- Serve on the College-wide Strategic Planning Steering Committee
- Serve on thesis committees for Master of Science in Business Education students
- Converted the faculty reporting system for the COB to Digital Measures
- Served on the University-wide Council for Teacher Education
- Served on the University Teacher Education Curriculum Sub-Committee of the Council for Teacher Education
- Participated in the University response to the COVID-19 pandemic
 - Collaborated with the IT team to create virtual computer laboratories
 - Helped design and plan for the safe return to the building

Program Coordinator, Business Education 2014 – 2019
Illinois State University, Normal, IL
College of Business

- Created a Master of Science in Business Education (MSBE) Degree
- Completed the MSBE Program Assessment Plan
- Updated the Bachelor of Science in Business Education (BSBE) Program Assessment Plan
- Completed the Bachelor of Science in Business Education Program Review
- Participated in CAEP Accreditation for the College of Education, representing the Business Education Program housed in the College of Business (2018 - 2019)
- Served on the University-wide Council for Teacher Education (CTE)
- Served on the Council for Teacher Education Executive Board
- Served on the University-wide Teacher Education Assessment Sub-Committee of the Council for Teacher Education
- Served on the University-wide Teacher Education Curriculum Sub-Committee of the Council for Teacher Education
- Completed Business Education program documentation for NCATE Accreditation for the College of Education (2012 – 2013)

Program Coordinator, Computer Systems Technology 1998 – 1999
 Instructor, Computer Systems Technology 1997 – 2000
Oklahoma State University—Institute of Technology, Okmulgee, OK

- Created course schedules for seven faculty
- Prepared annual reports for the department
- Participated in HLC Accreditation for the Computer Systems Technology Program
- Advised 40+ students in the program

ACADEMIC EXPERIENCE

Professor, Business Education	2022 – Present
Associate Professor, Business Education	2016 – 2022
Assistant Professor, Business Education	2011 – 2016

*Illinois State University, Normal, IL
College of Business*

- Completed all requirements for promotion to full professor, effective with the AY 2022 – 2023
 - Academic Promotion at ISU is based upon productivity as a faculty member; administrators do generally not achieve promotion while serving in the administrative role due to the work expectations of the administrative position and academic research requirements required for promotion
 - Received “exceeded expectations” in my associate dean role while completing the research requirements for promotion
 - Exceeded departmental standards for teaching, research, and service each year while an associate professor
 - Served in the faculty role during the academic years 2016 – 2017, 2017 – 2018, and 2018 – 2019
 - Served in the administrative role during the academic years 2019 – 2020 and 2020 – 2021
- Updated the BSBE Curriculum to incorporate edTPA requirements
 - Revised eight current courses to provide an up-to-date curriculum
 - Business Communication
 - Educational Technology
 - Advanced Educational Technology
 - Decision-Making for Consumers
 - Foundations of Business Education
 - Methods for Teaching Business and Marketing Education
 - Developing a Cooperative Education Program (Graduate Course)
 - Administering a Cooperative Education Program (Graduate Course)
 - Deleted an outdated course from the program
 - Added a new required course, *Methods to Teach Accounting*, to the curriculum
 - Created a course for introductory computer programming
 - Revised the Student Teaching Handbook and updated the six on-campus seminars held during the student teaching semester
- Created a general education Personal Finance online course
- Taught 15 different courses in the BE program
- Served on the College of Business Curriculum Team as Chair and member
- Served on the Review Committee for the COB By-Laws
- Supervised and mentored all student teachers in the BE Program
- Advised MSBE students
- Served on three MSBE Thesis Committees
- Worked with the College of Education to plan and implement strategies for success on the edTPA Assessment for BE majors
- Collaborated with CTE colleagues in research for the advancement of CTE programs in the state

- Clinical Assistant Professor and Instructional Design Specialist
University of Oklahoma, Tulsa, OK 2008 – 2011
College of Pharmacy
- Created and implemented a faculty professional development program
 - Created and implemented a teaching peer observation program for the department
 - Worked with clinical faculty to identify practice research for publication
 - Mentored all professors and residents in instructional design and strategies, including online instruction
 - Created and taught an online Personal Finance course for pharmacy students
 - Served as an outside faculty member on one Ph.D. committee
 - Served on the Education Grand Rounds Advisory Committee
- Visiting Professor of Entrepreneurship
AGH University of Science and Technology (Akademia Górniczo-Hutnicza) 2007
Kraków, Poland
- Taught a short-term, three-credit hour class, in English, to 40 undergraduate and graduate management students
 - Mentored AGH students in the preparation of business plans to submit to the Polish version of the Small Business Administration
- Assistant Professor, Business and Information Technology Division
Tulsa Community College, Tulsa, OK 2000 – 2008
- Tulsa Community College is an open-access two-year program
 - Students can earn either AS or AAS degrees and certificates
 - Served as the West Campus Blackboard Administrator and Mentor
 - Conducted professional development in online learning for the West Campus
 - Earned Certification as a Phi Theta Kappa Leadership Development Instructor
 - Participated as a faculty member in the North Central Accreditation Cycle
 - Created over ten new courses in the Business and Technology fields
 - Taught over 20 different courses in the Business and Technology fields
- Instructor, Computer Systems Technology 1997 – 2000
Oklahoma State University—Institute of Technology, Okmulgee, OK
- Created and taught the department’s first online courses in 1999
 - Created a new sequence in Management and Information Sciences
 - Taught multiple courses related to Management Information Systems and Computer Programming

