TEXAS STATE VITA

I. Academic/Professional Background

A. Name: Richard S. Brooks

Title: Associate Professor of Instruction, BSW Associate Program Director, Non-Tenure Track, School of Social Work, Texas State University, San Marcos, Texas

B. Educational Background

Degree	*Year*	*University*	*Major*	*Thesis/Dissertation*
Master's	2008	Texas State	Social Work	
Bachelor of Art	1993	Kent State	Criminal Justice	

C. University Experience

Associate Professor of Instruction, Texas State University, School of Social Work, San Marcos, Texas (August 2024 – Present. Full-time, non-tenure track instructor. Instructed (BSW) and graduate (MSW) level of Social Work students. Committee work as assigned by leadership to include the following: Field Committee, BSW Committee, MSW Committee, Program Standards Committee, Curriculum Committee, and College of Applied Arts Curriculum Committee, and various Search Committees.

BSW Associate Program Director, Texas State University, School of Social Work, San Marcos, Texas (June 2023 – present). Oversight of all Bachelor of Social Work (BSW) program areas for On-campus, On-line program, and On-campus Round Rock, Texas. Duties include recruitment, application interview, orientation, and tracking over 300- 400 BSW students; teaching schedules for over 50 faculty; projections for course planning; monitoring course development; annual program evaluation and outcomes reporting; Co-Chair BSW committee; student issues relating to academic problems/behaviors/concerns; School of Social Work Leadership Team.

Lecturer/Faculty, Texas State University, School of Social Work, San Marcos, Texas (September 2021 – August 2024. Full-time, non-tenure track instructor. Instructed (BSW) and graduate (MSW) level of Social Work students. Committee work as assigned by leadership to include the following: Field Committee, BSW Committee, MSW Committee, Program Standards Committee, Curriculum Committee, and University Curriculum Committee.

Title IV E Grant Specialist, Texas State University, School of Social Work, San Marcos, Texas (June 2018 – August 2021). As a grant specialist, I served as a liaison between Child Protective Services (CPS) and Texas State University. One role of this position is to recruit

Texas State students to do their internship at CPS and recruit CPS caseworkers to obtain an MSW from Texas State. Another role of the liaison position with CPS is also the role of the Field Instructor

to all BSW and/or MSW interns. This position provides the interns with weekly supervision. The position completes their mid-term and final evaluations that ensure the interns have might the CWSE competency requirements.

Per Course Instructor, Texas State University, School of Social Work, San Marcos, Texas (June 2019 – Aug 2021). Instructed BSW level Social Work students and other disciplines students on campus in the course of Child Welfare and Social Work in the Community.

D. Relevant Professional Experience

Texas Department of Family and Protective Services / Child Protective Services, San Antonio, Texas (May 1996 – June 2018). Various positions over 22 years are listed below.

CPS Training Academy Manager, Center of Learning Organizational Excellence (CLOE), San Antonio, Texas (Aug. 2015- June 2018). This position oversees the daily operations of the South District Training Sites in San Antonio, Corpus Christi, and Edinburg. This position managed 15-19 staff members that are comprised of 14 Trainers, 4 Field Supervisors, and 1 Administrative Assistant. The job duties to oversee training program of new CPS caseworkers, evaluations of trainings, initiative of new training, ran the pilot of the new and still current training model, and evaluation and professional development of my staff.

CLOE Training Specialist IV, San Antonio, Texas (Sept. 2007 to Aug. 2015). The Training Specialist IV position performs complex (senior level) training work. Work involves planning, designing, organizing, conducting, and evaluating training programs, with emphasis on CPS Professional Development (CPD) training and certification training primarily for Child Protective Services. The position analyzes training needs, develops, and prepares training materials, coordinates, and conducts training sessions and promotes the use of training services, methods, and techniques. The position interacts routinely with CPS program staff at all levels and with other professional development staff.

Child Protective Services Supervisor I-II, San Antonio, Texas (May 2000 - Sept. 2007). Various Supervisor positions held.

On-Job Training Supervisor, San Antonio, Texas (May 2005 - Aug. 2007). Supervisor of new employees in their Field part of CPS' Basic Skills Training (BSD). This position worked with the Training Unit to coordinate activities and community presentations while new employees were in the Field weeks of their training plan. This supervisor's role was to ensure compliance with all training requirements.

