

Jessica “Jess” Clark, PhD

PROFESSIONAL EXPERIENCE

Self-Employed - Contracting with Community Colleges in the Washington State Community College System, primarily Grays Harbor College, Aberdeen, Washington

2023 - Present

Executive Educational Strategist: Specializing in project planning and implementation for community colleges. Primary client: Grays Harbor College, a distinguished institution founded in 1930. This college serves Grays Harbor and Pacific counties in southwestern Washington and caters to a diverse student body of approximately 2,955 across its campuses in Aberdeen, Raymond, Ilwaco, and at Stafford Creek Correctional Center.

→ Responsibilities:

- ◆ Continuing and Community Education Business Plan for Grays Harbor College:
 - Develop a financial model for long-term sustainability of Continuing and Community Education programs.
 - Strategize enrollment increase in for-credit programs through targeted planning and outreach.
 - Aligning educational programs with local industry and employers needs to enhance community engagement and profitability.
- ◆ Curriculum Committee Handbook for Grays Harbor College:
 - Create a centralized system for archiving curriculum materials, emphasizing sustainability.
 - Conduct needs assessments for tailoring educational programs to diverse groups.
 - Draft guidelines for incorporating diversity, equity, and inclusivity in curriculum development.
 - Facilitate stakeholder engagement, including faculty and industry partners, for collaborative project development.
 - Manage the handbook’s drafting and finalization, aligning with GHC’s academic priorities.

→ Accomplishments:

- ◆ Drafted Statements of Work (SOWs) for Grays Harbor College that were highly commended for precision and accepted upon first review.
- ◆ Developed comprehensive timetables and Gantt charts for Grays Harbor College, ensuring clear communication and efficient project management.
- ◆ Organized listen and learn sessions with various stakeholders for Grays Harbor to ensure an inclusive process in the research phase of both projects.

Walla Walla Community College, Walla Walla, Washington — *Vice President of Instruction - Chief Instruction Officer and Accreditation Liaison Officer*

2021 - 2023

Walla Walla Community College: an Aspen-Award winning comprehensive community college that offers certificates, associate degrees, and bachelor of applied sciences degrees, serving a four-county district, with campuses in Walla Walla and Clarkston, and services at two correctional facilities (the Washington State Penitentiary and Coyote Ridge Corrections Center); total budget \$30,584,000; 7,500 headcount (3,119 full-time equivalencies); 100+ full-time faculty and 200+ adjunct faculty; 200+ additional employees.

Vice President of Instruction: *Chief Instruction Officer and Accreditation Liaison Officer:*

Responsible for \$16,000,000 of the college budget; supervise directly an administrative assistant, five deans, a director, and an assessment coordinator; oversee instructional and instructional support operations, including programs and grants in transfer, workforce, continuing education, corrections education, transitional studies, and health sciences, integrated learning, library services, high school programs, as well as tutoring; represent administration at negotiations with faculty; supervise management of Agriculture and Natural Resource Center of Excellence (statewide programming); oversee institution's accreditation work; supervised Technology Services for 12 months in the midst of executive leadership transitions and an Enterprise Resource Planning implementation (ctcLink); supervised the Clarkston Campus for 16 months in the midst of an institutional reorganization.

→ Responsibilities:

- ◆ Serve as the Chief Instruction Officer (serve on the state's Instruction Commission)
- ◆ Serve as the Accreditation Liaison Officer to the Northwest Commission on Colleges and Universities (NWCCU)
- ◆ Support the mission of the college in all instructional areas
- ◆ Promote diversity, equity, and inclusion throughout the college
- ◆ Engage actively in leading or promoting various college initiatives, like Guided Pathways, CTC Link (ERP Implementation), Title III
- ◆ Foster collaborative partnerships with faculty
- ◆ Participate in strategic and inclusive decision making
- ◆ Implement and grow Workforce, Academic, and Transitional Studies programs
- ◆ Support and expand college's Correction Education Campuses
- ◆ Provide oversight and support for college-wide assessment efforts
- ◆ Promote Dual and Concurrent Enrollment Program and secure National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation

