

# TOPEKA SMALL SINGLETON

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751 Pleasant Woods Dr.  
Marion, AR 72364

## EDUCATION

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- EdD** University of Memphis, Higher Education May 2011  
Dissertation: "The Unknowing Knowers: Faculty and the Accreditation Process"  
Committee Chair: Katrina Meyers
- MA** University of Memphis, English: Professional and Technical Writing Dec 2001  
Thesis: "Writing What's Spoken: Dialects in Technical/Professional Communication"  
Advisor: Patricia Roberson
- BA** University of Memphis, English May 1999

## RESEARCH EXPERIENCE

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- Dissertation**, University of Memphis, Memphis, TN 2011  
Advisor: Katrina Meyer, chair
- Performed study related to accreditation and faculty
  - Completed dissertation: "The Unknowing Knowers: Faculty and the Accreditation Process"
- Master's Thesis**, University of Memphis, Memphis TN 2001  
Advisor: Patricia Roberson
- Performed several studies on the effectiveness of dialects in communication; researched the use and understanding of Ebonics among different races
  - Completed thesis: "Writing What's Spoken: Dialects in Technical/Professional Communication"

## TEACHING EXPERIENCE

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- Arkansas State University-Jonesboro, AR** July 2020-present  
**Assistant Professor, Center for Excellence in Education (CEE)**
- Manage a chair load of 35+ dissertation students
  - Design online doctoral level courses for the Educational Leadership, P12 and Higher Education Leadership EdD programs

- Provide professional development related to instructional design to faculty and students
- Teach 6 credit hours per semester in Educational Leadership, P12 and Higher Education Leadership EdD programs
- Evaluate applicants for admission
- Serve on IRB Committee, Student Grievance Committee, and departmental curriculum committee
- Teach theory and best practices associated with pedagogy and andragogy

**Marion School District, Marion, AR**

Fall 2017-Spring 2020

**Teacher, Literacy Facilitator, School Improvement Specialist, Interim Principal**

- Facilitated Junior High English Course
- Assisted teachers of all disciplines with literacy related curriculum
- Trained teachers, observed teachers, provided feedback
- Planned and deployed RTI programs
- Assisted in the selection, monitoring, and completion of goals related to student achievement
- Planned and presented professional development for teachers (much is which is centered around the use of Edmentum and its programs, data-driven teaching methods and data-driven classrooms)
- Compiled data reports for the building
- Engaged teachers in Coaching Cycles
- Assisted ALP teachers with Praxis Preparation
- Led the Building Leadership Team
- Managed the use of Edmentum, EdReflect, and other web-based learning programs
- Managed all state-mandated testing

**Arkansas State University, Jonesboro, AR**

Summer 2016

**Instructor, College Student Personnel Services**

- Facilitated Assessment and Accreditation, a graduate course averaging 30 students per term, covering the following topics: assessment and accreditation in higher education
- Redesigned existing online course and content
- Developed quizzes, exams, and other course content
- Revised the syllabus to meet accreditation standards
- Coordinated grading with 1 teaching assistant

**East Arkansas Community College, Forrest City, AR**

Spring 2015-Spring 2016

**Instructor, English Department, Federal Prison Site**

- Facilitated English courses to residents of men's prison

**University of Central Arkansas, Conway, AR**

August 2005-May 2008

**Instructor, College of Education, Teacher Education Program**

- Facilitated junior and senior level Education courses
- Provided feedback on teaching demos

- Planned, supervised, and managed teaching field experiences
- Mentored new teachers

**Arkansas State University-Mid-South**, West Memphis, AR May 2003-Aug 2008

**Instructor**, English Department

- Facilitated freshman and sophomore English courses
- Served as Writing Across the Curriculum Instructor
- Advised and mentored students
- Mentored colleagues
- Assisted with recruitment
- Managed departmental assessment processes
- Served on committees as needed

**Earle High School**, Earle, AR  
**Teacher**, Junior and Senior English

August 2002-May 2003

#### **PROFESSIONAL/ADMINISTRATIVE EXPERIENCE**

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**Arkansas State University-Jonesboro**, AR Fall 2021-Summer 2022

**Interim Director, Center for Excellence in Education (CEE)**

- Managed two EdD programs in Educational Leadership, P12 and Higher Education Leadership
- Attained and retained highly qualified faculty and adjuncts
- Completed departmental course schedule
- Provided departmental leadership on departmental assessment, program development, comprehensive examinations, etc.
- Managed P12 and higher education curriculum
- Oversee the mentor model within the doctoral program
- Trained dissertation mentors on dissertation expectations
- Assisted in resolving student and faculty grievances

**Marion School District**, Marion, AR

Fall 2018-Fall 2020

**School Improvement Specialist, Interim Principal**

- Facilitated Junior High English Course
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- Engaged teachers in Coaching Cycles
- Assisted ALP teachers with Praxis Preparation

- Led the Building Leadership Team
- Managed the use of Edmentum, EdReflect, and other web-based learning programs
- Managed all state-mandated testing