Investigation Supervisor I, San Antonio, Texas (Dec. 2004 - May 2005). The Supervisor performs highly complex (senior-level) consultative services, technical assistance, and supervisor work. This position manages a unit of 5-6 made up of administrative staff and caseworkers responsible for conducting investigations into abuse and neglect. This position interacts routinely with clients, judges, attorneys, children, school personnel, and community partner agencies.

This Investigation Unit was asked to pilot a new training program. The unit was comprised of 1 tenured worker and 5 new workers. The training was in the unit and not in the classroom. Under that pilot, only 1 staff member to disciplinary actions.

This Investigation Unit was also asked to join as a full partner of the Family Justice Center. The Family Justice Center was the one stop shop that addressed Domestic Violence. This Investigation unit was assigned investigations that had Domestic Violence within the primary allegation and safety and/or risk factors.

Conservatorship Supervisor I - II (CVS), San Antonio, Texas (May 2000 - Dec. 2004). Supervised a unit of 6-8 caseworkers and clerical support staff for providing child protective services within the Substitute Care unit. The position interacts with TDPRS staff, clients, contract providers, civil and court personnel along with community partner agencies.

CPS Specialist II – Conservatorship worker (CVS), San Antonio, Texas (May 1996 - May 2000). As a CPS Specialist, my duties are to help find Permanency for families who have had their children removed from their home and placed in foster care. These children have a legal status of temporary or permanent custody granted to the state of Texas as a CPS case. Other duties include reporting to the courts progress made by the families, monitoring the well-being of children who are placed in foster homes, and frequent communication with legal parties who are assigned to the CPS case.

Youth Specialist, Safe Landing Youth Shelter, Akron, Ohio (Aug. 1993 – April 1996). The youth shelter was my internship placement which 150-hour internship was completed from August of 1993 until December of 1993. Upon completion of the internship, a youth shelter staff position was offered and accepted. The youth shelter staff's responsibilities were to work with and supervise daily activities of abused and neglected children referred to the shelter by Child Protective Services.

E. Other Professional Credentials (licensure, certification, etc.)

Texas Department of Family and Protective Services / Child Protective Services, various credentials, listed below.

Knowing Who You Are Project (KWYA), CPS, San Antonio, Texas (Dec. 2007 - June 2018). Cultural Diversity Workshop offered by Child Protective Services to all staff to share their unique perspectives about why race and ethnicity matter and the importance in helping youth develop their racial and ethnic identity.

KWYA Facilitator, CPS/CLOE, San Antonio, Texas (Dec. 2007 – June 2018). Co-Facilitator of KWYA 2-day workshop throughout the State of Texas. 2-3 people would co-facilitate to represent a diverse perspective. To become a facilitator was on a volunteer basis on which you were trained and observed to become a certified facilitator.

KWYA Certifier, CPS/CLOE, San Antonio, Texas (2012 – June 2018). After a minimum of 10 facilitated workshops, Child Protective Services offered a Certifier class, and if recommended by a Coach (top level of KWYA) one could go through the process of becoming a Certifier. The

role of Certifier was to certify new facilitators in the KWYA project. Participated in 2 facilitator workshops to certify 20 new facilitators.

KWYA Coach, CPS/CLOE, San Antonio, Texas. Recommendation by KWYA Coach, Tanya Rollins, was offered but declined due to leaving CLOE/CPS to start my current position at Texas State University. It was an honor to be recommended as only 4 Coaches in the State of Texas.

II. TEACHING

A. Teaching Honors and Awards:
B. Courses Taught:

Social Work 4315: Child Welfare, Texas State University, San Marcos, Texas – Per course and Lecture. Taught both On-campus and Online.

On-campus: Spring 2019, Summer 2019, Fall 2019, Spring 2024, Spring 2025, and Spring 2026
Online: Summer 2020 online due to covid, Fall 2020 online due to covid, Summer 2021 online due to covid, Summer 2022 taught online course that I created, Summer 2023, Summer 2024, Summer 2025, Spring 2026, Summer 2026

Social work 2375: Social Work in the Community, Texas State University, San Marcos, Texas – Per course. BSW level students. Spring 2020, on-campus that switched to online due to Covid-19.