→ Accomplishments:

- ◆ Contributed to a significant increase in student enrollment, achieving a growth rate of more than 12 % (Fall 2023)
- ◆ Secured reaffirmation of accreditation from NWCCU
 - Hosted NWCCU for Year 7 Site Visit
 - Completion of the 7th Year Accreditation Report - Self-Evaluation
 - Completion of the 6th Year Accreditation Report – Policy Regulations and Financial Review

- ◆ Creation of the new Access & Opportunity Area and new Center for Integrated Learning
 - Reimagined Instructional Services positions to support faculty professional development - a) Dean, Access and Opportunity, b) Director, Center for Integrated Learning, and c) Educational Technologist
- ◆ Reimagined areas of Corrections Education, Academic Transfer, Workforce Transfer and Trades, and Nursing and Allied Health
- ◆ Establishment of common nomenclature institution-wide for division, area, department, program
- ◆ Evaluated and assessed the operations of Technology Services
 - Contracted with CampusWorks for professional assessment and to assist with addressing deficiencies
- ◆ Creation of Policies & Procedures (contracted with Collaborative Brain Trust to assist with policies needing the Washington Administrative Code, WAC*, process)
 - Transfer of Credit and Alternative Credit (new), Academic Freedom (new), Grievance (revised), Intellectual Property and Copyright (new), Academic Integrity (new), Academic Standing (revised), Credit Hour (new), Correspondence Education (new), Teach-out (new), Distance Education (new), Library Planning and Collection Development (new), Identity Verification (new), FERPA* (revised), Use of College Facilities* (revised), Use of College Facilities for Expressive Speech (new), Mission Fulfillment Review (new), and more ...
- ◆ Creation of a Faculty – Assessment Coordinator position
- ◆ Creation of Educational Leadership Council
- ◆ Creation of an Accreditation Steering Council
- ◆ Creation of a Mission Fulfillment (Program) Review process
- ◆ Reimagined Curriculum Council
- ◆ Participation in Three-Year Contract negotiations with the faculty union - Association of Higher Education
- ◆ Secured institutional membership with Western Interstate Commission for Higher Education (WICHE)
- ◆ Nominated, successfully, two deans for the Western Interstate Commission for Higher Education - Western Academic Leadership Academy
- ◆ Nominated, successfully, two faculty for the Northwest Commission on Colleges and University Mission Fulfillment Fellowships

Northland Pioneer College (aka Navajo Community College District), Show Low, Arizona — *Vice President for Learning and Student Services (Provost)*

2019 - 2021

Northland Pioneer College: a two-year, comprehensive community college district consisting of 4 campuses and 5 centers, serving Navajo and Apache counties (including the Navajo Nation, White Mountain Apache Tribe, and Hopi Tribe); spanning nearly 22,000 square miles; 6,070 students of which 5,837 are enrolled credit courses and 1,379 are enrolled in non-credit courses (some students enrolled in both); total budget \$38,268,700; 74 full-time faculty and 73 adjunct faculty, 286 additional employees.

Vice President of Learning and Student Services: *Chief Academic Officer, Chief Student Affairs Officer, Title IX Coordinator:* responsible for \$17,000,000 of the college budget; supervise directly an administrative assistant, 3 academic deans, 2 student services directors, and a director of marketing; oversee student learning, including faculty and instructional support, i.e., distance education, library services, high school programs, adult basic education, GED services, testing, Carl Perkins, workforce development; oversee student services, including records and registration, financial aid, Title IX, advising, student academic support services, student clubs; community and corporate learning, kids college, career services; oversee marketing and recruiting.

