

---

**Jill M. Simons**  
*jsimons@astate.edu*

---

**HIGHLIGHTS**

- Chaired A-State's Chancellor's Commission on Completion resulting in historic 78.9% first-year retention rate in Fall 2020 and the highest rate for our conditionally admitted students (4.5% higher than any previous retention rate for this group).
- Recipient of Apple Distinguished Program for A-State's First Year Experience, 2014-2016; 2016-2018
- Awarded Apple Distinguished Educator, Class of 2015
- Awarded the Outstanding First Year Student Advocate - National Resource Center of FYE, 2015
- Implemented National Clearinghouse for Early Alert and National Early Alert listserv
- Designed institutional early alert system
- Consulted on early warning systems through *Academic Impressions*
- Established the Wilson Advising Center and campus-wide Pack Support referral system
- Designed campus Learning Commons and Creative Commons Innovation program
- Established *You Made a Difference* and *Outstanding Academic Advising* campus recognition awards
- Developed Bachelor of Interdisciplinary Degree, core curriculum, & managed program review
- Established *Pack Support Completion Grants* for graduating seniors and *Retention Mini-grants* for first year students.
- Established centralized academic misconduct reporting system
- Experience with graduate-level instruction, served on several dissertation committees
- Started the FYE Academic Expo, Fall 2013 to present.

**Associate Dean College of Liberal Arts and Communications & Interim Chair Department of Communication,**

*Academic Affairs and Research, Jonesboro, AR*

**July 2023 – Present**

- Serve as Chair to the Department of Communications support curriculum, scheduling, faculty oversight, PRT, assessment, evaluation, and budgets.
- Develop comprehensive Student Success Hub for the college
- Support College professional and faculty advisors
- Coordinate recruitment and retention activities
- Facilitate student grievance process as outlined in the Student Handbook
- Facilitate college scholarship committee to award college level scholarships
- Review, sign, and submit all official documents from departments to Registrar's Office including thesis, dissertation, and comprehensive exam committee forms
- Facilitate student council meetings and activities
- Develop career pathways/internships
- Support the Writing Center and Communications Center activities

**Associate Vice Chancellor, Academic Services & Dean, University College**

*Academic Affairs and Research, Arkansas State University, Jonesboro, AR*

**July 2017 – June 2023**

- Manage campus undergraduate student policy and procedural concerns that impact student success for the office of Academic Affairs.
- Provide vision, oversight, and fiscal leadership for University College in the areas of academic advising, conditional admissions, competitive scholarships and fellowships, learning support, first year experience, developmental education, interdisciplinary degrees, honors, early alert programming, and TRiO programs.
- Coordinate program review for interdisciplinary degrees, and course evaluations, assessment.
- Partner with campus leaders on academic retention and student success by utilizing data trend analysis and retention tools.
- Manage academic misconduct process, hearing committee, and outcomes.

- Chair the academic college retention liaisons program - Pathways Liaisons.
- Support the academic colleges with students concerns and academic grievances.
- Uphold the university's commitment to DEIB through the UC diversity committee and related activities.
- Serve on University College Advisory Board and manage major giving campaign.
- Provide a dynamic work environment that encourages collaboration, professional development, and meaningful assessment for University College.

**Assistant Vice Chancellor, Undergraduate Studies**

*Academic Affairs and Research, Arkansas State University, Jonesboro, AR*

**July 2016 –  
June 2017**

- Managed the division change from University College to Undergraduate Studies including the addition of the Honors College.
- Provided vision, oversight, and fiscal leadership for the Undergraduate Studies areas of high school concurrent enrollment, academic advising, conditional admission, learning support, first year experience, developmental education, interdisciplinary degrees, early alert programming, and TRiO programs.
- Support the campus through management of academic retention initiatives.
- Provided a dynamic work environment that encourages collaboration, professional development and meaningful assessment for the college.