Social Work 4356: Professionalism, Texas State University, San Marcos, Texas. BSW level students. On-campus classes. Spring 2021, asked to finish last 4 weeks of class due to faculty emergency, Fall 2021 sections 4356.001 and 4356.003, Spring 2022 sections 4356.254 and 4356.255, Fall 2022 sections 4356.001 and 4356.003. Fall 2026 – Round Rock Campus.

Social Work 4374/4975: Field Seminar, Texas State University, San Marcos, Texas. BSW level students. On-campus classes. Fall 2021, Fall 2022, and Spring 2023.

Social Work 5410/5411, also reclassified as 5376/5777: Foundation Field Seminar, Texas State University, San Marcos, Texas. MSW level student. On-campus classes. Spring 2022, Fall 2023, Fall 2024, and Fall 2025.

Social Work 3305: HBSE I (Human Behavior, Social Environment), Texas State University, San Marcos, Texas. BSW level class. Spring 2024 online.

Social Work 2320: Love and Relations, Texas State University, Round Rock, Texas. BSW level class. Fall 2024 – picked up after assigned faculty left during the semester. I volunteered to take over the last month of the class.

Social Work 1350: Intro to Social Work, Texas State University, San Marcos, Texas. BSW level class. Spring 2025 (2 sections). Spring 2026. Fall 2026 (2 Sections)

US1100: University Seminar, Texas State University, San Marcos, Texas. Fall 2026.

B. Other Teaching Experience

CPS Training Academy Manager (CLOE), San Antonio, Texas (Aug. 2015-June 2018). April of 2018, certified to facilitate the Poverty Simulation offered by CPS. No poverty simulation offered before leaving CPS in June 2018. May of 2018 filled in and conducted CPS Professional Development CVS Specialty Track. Class of 8 new CVS caseworkers.

Training Specialist IV, CPS/CLOE, San Antonio, Texas (Sept. 2007 – Aug. 2015). Mainly trained in San Antonio area. Asked and trained throughout the State of Texas, as needed.

Training Courses in the following:

CPS Professional Development Core Competencies
Training of new Child Protective Services Caseworkers with the Core Competencies to become successful in Investigations, Family Based Safety Services, Conservatorship, and Adoptions. Core classroom training consisted of 2 weeks of in-person training. Conducted Core every 3 months, trained over 750+ new caseworkers.

CPS Professional Development Conservatorship (CVS) Specialty
Training of new Child Protective Services Caseworkers with the Conservatorship Specialty Competencies. After the completion of core and time in the field, new caseworker would attend a 1 week in person training geared toward this specific job duties. Classroom sizes are from 4 to 15. Conducted CVS or INV specialty monthly, trained 250+ new caseworkers.

CPS *Professional Development Investigations (INV) Specialty*
Training of new Child Protective Services Caseworkers with the Conservatorship Specialty Competencies. After the completion of core and time in the field, new caseworker would attend a 1 week in person training geared toward this specific job duties. Classroom sizes are from 4 to 15. Conducted CVS or INV specialty monthly, trained 250+ new caseworkers.

Certification Classes: (classes needed for Caseworkers to move from a Specialist I-IV)

Family Violence Interventions
This training is offered and completed within the first nine months of a new caseworker's tenure at Child Protective Services. Certification was completed to train this course. Trained as needed or assigned by the Academy Manager. Conducted 10+ sessions, classroom sizes varied from 15-25 caseworkers.

Advancing Interviewing for CPS Investigators
This training is offered and completed within the first nine months of a new caseworker's tenure at Child Protective Services. Certification was completed to train this course. Trained as needed or assigned by the Academy Manager. Conducted 10+ sessions, classroom sizes varied from 15-25 caseworkers.

Knowing Who You Are (Cultural Diversity and Inclusiveness)
This training is offered and completed within the first nine months of a new caseworker's tenure at Child Protective Services. Facilitators were certified to facilitate and volunteer to teach 2-3 workshops per year. The trainer would be asked to fill in with facilitators had emergencies or

canceled at the last minute. Conducted 5-6 per year, class sizes varied from 20-25, roughly 450+ staff trained.

Teaching and Feedback for CPS Mentors
This training was offered under the new training model where all new caseworkers are assigned a mentor. This model implemented 10 weeks in the field training with a mentor and only 3 weeks of classroom training. This training prepared mentors with the ability to successfully teach and provide feedback to their mentors. Taught class based on Academy Manager assignment of the class. Class sizes varied from 10-25.