→ Responsibilities:

- ◆ Serve as the Chief Academic Officer and Chief Student Affairs Officer (Arizona Community Colleges Coordinating Council)
- ◆ Serve as the Title IX Coordinator and Clery Administrator (ATIXA Certifications)
- ◆ Essential Functions:
 - Establish, plan, implement, manage, and evaluate instructional programs and student services
 - Work with internal and external stakeholders to identify updates in student services, learning curriculum, programs and standards
 - Coordinate curriculum and program development in conjunction with Shared Governance committees (i.e. Instructional Council)
 - Develop, coordinate and monitor budgets
 - Oversee supervision and evaluation of faculty, directors, and deans
 - Write grant proposals and participate in fund-raising
 - Develop strategic plans
 - Monitor operations and enrollment (recommends new processes as necessary)
 - Facilitate the development and/or revision of learning and student services procedures
 - Collaborate with district high schools

→ Accomplishments:

- ◆ Assisted college in achieving its 10-year HLC accreditation review
- ◆ Created a new academic division to support students and faculty - Division of Instructional Innovation
 - Created Instructional Technology & Curriculum Support Department
 - Three new/reimagined faculty positions: Curriculum Coordinator, Educational Technologist, and Instructional Designer
 - Reimagined Libraries Services (an incubator for innovation)
 - Created an Early College Department
 - Three new/reassigned advisor/recruiter positions to support Early College students (or 44% of the enrollment)
 - Reimagined the Disabilities Resource Office to the Office of Accessibility and Inclusion
- ◆ Revised policies and procedures related to Equal Opportunity, Harassment, and Non-Discrimination to align with the new 2020 Title IX regulations
 - Created a Title IX Team - including the positions of Deputy Coordinators for Students and Employees
 - Created a Campus Assessment, Response, and Evaluation (CARE) Team

- Joined Association of Title IX Administrators (ATIXA) and National Association for Behavioral Intervention and Threat Assessment (NABITA)
- Secured Maxient reporting software
- ◆ Created an opportunity for no-cost college course offerings for our 22 high school partners (no tuition or course fees)
- ◆ Secured participation in the National Council for State Authorization Reciprocity Agreements (NC-SARA) and the Arizona Council for State Authorization Reciprocity Agreements (AZ-SARA)
- ◆ Collaborated in the drafting of several institutional grants
- ◆ Started the program review process in Student Services
- ◆ Created a leadership development group to mentor aspiring leaders across the college (faculty and staff)

Western Wyoming Community College, Rock Springs, Wyoming — *Division Chair (Dean) of Social Sciences and Education (and other positions)*

2010 - 2019

Western Wyoming Community College: a two-year, comprehensive community college serving a college district that spans 29,000 square miles and encompasses 5-counties (Carbon, Lincoln, Sublette, Sweetwater, and Uinta counties); 2500 full-time students with 3,500 credit course headcount; total budget \$26,000,000; 80 full-time faculty and 300 adjunct faculty, 200 additional employees.

Division Chair (Dean) Social Sciences and Education: 2017 - 2019: responsible for \$1,000,000 of the college budget; supervised 4 Department Facilitators [Chairs], 9 full-time faculty, and 40 adjunct faculty; coordinated schedules and budgets for the following 4 Departments: Anthropology and History, Psychology, Social Work, and Sociology, Political Science and Criminal Justice, and Education; oversaw more than 15 guided pathways (degrees and/or certificates); coordinated the Honors Program offerings, advising, and partnerships (Associate Faculty, 2016-2019).

→ Responsibilities:

- ◆ Hired and Evaluated Faculty (Full-Time, Adjunct, and Concurrent)
- ◆ Mentored Department Facilitators [Chairs]
- ◆ Scheduled and Oversaw the Division Courses & Budget
- ◆ Coordinated the Honors Program
- ◆ Served as a Member of Dean's Council & Academic Council

→ Accomplishments:

- ◆ Reorganized/Restructured the Division
- ◆ Created/Revised Guided Pathways (AA, AS, and AAS Degrees & Certificates)
- ◆ Aligned Faculty (Full-Time/Part-Time) Credentials with High Learning Commission Accreditation Standards
- ◆ Created Articulations Agreement with Transfer Institutions
- ◆ Built Concurrent and Outreach Partnerships

