

# Toccara N. Carter

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## EDUCATION

- Educational Specialist, Community College Teaching** August 2010  
Arkansas State University, Jonesboro
- Master of Arts, English** August 2008  
Arkansas State University, Jonesboro
- Bachelor of Arts, English** May 2006  
University of Arkansas Pine Bluff  
Magna cum Laude

## HIGHER EDUCATION EXPERIENCE

**Interim Director** July 2017-Present

- Transition Studies, Arkansas State University, Jonesboro
- Supervise full-time faculty, adjuncts, and staff personnel
- Teach up to two first year experience courses per semester
- Advise first year, conditionally admitted students
- Design and implement developmental course curricula
- Manage departmental budget
- Assist with New Student Registration
- Serve on academic, advising, and curriculum committees
- Organize and preside over departmental staff/faculty meetings

### **Program Coordinator**

- First Year Studies, Arkansas State University, Jonesboro January 2016-July 2017
- 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**

Department of Integrative Studies, Arkansas State University, Jonesboro August 2015-Present

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

### **Instructor**

- Transition Studies, Arkansas State University, Jonesboro January 2016-Present
- 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**

- First Year Studies, Arkansas State University, Jonesboro August 2012-January 2016
- 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-Present
- FYE Faculty Advisory Board member August 2012-Present
- 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

## **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

## **COURSE DESIGNED/REDESIGNED:**

- UC 0232, Reading and Writing for College Success
- UC 0164, Academic Literacy (Integrated reading and writing course)

## **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 of Professional Development
- Senior Awareness (Upward Bound program)