**Assistant Director, Assessment**  
**Arkansas State University-Jonesboro**  
**June 2015-June 2017**

- Provided training for faculty and staff on institutional, programmatic, and course-level assessment and accreditation issues
- Compiled Institutional Reports for different constituency groups-including self-study, five-year review reports, and annual assessment reports
- Managed institution's assessment software, Taskstream
- Provided consultation for assessment leaders within ASU's different colleges and schools
- Assisted in developing systemic assessment processes
- Assisted with education SPA reports and visits from program accreditors, such as CAEP
- Assisted with discipline-specific/specialized accreditation processes for a number of programs
- Collaborated with faculty and staff across campus to meet regional accreditation standards
- Collaborated with Education faculty on a number of research projects
- Served on Assessment Committee and other committees as appointed

**Data Analyst**  
**East Arkansas Community College**  
**July 2014-May 2015**

- Collected and analyzed data for a technology grant
- Compiled data reports for different constituents
- Assisted with grant reporting
- Tracked project work hours
- Served on institutional committees

**Assistant Director of Assessment and Accreditation**  
**Southern Methodist University**  
**July 2013-July 2014**

- Provided training for faculty and staff on institutional, programmatic, and course-level assessment and accreditation issues

- Compiled Institutional Reports for different constituency groups-including self-study, five-year review reports, and annual assessment reports
- Assisted with discipline-specific/specialized accreditation processes for a number of programs
- Managed institution's assessment software, WEAVE
- Served on Dissertation Committees, Assessment Committee and other committees as appointed
- Provided consultation for assessment leaders within ASU's different colleges and schools
- Assisted in developing systemic assessment processes
- Peer Reviewer for Southern Association of Colleges and Schools (SACS)

**Associate Vice President of Institutional Effectiveness  
Arkansas State University-Mid-South  
May 2010-July 2013**

- Chaired Institutional Effectiveness Committee
- Led all accreditation efforts, including writing the self-study, establishing and monitoring self-study committees, serving as campus liaison to the HLC, etc.
- Served as a Peer Evaluator for the Higher Learning Commission
- Led the development of Institutional, Operational, and Departmental Plans
- Organized and implemented the institutional strategic planning initiative
- Designed, purchased, and administered surveys that inform planning in relation to constituency feedback
- Developed and trained committees annually
- Provided training for faculty, staff, and Board of Trustees
- Compiled Institutional Reports for different constituency groups-Minority Retention Report, Annual Institutional Data Update, Annual Evaluation of Faculty Reports, etc.
- Led the development and publication of institutional productivity measures
- Performed program reviews
- Monitored state performance measures and other benchmarks to regularly evaluate key performance indicators
- Collected and analyzed institutional data
- Coordinated annual revision of the MSCC Catalog
- Supervised full time and adjunct faculty
- Completed faculty observations and evaluations
- Developed and Enforced Academic Dishonesty Policies and Procedures
- Researched student and faculty complaints
- Handled student and faculty disciplinary issues
- Assisted with the development of Schedules of Classes and Final Exam Schedules
- Facilitated undergraduate courses as necessary
- Peer Reviewer for the Higher Learning Commission

## HONORS, GRANTS, AND AWARDS

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**Higher Learning Commission (HLC) Peer-Evaluator Corps** 2010-2013, 2025-Present  
Traveled with teams as a Peer Evaluator, evaluated institutions of higher education located within the 19-state HLC region

**Southern Association of Colleges and Schools (SACS) Peer-Evaluator** 2013-2014  
Traveled with teams as a Peer Evaluator, evaluated institutions of higher education located within the SACS region

**Graduate, Arkansas Association of Two-Year Colleges Leadership Institute** 2011  
Leadership institute developed to train the next generation of higher education leaders in Arkansas

**Dr. R. Eugene Smith Fellowship** 2008-2010  
University of Memphis, College of Education, Department of Higher and Adult Education

**SACS Annual Conference Travel Grant Recipient** 2009  
Wrote grant for travel to annual SACS Conference-grant awarded to Topeka Williams-\$2,000

**Mid-South Robotics Grant** 2007  
Co- wrote grant for Robotics Hub-grant awarded to Mid-South Community College \$25,000

**Arkansas Association of Two-Year Colleges, Faculty of the Year Award** 2006  
Arkansas State University-Mid-South (formerly known as Mid-South Community College)

**Arkansas Department of Education Non-traditional Licensure Program Instructor and Panelist** Summer 2005-Summer 2007

**Arkansas State University Faculty Teaching Award of Excellence, Non-tenure** 2024

## PUBLICATIONS

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### *Journal Publications*

**Singleton, T.S.**, ed. (2025, *In Press*). *Accountability in higher education: Navigating current issues and trends*. IGIGlobal.

**Singleton, T.S.**, & Singleton, J. (2025, *In press*). The efficacy of using comprehensive exams in a large-scale online doctoral program. *Arkansas Association of Teacher Educators*.