Facilitator/Coordinator (Faculty Chair) History Department: 2012 - 2018: responsible for \$100,000 of the college budget, mentor 7 adjunct/concurrent faculty; coordinator the history department offerings and public programming (Assistant Professor, 2012-2016; Associate Professor, 2016-2019)

→ Responsibilities:

- ◆ Mentored Adjunct/Concurrent Faculty
- ◆ Scheduled and Oversaw Department Courses and Budget
- ◆ Developed, Revised, and Aligned Curricula
- ◆ Advised and Taught Students
- ◆ Created and Maintained a Social Media Presence

→ Accomplishments:

- ◆ Rebuilt History Department (Increased Offerings & Majors)
- ◆ Created Dual/Concurrent History Offerings
- ◆ Established Statewide & Local Partnerships
- ◆ Launched an Undergraduate Research Program
- ◆ Hosted Regular Public Programming

Instructional Designer, Distance Education: 2010 - 2012: mentor 80 full-time faculty and 300 adjunct/concurrent faculty on instructional technology and online delivery.

→ Responsibilities:

- ◆ Taught the Best Practices for Online Delivery
- ◆ Reviewed/Designed Online Courses
- ◆ Established Institutional Standards for Online Delivery
- ◆ Created Tutorials on Instructional Technologies
- ◆ Troubleshoot for Faculty and Students

→ Accomplishments:

- ◆ Creation of Western Standards (Structure for Online Courses)
- ◆ Quality Matters Recognition for Online Courses
- ◆ Increased Enrollment in Online Courses
- ◆ Statewide and National Recognition for Online Course Offerings
- ◆ Built Relationships with Outreach/Satellite Campuses

North Dakota State University, Germans from Russia Heritage Collection, Fargo, North Dakota — *Dakota Memories Oral History Project Coordinator*

2005 - 2010

North Dakota State University: a land grant university serving the Fargo-Moorhead meteor area; 13, 173 students (10,831 undergraduates, 378 professional, and 1,964 graduate); 6,049 employees.

Dakota Memories Oral History Project Coordinator: the Dakota Memories Oral History Project started in Fall 2004 with the first interviews being conducted in January 2005. The project was coordinated through the Germans from Russia Heritage Collection, and aimed to compile the childhood memories of second and third generation Germans from Russia. The project was funded through many grants, including the NDSU Extension Service, NDSU Research and Creative Activity, North Dakota Humanities Council, and the Embassy of Canada along with private donations. Interviews were conducted in communities throughout the Northern Plains from South Dakota to Saskatchewan.

→ Responsibilities:

- ◆ Oversaw a \$50,000 budget
- ◆ Supervised 8-10 undergraduate and graduate students (student employees)
- ◆ Coordinated 199 oral histories/interviews

- ◆ Archived and cataloged historical documents
- ◆ Created statewide and local partnerships
- Accomplishments:
 - ◆ Secured multiple grants (local, national, and international)
 - ◆ Created the North Dakota State's largest oral history collection
 - ◆ Partnered with North Dakota Public Radio (radio series)
 - ◆ Created a historical tour and continuing education course
 - ◆ Presented and published findings

EDUCATION

University of Wyoming, Laramie, Wyoming — *Post-Doctoral Graduate Certificate*

2019, Higher Education Leadership - Community Colleges

North Dakota State University, Fargo, North Dakota — *Doctor of Philosophy*

2010, History

North Dakota State University, Fargo, North Dakota — *Master of Arts*

2004, History

Central Washington University, Ellensburg, Washington — *Bachelor of Arts*

2002, History - Secondary Education

La Universidad de Guadalajara, Guadalajara, Jalisco, Mexico - Study Abroad Quarter,
2001, History & Spanish