Supervisor and Leadership Courses:

Supervisor Basic Skills Development (BSD)
This training is required for all new Child Protective Services Supervisors. The weeklong training helps prepare the new supervisor to transition from caseworker to supervisor. Selection was by the Academy Manager with pre-requisite of previous Supervisor with CPS. Conducted this training 2 per year, 2012-2015.

Strength Based Supervision I and II (SBS)
This training is a required training course for all Child Protective Services Supervisors to advance from Supervisor I to Supervisor II. Each Strength Based Supervision I and II was a 2-day training session when demand was appropriate or requested by CPS.

The Leadership Challenge
The Leadership Challenge is a workshop that DFPS offered to the Managers of DFPS, including CPS. The 2-day workshop with two 1-day follow-ups includes the Leadership Practices Inventory that rates how managers are demonstrating the Leadership Challenge practice model. The Leadership Challenge model includes the following: modeling the way, inspiring a shared vision, challenging the process, enable others to act, and encourage the heart. My certification to become a facilitator fell 1 teach back short before leaving CPS in June 2018.

The Leadership Academy
The Leadership Academy was a yearlong program that met monthly. This program was delivered by Dr. Angela Ausbrooks to faculty in the School of Social Work. The various topics aligned with our assessment to build our leadership skills and knowledge. The program was completed in the Spring of 2022.

C. Courses Prepared and Curriculum Development:

Curriculum Development:

4315 Child Welfare, Texas State University, San Marcos, Texas. (Summer – Fall 2021). I have been assigned to create the online 4315 Child Welfare Class. This elective course provides students with specialized knowledge and skills in child welfare, child maltreatment, and services available to children and families. SOWK 4315 prepares students to identify various types of child abuse and neglect, recognize current issues and trends in child welfare services, and understand intervention strategies and resources available to children and families in trouble.

This course supports the mission of the School of Social Work to promote the health and well-being of the most disadvantaged members of society, specifically vulnerable children and their families.

Intro to Impact and Technology Lab, CPS, San Antonio, Texas (2013-2014). This course was created in 2014 and rolled out when the training model was being changed from CPS Basic Skills Training into the current training CPS Professional Development. This training was created as CPS transitioned into various tablet and laptop computers. This 1-day training was a hands-on interactive training to teach new caseworkers to utilize all features of their tablets. The course also required them to utilize the tools to navigate the Impact (computer system at CPS). This course or version of the course created is still a requirement for a new caseworker.

Family Violence Course, CPS, San Antonio, Texas (2004). While at the Family Justice Center, San Antonio, Texas this course was created in 2004 after the Investigation unit was relocated in the Family Justice Center. The Family Justice Center building was part of the Brady Green Hospital downtown San Antonio. The Family Violence training was created to help orient the Brady Green Hospital Staff on the topic of Domestic Violence and how to effectively work with this population. This training was offered only 1 time. After transitioning into a new job, the training was not sustained.

Curriculum Evaluation:

CPS Academy Manager, CPS/CLOE, San Antonio, Texas (2015 – 2018). One of the roles as CPS Academy Manager was to evaluate trainers and evaluate curriculum on all courses taught by CPD/CLOE staff. Observation and written feedback were given to the curriculum writers to address needs, gaps, and updates to policy or statistics to be more relevant. Classroom evaluations were analyzed and implemented into supervision with trainers to promote their own personal and professional development.

D. Teaching Professional Development Activities Attended
Workshop:

Curriculum Design

Teaching Online, Texas State University (Spring 2020). Completed 8-hour course required to teach Online Courses at Texas State University. Our demanding self-paced course requires faculty to engage in topics such as the Benefits of Online Teaching, Instructional Planning, Learner Activities, Communication and Interaction, Distance Learning Policy, Accessibility, and Student Misconduct, all intended to lay the foundation for successfully teaching an online course that meets Texas State's Best Practices checklist.

Langevin – Curriculum Design, CPS/CLOE, San Antonio, Texas (Aug. 2015). As Academy Manager attended this weeklong workshop. This workshop gave an overview of how to design curriculum and how to evaluate curriculum.