**Dean, University College**

*Academic Affairs and Research, Arkansas State University, Jonesboro, AR*

**July 2013 –  
June 2016**

- Provided vision, oversight, and fiscal leadership for the University College areas of high school concurrent enrollment, academic advising, conditional admission, learning support, first year experience, developmental education, interdisciplinary degrees, honors, early alert programming, and TRiO programs.
- Provided a dynamic work environment that encourages collaboration, professional development, and meaningful assessment for the college.

**Executive Director, University College**

*Academic Affairs and Research, Arkansas State University, Jonesboro, AR*

**July 2010 –  
June 2013**

- Worked with college dean to support college oversight.
- Initiated campus-wide campus retention team.
- Led University College Assessment team.
- Managed college retention initiatives.
- Established FYE Faculty Advisory Board.
- Designed and implemented FYE Academic Expo.

**Director, Wilson Advising Center**

*Academic Affairs and Research, Arkansas State University, Jonesboro, AR*

**July 2000 –  
June 2010**

- Established the Wilson Advising Center
- Managed daily operations of Advising Center.
- Developed and delivered student workshops and faculty advisor training.
- Designed and implemented Restart@astate academic suspension program.
- Designed and implemented College Choices academic probation program.
- Established campus advisory board: AACE – Academic Advising Council on Excellence.
- Provide comprehensive academic advising and mentoring support services for all first-year students, undeclared majors and special student populations.
- Provide academic skills instruction to instill personal responsibility and prepare students for a successful transition into and through higher education.

**Director, Student Support Services***Academic Affairs and Research, Arkansas State University, Jonesboro, AR***July 1998 –  
June 2000**

- Oversaw compliance with and facilitation of the SSS TRiO grant.
- Oversaw daily services provided to participants.
- Supervised Tutor Coordinator and student staff.
- Prepared all required annual federal reports.
- Designed student I.A.P focused on academic, personal and career objectives.

**PRIOR PROFESSIONAL SUMMARY**

Tutor Coordinator, University College, Arkansas State University, Jonesboro, AR	<i>1997 – 1998</i>
Academic Advisor, New England Institute of Technology	<i>1994 – 1996</i>
PASS Coordinator, University College, University of Rhode Island, Kingston, RI	<i>1993 – 1994</i>
Conduct Office Coordinator, University of Rhode Island, Kingston, RI Career	<i>1993 – 1994</i>
Career Advisor, University of Rhode Island, Kingston, RI	<i>1993 – 1994</i>
Student Leadership Consultant, Roger Williams University, Bristol, RI	<i>Spring 1992</i>

**INSTITUTIONAL SERVICE**

Chancellor’s Recruitment and Retention Taskforce	<i>2023 – present</i>
HLC Criterion Three Committee, Chair	<i>2022 – present</i>
Woman’s Leadership Working Group	<i>2022 – present</i>
<a href="#">Chancellor’s Commission on Completion</a> , Chair	<i>2017 – 2022</i>
Pathways, Associate Dean Retention Liaison group, established	<i>2018 – present</i>
<a href="#">Red Wolf Works</a> competitive student awards, developed and member	<i>2016 – present</i>
Undergraduate Enrollment and Academic Policy Committee, Chair (2018 - 2021)	<i>2013 – present</i>
<a href="#">Chancellor’s Commission on Completion</a> , Chair	<i>2017 – 2022</i>
Undergraduate Graduation and Academic Appeals Committee	<i>2013 – 2017</i>
Enrollment Management Team	<i>2013 – 2016</i>
Strategic Planning Committee, Retention Co-chair	<i>2012 – 2015</i>
Academic Retention Consortium, established	<i>2013</i>
Outstanding Faculty Advisor, established	<i>2012 – current</i>
Campus-wide early alert program, designed (copyright)	<i>2012 – current</i>
AACE (Academic Advising Council on Excellence), established	<i>2000 – current</i>
“You Made a Difference” annual advising award, established	<i>2000 – current</i>
Restart academic suspension program, adopted by five other institutions	<i>2000 – current</i>