PROFESSIONAL CERTIFICATIONS

- 2023, Spanish Vocabulary: Meeting People, Coursera - UC Davis
- 2023, Full Focus Executive Assistant - Pro Certified
- 2022, Full Focus Planner - Pro Certified
- 2020, Arbinger Institute, Outward Mindset Online
- 2020, Michael Hyatt: Leading through a Crisis: How to Successfully Steer Your Organization through a Crisis
- 2018, Arbinger Institute - Outward Mindset - Facilitator
- 2018, Arbinger Institute - Outward Mindset - Supervisor
- 2018, Arbinger Institute - Outward Mindset

FACULTY/TEACHING EXPERIENCE

Western Wyoming Community College, Rock Springs, Wyoming — *History and Political Science*

2010 - 2018

North Dakota State University, Fargo, North Dakota — History

2010

North Dakota State College of Science, Wahpeton, North Dakota — History

2007 - 2010

SELECTED COMMUNITY ACTIVITIES

- Safe Sport Representative and Board Member, Walla Walla Swim Club, 2023 to present
- USA Stroke and Turn Swim Official (Inland Empire Swimming, Whitman College, Walla Walla High School), 2023 to present;
- Walla Walla Swim Club Bylaws Committee, 2023
- Host/Presenter, Leadership Lewis-Clark Valley Academy (Chamber of Commerce), 2023
- Chair, Northeast Arizona Training Center, 2019 to 2021
- Navapache Superintendents, 2019 to 2021
- Leadership White Mountains (Show Low Chamber of Commerce), 2019 to 2020
- Wyoming Outdoors Council, 2019
- Wyoming State History Advisory Council, 2018 to 2019
- History Day, We the People, Project Citizen Workshops, 2016
- Wyoming State Historical Society Executive Board, 2014 to 2018
- Rocky Road Café: Book Club Leader, 2012 to 2018
- Western Wyoming Community College's History Speaker Series Host, 2010 to 2018

SELECTED AWARDS AND RECOGNITIONS

- Executive Leadership Institute, League for Innovation, 2024
- Most Read Article on WyoHist.org, 2023
- Show Low Chamber of Commerce - White Mountain Leadership, 2019
- Warm & Fuzzy Award, Northland Pioneer College, 2019
- Student Services Champion Award, Vice President of Student Services and Athletics, Western Wyoming Community College, 2017
- Rank Advancement (Assistant to Associate Professor), 2016
- 5 Year Service Award, Western Wyoming Community College, 2015

SELECTED GRANTS AND FUNDRAISING

- CDL State Grant, Washington State Board of Community and Technical Colleges, \$566,000, 2023
- Funds for Improvement in Post-Secondary Education (FIPSE), \$1.2 million, 2021
- United States Department of Agriculture, Rural Development Grant, \$751,000, 2021
- Open Textbooks for Rural Arizona Grant, US Department of Education, \$800,000, 2021
- History Department, Dr. David Kathka's Foundation Donation, 2018
- Hays Study Abroad Donation, 2018
- Western Wyoming Community College's History Speaker Series (4-6 events per year) via Cultural Affairs and Wesswick Foundation, 2010 to 2018
- Wyoming Humanities Council Opportunities Grants, 2014 to 2018

SELECTED PROFESSIONAL ACTIVITIES

- Full Focus Planner, Certified Pro (Coach), 2022 to present
- Arbinger’s Outward Mindset Facilitator, 2017 to present
- North Dakota State University Manuscript Reviewer, 2016 to present
- WyoHistory.org Advisory Board, 2012 to present
- Historical Consultant, One Year: 1986, Season 3, Episode 6, The Miracle of Cokeville, 2022
- Washington State Board of Community and Technical Colleges, Instructional Commission - Corrections Education Committee, Chair, 2022 to 2023
- Washington State Board of Community and Technical Colleges, Strategic Technology Advisory Committee (STAC), 2021- 2023
- AZTransfer Steering Committee, Member, 2019 to 2021
- Arizona Women in Higher Education, Institutional Representative, 2019 to 2021
- Western Social Science Association, Executive Board 2018 to 2021
- Germans from Russia Heritage Review Editorial Board, 2010 to 2019
- Wyoming School-University Partnership, 2019
- Western Social Science Association, Rural and Agricultural Studies Section Coordinator, 2012 to 2018
- Northwestern Oklahoma State University – Civitas Review Board Member, 2010 to 2017