Gipson, T., & **Singleton, T.** (2025, In press). Voices of impact: African American male students' perceptions of mattering and marginalization in high school. *Arkansas Association of Teacher Educators*.

Bowser, A., Davis, K., Singleton, J., & **Small, T.** (Winter, 2017). *Professional learning: A collaborative model for online teaching and development*. Southeastern Regional Association of Teacher Education, 26(1), 1-8.

Lewis-Kipkulei, P., **Small Singleton, T.**, Singleton, J., & Davis, K. (2021). Increasing student engagement via a combined roundtable discussion and flipped classroom curriculum model in an OT and special education classroom. *Cogent Education*, 8(1), 1911284.

### ***Conference Papers/Presentations***

**Singleton, T.S.**, & Singleton, J. (2025). *The efficacy of using comprehensive exams in a large-scale online doctoral program*. Paper presented at the Hawaii University International Conference, January 2025, Honolulu, HI.

**Singleton, T.S.**, & Singleton, J. (2024). *Does embedding experiential learning experiences in doctoral classes impact program completion*. Presented at the Experiential Learning Leadership Institute 2024 Conference, Martin, TN.

Kipkulei, P., **Small Singleton, T.**, Singleton, J., & Davis, K. (2019). *Increasing Student Engagement via a Combined Roundtable Discussion and Flipped Classroom Curriculum Model in an OT and Special Education Classroom*. Paper presented at the International Organization of Social Sciences and Behavioral Research Conference, October 2019, Las Vegas, NV.

Singleton, J., & **Small Singleton, T.** (March 2018). *Social Constructs and Environment's Impact on the Accreditation Process: A Qualitative Phenomenological Study*. Paper presented at the International Organization of Social Sciences and Behavioral Research Conference, March 2018, New Orleans, LA.

Singleton, J., **Small, T.**, Davis, K., & Bowser, A. (2017). *The Unknowing Knowers: Faculty and the Accreditation Process*. Paper presented at the International Organization of Social Sciences and Behavioral Research Conference, October 2017, Las Vegas, NV.

Singleton, J., Davis, K., Bowser, A., & **Small, T.** (2017). *Professional Learning: A Collaborative Model for Online Teaching and Development*. Paper presented at the Southeastern Regional Association of Teacher Educator's 64<sup>th</sup> Annual Conference, October 2017.

## INVITED LECTURES

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### **National Conference of Academic Deans (formerly known as Arkansas Deans Association Conference)**

University of Central Arkansas

“Assessment and Accreditation Across the Curriculum...from the HLC’s Standpoint” 2011.

## PROFESSIONAL TRAINING

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### ***A Framework for Understanding Poverty, Certified Trainer Certificate***

**2019**

Ruby Payne, aha! Process Professional Development

Fall 2019

Description: trained in the dynamics that cause and maintain poverty from the individual to systems level.

### **Grant Writing Workshop**

University of Arkansas at Little Rock, Little Rock, AR, 2010

Description: trained in fundamentals of grant writing, grant writing instruction

### **Instructional Design for Online Learning Certificate, Mid-South Community College, 2006**

Description: trained in online course design

### **Writing Across the Curriculum Certificate, Pulaski Technical College, 2006**

Description: trained to teach writing across disciplines

### **Arkansas Teacher’s License/Certificate, 7-12 English**

## COMMITTEE WORK/INSTITUTIONAL SERVICE

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### ASU Jonesboro

- University IRB Committee (2022-2025/3 year appointment)
- General Education Committee
- Assessment Committee
- Educational Leadership Curriculum Committee
- Student Grievance Committee

### ASU Mid-South

- President’s Council
- Institutional Effectiveness Committee, Chair
- Student Services Committee
- Faculty Senate



- Assessment Committee, Chair
- Writing Across the Curriculum Instructor, 2004-2006
- Co-Advisor for Phi Theta Kappa, 2003-2004
- Co-Sponsor for Writers Anonymous, 2006
- Academic Advisor, 2003-2008
- Student Mentor, 2003-2005
- Writing Lab Tutor, 2004-2008

Southern Methodist University

- College Committee on Assessment and Accreditation, Co-Chair
- Student Research Committee

### **INDEPENDENT/CONTRACT WORK**

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**Small Edits, Dissertation Editing Business, Editor** 2016-Present

- Edit dissertations according to institutional and documentation format specifications  
-Service doctoral students from: Grand Canyon University, Concordia University, Walden University, University of Memphis-editing samples and references available upon request
- Work with dissertation students at different points in the dissertation process
- Secure contracts with public education institutions to develop and/or edit reports, e.g. Indistar

**Nontraditional Teacher Licensure Program Presenter and Panelist**-presented by the Arkansas Department of Education Summer 2006-Summer 2008

- Facilitated summer courses for non-traditional licensure applicants
- Led a panel of educators who mentored non-traditional licensure candidates

**References available upon request**