**PROGRAMS and COURSES DESIGNED**

Bachelor of Interdisciplinary Studies  
 UC 2033, University College Internship  
 IDS 2023, Introduction to Service Learning  
 IDS 3023, Advanced Service Learning  
 IDS 3012, Critical Thinking in the Profession  
 IDS 4013, Seminar in Professional Development Capstone  
 IDS 4023, Leadership in the Profession  
 UC 1013, Making Connections, co-designer  
 UC 1013, Making Connections – Online Large-Scale Program  
 CCED 7013 Community College Teaching summer

**LEADERSHIP and INVOLVEMENT**

Arkansas Council for Woman in Education (ACWHE)	<i>2023</i>
Complete College America, ASU liaison to ADHE	<i>2011 – 2015</i>
NACADA, Arkansas Liaison	<i>2007 – 2008</i>
ArkaAN, President, President-elect, Past president	<i>2004 – 2007</i>
ArkaAN, Communications VP	<i>2002 – 2004</i>
Arkansas Higher Education Retention, Conference Co-chair,	<i>October 2003</i>
Arkansas State National TRiO Day, chair	<i>November 1999</i>

## PRESENTATIONS

- "A-State Digital Press: Featured Publications for 2017," UAMS Technology Symposium, (Dr. Gina Hogue, co-presenter), Little Rock. July 2017
- "Launching the A-State Digital Press," UAMS Technology Symposium, (Dr. Gina Hogue, co-presenter), Little Rock. July 2016
- "Using Keynote and Pages to Engage Students," UAMS Technology Symposium, (invited, Dr. Jill Simons, co-presenter). Little Rock. July 2015
- "CONNECT: Arkansas State University's FYE iPad Initiative", AACUBO State Conference, (invited, Dr. Gina Hogue, co-presenter). Arkadelphia. October 2014
- "CONNECT: Arkansas State University's FYE iPad Initiative", UAMS Technology Symposium, (invited, Dr. Gina Hogue, co-presenter). Little Rock. July 2013
- "ASU's FYE iPad Initiative," AUTIS State Conference (invited keynote address, co-presenter Dr. Gina Hogue), Little Rock. April 2013
- "Improving Your Early Alert" Academic Impressions, (Invited conference designer and faculty presenter). Fort Worth. February 2013
- "Purpose Driven Advising", Arkansas Academic Advising Network Annual Conference, (Invited Keynote). Conway, AR. June 2013
- "Waving the Magic Wand: Fostering Change through Early Intervention" National Conference on the First Year Experience. (Paula Bradberry, co- presenter). Dallas. February 2010
- "Advisor Self-Care and Stress Management", April 17, 2009, Arkansas Academic Advising Network Annual Conference; Mountain Home, AR. May 2009
- "Help, I'm Failing and I Can't Get Up," National Conference on the First Year Experience. (Paula Bradberry, co-presenter). Orlando. February 2008
- "Advising and Assessment", Arkansas Academic Advising Network Annual Conference, Arkansas State University, Jonesboro. October 2003
- "Getting the Pieces in Place" Arkansas Higher Education Retention Conference, ADHE & University of Arkansas, North Little Rock.

## PUBLICATIONS AND GRANTS

"Study Management." *Making Connections: A First-Year Handbook*. Ed. Jill Simons. Boston: Pearson, 2010. Print. Apple iBooks, 2012.

Simons, J. (2011). *A national study of student early alert models at four-year institutions of higher education*. (EdD dissertation). Available from ProQuest Dissertations and Theses database.

TRiO Student Support Services, 2020 competition

Center for the Analysis of Postsecondary Readiness (CAPR) Guided Self Placement Study - MOU

## TECHNOLOGY

- Teaching platforms, Canvas & Blackboard
- Proficiency with Apple programs such as Keynote, Pages, and Numbers required
- Proficiency with Microsoft Office programs such as PowerPoint, Word, and Excel required

## EDUCATION

EdD, Educational Leadership, Arkansas State University

SCCT, Community College Teaching, Arkansas State University

MS, Human Development, emp. College Student Personnel, University of Rhode Island

BA, Studio Art, University of Arkansas