SELECTED COLLEGE SERVICE

- Executive Leadership Team/President’s Cabinet, 2019 to 2023
- Acting President (as needed), 2019 to 2023
- Chair, Educational Leadership Council, 2021 to 2023
- Curriculum/Instructional Council, 2019 to 2023
- Accreditation Steering Council, 2019 to 2023
- Capital Construction Projects (e.g. Science Building, CTE Building, Simulation Building), 2019 to 2023
- Coordinator/Investigator, Title IX, 2016 to 2023
- Institutional Administration Representation, Advisory Councils, 2016 to 2023
- Chairperson, Search Committees (ex. Vice Presidents, Executive Directors, Deans, Faculty, and Staff), 2010 to 2023
- Temporary Supervisor, Technology Services, 2021 to 2022
- COVID-19 Operation Planning Group, 2020 to 2021
- College Leadership Council, 2019 to 2021
- CARE Team, 2019 to 2021
- Policy & Procedure Committee, 2019 to 2021
- Chair, Learning and Student Services Leadership Council, 2019 to 2021
- Clery Administrator, 2019 to 2021
- Interim Library Director, 2019 to 2020
- Strategic Planning and Assessment Steering Committee, 2019 to 2020
- Western’s Innovation & Transformation Team, 2018
- Education Advisory Council, 2017 to 2019
- Guided Pathways Steering Committee, 2016 to 2021
- Cultural Affairs (Co-Chair), 2016 to 2019
- Dual and Concurrent Advisory Council, 2007 to 2019

SELECTED PRESENTATIONS

- "How Successful Colleges Retain Students," Western Interstate Commission for Higher Education (WICHE) Alliance Meeting, Boulder, Colorado, October 2022
- "2022 Commencement Address: Flip the Obstacles Into Opportunities," Walla Walla Community College Commencement, Clarkston, Washington, June 2022
- "Walla Walla Community College - Clarkston Campus," Clarkston Rotary, Clarkston, Washington, December 2021
- "Using our High Heel Shoes: Taking Down the Glass Ceiling in Higher Education," Arizona Community College Leadership Conference, Flagstaff, Arizona, October 2019
- "The Game Changer: Innovation and Transformation of Higher Education in Rural America," Western Social Science Association, San Diego, California, April 2019
- "'Why Not You?': An Auto-Ethnographic Examination of Gender in Rural Higher Education Leadership," Western Social Science Association, San Diego, California, April 2019

SELECTED PUBLICATIONS

→ Book Publications

- ◆ "We Didn't Know Any Better: Growing up German-Russian on the Northern Plains" (Working Title) – Under Contract with North Dakota State University Press, Anticipated Publication: 2025.

→ Journal Publications

- ◆ "Treasured Memories: Growing up German-Russian on the Northern Plains," *Journal of Childhood and Youth* 5.2 (Spring 2012): 260-282.
- ◆ "'More than a Photo': Germans from Russia Remember their Familial Relationships," *Journal of Family History* 36, no. 3 (July 2011): 333-349.
- ◆ "'Work Makes Life Sweet': Germans from Russia Remember their Childhood," *The Historian* 72 no. 4 (Winter 2010): 809-830.
- ◆ "The Germans from Russia in Saskatchewan: An Oral History," (co-authored with Tom Isern) *American Review of Canadian Studies* 40 no. 1 (March 2010): 71-85.

→ Miscellaneous

- ◆ Book reviews published in various journals, such as *Annals of Wyoming*, *American Review of Canadian Studies*, and *The Social Science Journal*
- ◆ Articles featured in various newsletters, like *Oral History Newsletter*, *Heritage of the Great Plains*, *WyoHistory.org*, and *Heritage Review*