Langevin – Platform Training for new Trainers, CPS/CLOE, San Antonio, Texas (Sept. 2007). As a new trainer, I attended this weeklong workshop. The workshop provided skills to be an effective trainer with an emphasis on classroom management.

III. SCHOLARLY/CREATIVE

A. Works in Print (including works accepted, forthcoming, in press):

1. Articles:

    a. Referred Journal Articles:

    Brooks, R., Montero, R., Netardus, T. (2008). Evaluating the mentoring program within children's protective services. *Professional Development – The International Journal of Continuing Social Work Education, ISSN*: 1097-4911, p. 37-43.

This journal was submitted for publication during my final internship in 2008.

B. Works Not in Print:

1. Invited Talks, Lectures, and Presentations:

BSW orientation, School of Social Work, Texas State University (8/14/23, 1/12/24, 8/9/24, 1/10/25, 8/8/25, and 1/9/26). This orientation is to give an overview of the BSW program, provide resources and information to be successful, explain expectations and requirements for the program, and to sign the BSW contract.

BSW Information Sessions, as BSW Associate Program Director, Texas State University, San Marcos Texas (Sept.7, 2023, Sept. 22, 2023, Oct. 7, 2023, 1/31/24, 2/21/24, 3/2/24, 9/10/24, 9/19/24, 9/28,24, 1/30/25, 2/8/25, 2/18/25, 8/26/25, 9/10/25, and 9/20/25) 1-1:30 presentation to prospective BSW students to move from Phase I to Phase II of the BSW program. The presentation explained the application process, provided guidance and support resources, and answered questions.

Discover TXST Round Rock, Texas State University, Round Rock, Texas. (11/9/24, 3/29/25, 11/1/25). The presentation title was Exploring Social Work. Spoke to potential Social Work students interested in Social Work majoring in attending the Round Rock Campus.

In Service Training for Head Start via Zoom (9/6/24). Training was on the topic of Child Abuse, identifying and reporting. 75 participants.

Career Day, Pflugerville ISD, Pflugerville, Texas. (9/24/24). Presented to high school students looking for career/college information. 250 were signed up to attend the event. An overview of our BSW program was provided to interested students.

Career Day, Wilder Elementary School, Schertz, Texas (March 10, 2023). Presented to 5 elementary classes ranging from 20-30 students. Topic: What is Social Work? Presentation to explain "what is social work" and create awareness of social work as a career.

Guest lecture: Social Work 1350: Intro to SW class (Professor Stacie McGee), Texas State University, San Marcos, Texas (Oct. 14, 2022, Feb. 24, 2023, 3/5/24, and 11/8/24). Presentation on working with children and families, my CPS background, and Social Work.
Guest lecture: Social Work 4356: Professionalism, Zeidan and Velez (Spring 2024 and 10/1/24 in Fall 2024 semesters). Presented on Presenting yourself in Professional manner.

Guest Lecture: Social Work 3340: Practice I, Texas State University, San Marcos, Texas. Covered working with families and children.

Guest lecture: Social Work 1350: Intro to SW class (Professor Cassie Smith), Texas State University, San Marcos, Texas (Oct. 11, 2022, March 7, 2023, Oct. 10, 2023). Presentation on working with children and families, CPS, and Social Work.

Guest Presentation: **Social Work 4425: Practice III (Professor Ms. Stokes Batts),** Texas State University, San Marcos, Texas (Spring 2022, Fall 2022, April 25, 2023, November 30, 2023, and 4/24/24). – Presented on Child Welfare, court testimony, and shared experiences. Co - Presented with Dr. Gough during Spring 2022 and Fall of 2022 that included a role play of courtroom testimony.

Title IV-E Stipend Informational Meetings, Texas State University, San Marcos, Texas and CPS in San Antonio, Texas. (2018 – 2021). 4 sessions are held a year to inform BSW and MSW students about the Title IV-E stipend offered during their last internship placement. Child Protective Services Informational Meetings: held 1-2 per year as part of the recruitment of CPS caseworkers to apply for the MSW program at Texas State University.

Title IV-E Stipend presentations to Social Work classes, Texas State University, San Marcos, Texas. 15-minute presentation followed by questions and answer sessions about the Title IV-E stipend. Presented to all 4315 courses since starting as a Grant Specialist.