High School Business and Computer Teacher <i>Street School, Inc., Tulsa, OK</i>	1993 – 1997
<ul style="list-style-type: none"> • Taught Life Skills, Economics, and Business courses at Oklahoma’s longest-running and most successful dropout prevention and intervention program • Participated in Junior Achievement programs • Participated in the 1995 Applied Economics Teacher Fellowship 	
<i>Liberty-Mounds High School, Mounds, OK</i>	1990 – 1993
<ul style="list-style-type: none"> • Taught business and computer programming courses • Advised the LHS Student Council • Advised the senior class 	
<i>Olive High School, Drumright, OK</i>	1986 – 1990
<ul style="list-style-type: none"> • Taught business and English courses • Coached the cheerleading squad • Advised prom committee 	

RELATED EXPERIENCE

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Executive Officer and Owner Founder and President <i>TnT Unlimited Consulting, Inc.</i>	2016 – present
<i>3-D Manufacturing, Inc.</i>	2008—2012
Non-Profit Board Member <i>Junior Achievement of McLean County</i>	2018 – Present
Advisory Board Member <i>McGraw-Hill Higher Education Academic Advisory Board for Assessment and Evaluation</i>	2008 – 2009
National edTPA Scorer, Business <i>Pearson Testing Services</i>	2017 – 2020
Consultant/Trainer Leadership Development <i>Cherokee Nation Entertainment (A business of the Cherokee Nation)</i>	2005 – 2007
Owner and Operator <i>Movie World (A video rental store)</i>	1992 – 1994
Executive Officer and Owner <i>TnT Unlimited Consulting, Inc.</i>	2016 – present
<ul style="list-style-type: none"> • Projects of the corporation <ul style="list-style-type: none"> ○ Consultant and Author for an agriculture education product ○ Consultant and Author for a health education product 	

- Author of multiple professional development opportunities
- Author of multiple articles related to career and technical education, professional development, and leadership
- Prepare annual reports
- Completed the Incorporation Papers
- Participated in strategic planning for the new company

Executive Committee Member

SIEC-International (an international professional association)

- General Secretary 2021 – present
- Serving as the Secretary-General (an appointed position within the organization designed to provide stability at the executive level)
 - Maintain the financial records of the organization
 - Serve as the secretary to the organization
 - Serve as the webmaster of the organization
 - Guide the five elected members of the executive committee (members serve a two-year term with the option of one additional term)
 - Provided guidance to the International President and other committee members

- Professional Development Chairperson (founding chairperson for the new committee) 2014 – 2015
- Prepared the pedagogical program for the international conference
 - Managed the review process for proposal submissions
 - Created the conference proceedings
 - Created the policies and procedures for the new committee

- International President 2009 – 2013
- Prepared all meeting materials
 - Conducted all meetings
 - Created the first strategic plan for the organization
 - Presided over all functions of the organization

- United States Vice-President to SIEC 2007 – 2009
- Represented the United States on the Executive Committee
 - Participated in all functions of the organization

Board Member

- Junior Achievement of McLean County* 2018 – Present
- Guide decisions related to the programs and fundraisers
 - Volunteer at fundraisers
 - Provide leads for potential donors
 - Network with potential donors

- McGraw-Hill Higher Education Academic Advisory Board for Assessment and Evaluation* 2008 – 2009
- Served as an advisor on the annual edition of the Assessment and Evaluation Series

National edTPA Scorer, Business

- Pearson Testing Services* 2017 – 2020
- Scored over 40 Business Education Portfolios
 - Presenter at the National edTPA Implementation Conference
 - 2016, 2017, and 2018

Executive Officer		
	<i>3-D Manufacturing, Inc.</i>	2008—2012
	<ul style="list-style-type: none"> • Completed the Incorporation Papers • Participated in strategic planning for the new company and budgeting • Prepared the yearly operational budget 	
Consultant/Trainer		2005 - 2007
	<i>Cherokee Nation Entertainment</i>	
	<ul style="list-style-type: none"> • Developed and Delivered a comprehensive Leadership Training Program • Completed a course in Cherokee History 	
Owner		1992 – 1994
	<i>Movie World</i>	
	<ul style="list-style-type: none"> • Maintained the accounting records of the company • Ordered all movies, video games, and supplies • Supervised two part-time employees • Managed the retail storefront 	

MAJOR AWARDS

John R Gregg Award for Outstanding Contributions to Business Education, Lifetime Achievement Award	2021
Illinois Business Education Association Writer’s Hall of Fame	2020
Department Chairperson Faculty Scholar	2018
Manahan Family Award for Teaching Excellence in Business	2017
National Business Education Collegiate Teacher of the Year	2016
Business Education Research Conference, Empirical Research Award	2016
Illinois Business Education Association Collegiate Teacher Outstanding Service Award	2014
Bill Anderson Outstanding Service Award for the International Society for Business Education	2013
North Central Region Award for Outstanding Service Award	2013
Oklahoma/Arkansas Phi Theta Kappa Horizon Award for Advisors	2008
Chancellor’s List of Distinguished Students	2006
Recognized by Phi Theta Kappa as one of four Outstanding Advisors	2006
Oklahoma Global Education Consortium Faculty Excellence Award	2006
Oklahoma Association of Community Colleges Great Ideas for Teaching Faculty Award	2006
National Institute for Staff and Organizational Development Teaching Excellence Award	2005
Tulsa Community College Teaching Excellence Award	2004
Mountain-Plains Business Education Association Post-Secondary Teacher of the Year	2002
Oklahoma Business Education Association Post-Secondary Teacher of the Year	2000
National Junior Achievement Economics Teacher of the Year	1997
Oklahoma Business Education Association Secondary Teacher of the Year	1995
Greater Tulsa Junior Achievement Economics Teacher of the Year	1995
Homeland/Apple Computers Top 25 Teachers of the Year	1990