Guest Lecture: Dr. Hawkins – Practice III class, Texas State University, San Marcos, Texas. (Feb. 19, 2020). Topic: Psychosocial Assessments: Interpersonal, Intrapersonal, and Environmental Factors – Class of 10-15 students attended the lecture.

Panel Presentation: Dr. Gutierrez – Professionalism, Texas State University, San Marcos, Texas (Feb. 11, 2020, Feb. 17, 2020). Spoke to class about Professionalism and working in Child Welfare.

Guest Lecture: Dr. Yoon (2 separate classes), Texas State University, San Marcos, Texas (Feb. 12, 2020) Topic: Motivation, Engagement, and Supervision. Classes of 10-15 students attended the lecture.

Guest Lecture: Dr. Nason - Love and Relationship, Texas State University, San Marcos, Texas (October 23, 2019) Topic: Child Welfare**.** A class of 105 students attended the lecture.

Guest Lecture: Dr. Hawkins – Practice III class, Texas State University, San Marcos, Texas (October 4, 2019) Topic: Supervision and Preparation for Field lecture. A class of 8 students attended the lecture.

2. Workshops:

Poverty Simulation, CPS, San Antonio, Texas (Sept 2017, Sept.22, 2018, Oct. 18, 2019) Texas State University (Oct. 21, 2019).

Community Action Poverty Simulation (CAPS). I have been a participant once in which I played the role of a child. I have participated as a staff member twice, which I was the pawn broker and the sheriff. The Poverty Simulation provides participants with an opportunity to assume the role of a low-income family member living on a limited budget. The experience is divided into four 15-minute sessions that represent one week each (total of 4 weeks) in which participants must provide for their family and maintain their home.

IV. SERVICE

A. Institutional

1. University:

University MWF Task Force, Texas State University, School of Social Work, San Marcos, Texas (Fall 2024 semester). The Task Force charged was to develop options to address meeting classroom space due to higher enrollment numbers. Executive Summary provided to Provost to be given to University President and Cabinet.

University MWF Task Force, Texas State University, School of Social Work, San Marcos, Texas (Fall 2025 semester). The Task Force charged was to develop options to address meeting classroom space due to higher enrollment numbers. Executive Summary provided to Provost to be given to University President and Cabinet.

BSW Social Work Program in Round Rock, Texas State University, School of Social Work, Round Rock, Texas (Spring 2024, Fall 2024, and Spring 2025). Charge with recruitment, planning, and developing a Social Work program on the Round Rock Campus. Charges also included working, training, and supporting of the BSW Coordinator hired for the RR campus.

Hooding Ceremony, Texas State University, School of Social Work, San Marcos, Texas (May 2022, Aug. 2022, Dec. 2022, May 2023, August 2023, Dec. 2023, May 2024, and Dec. 2024, May 2025, August 2025, Dec. 2025).
Assisted perspective graduates in the Hooding Ceremony process. At December's ceremony, a group of volunteers including myself assisted in the planning and coordination of the Hooding Ceremony. December 2023, I was asked to be a reader during the Hooding Ceremony.

CAA Graduation Ceremony, Texas State University, School of Social Work, San Marcos, Texas. (May 2024, December 2024, May 2025, August 2025, December 2025). Attend and support graduation of our BSW and MSW students.

CAA – Award Ceremony, Texas State University, School of Social Work, San Marcos, Texas. (Fall 2022, Fall 2023, Fall 2024, and Fall 2025). Attend and support the recognition of our BSW and MSW students.

Phi Alpha National Honor Society, Texas State University, School of Social Work, San Marcos, Texas. (Spring 2023, Fall 2023, 3/7/24, and 10/10/24). Attend Induction Ceremony of our BSW and MSW students.

University Curriculum Committee, Texas State University, School of Social Work, San Marcos, Texas (Aug. 2023 – present). The University Curriculum Committee (UCC) is committed to maintaining a well-designed, effective process for developing academic courses, academic programs, and academic units. This committee, together with departmental and college curriculum committees, provides the faculty review portions of curriculum development at Texas State.

TXST Move in Day, Texas State University, San Marcos, Texas (Aug. 17, 2019). Assisted new Texas State Students will the move in process. Assigned to the housing station. Provided students with directions and answered questions about housing assignments. 2-day event that I volunteered for 5 hours.

2. Department/School of Social Work:

BSW Associate Program Director, Texas State University, School of Social Work, San Marcos, Texas (June 2023 – present). Oversight of all Bachelor of Social Work (BSW) program areas for On-campus and On-line program. Duties include recruitment, application interview, orientation, and tracking over 400 BSW students; teaching schedules for over 50 faculty; projections for course planning; monitoring course development; annual program evaluation and outcomes reporting; Co-Chair BSW committee; student issues relating to academic problems/behaviors/concerns; School of Social Work Leadership Team; planning for roll out of BSW program in Round Rock, Texas.

Bobcat Day, Presents at University events, Texas State University, School of Social Work, San Marcos, Texas (Feb. 22, 2020, November 20, 2021, April 9, 2022, October 15, 2022, Feb. 18, 2023, April 15, 2023, Oct. 2023, Nov. 2023, 2/17/24, 4/20/24, 10/26/24, and 11/23/24). Bobcat Day is your opportunity to experience Texas State and get a glimpse of life as a Bobcat. I visited high school students at Texas State University, geared presentation on a Social Work Degree while sharing my experience working in child welfare.

Discover TXST Round Rock, Texas State University, School of Social Work, Round Rock, Texas. (4/6/24 and 11/9/24).

Bobcat Welcome, Presenter as BSW Associate Program Director, Texas State University, School of Social Work, San Marcos, Texas (Aug. 16, 2023, 8/21/24). This University event asks each school to do a welcome event for the new freshman to learn about different majors. 50, 35 freshman students attended our SOWK event.

TXST Internship Insight Network (10/1/24), represented the School of Social work. Participant. Developing network and collaboration efforts to strength and evaluate internship processes.

BSW Committee, Member, and current Co-Chair (August 2023) Texas State University, School of Social Work, San Marcos, Texas (2021 – present). The BSW Advisory Committee designs, develops, and recommends policies for the BSW program related to recruitment,

admissions, enrollment, advising, retention, and gatekeeping. Shall identify and recommend curriculum changes to ensure the curriculum goals are well-distributed and represented among courses, both on-campus and online, and curriculum conforms to CSWE EPAS. Shall review and update the BSW handbook as needed. Shall oversee and facilitate the admission process which includes review of applications, participation in interviews, and providing input into the application decision making process. Shall assess the quality of the BSW program, considering curriculum, enrollment growth, and professional trends and make recommendations as needed.

MSW Committee, Member, Texas State University, School of Social Work, San Marcos, Texas (Aug. 2023 – present). The MSW Advisory Committee designs, develops, and recommends policies for the MSW program related to recruitment, admissions, enrollment, advising, retention, and gatekeeping. Shall identify and recommend curriculum changes to ensure the curriculum goals are well-distributed and represented among courses, both on-campus and online, and curriculum conforms to CSWE EPAS. Shall review and update the MSW handbook as needed. Shall oversee and facilitate the admission process which includes review of applications, participation in interviews, and providing input into the application decision making process. Shall assess the quality of the MSW program, considering curriculum, enrollment growth, and professional trends and make recommendations as needed.

Field Team Committee, Member, Texas State University, School of Social Work, San Marcos, Texas (June 2018 – Aug. 2023). Ex officio (Aug. 2023- present). The Field Team meets monthly to address field related items. The field committee shall design, develop, and recommend policies for Field student admission, orientation, enrollment, advising, retention, and gatekeeping. It shall develop policies regarding appropriate field agency (site and personnel) recruitment, retention, and training. It should identify and review curriculum and emerging trends as they relate to the field education, ensuring they conform to CSWE/EPAS. It should review and update Field Manual as needed.

Field Team Committee, Field Advisor, Texas State University, School of Social Work, San Marcos, Texas (Jan. 2020 – Aug. 2023). Director of Field asked for volunteers to fill in the role of a Field Advisor. This assignment was to assist in the placement of student interns during the Spring 2020 semester for Fall semester placements. I worked with the interns and the community partners to facilitate the placement of interns within their organization.

Director of Field directly asked me to assist as a Field Advisor in the Fall 2020 semester to help place the Spring 2021 interns. I worked with the interns and the community partners to facilitate the placement of interns within their organizations.

As a Field Advisor in the Spring of 2022 and Fall of 2022, I placed 40 BSW/MSW students in the internship placements.

As a member of the Field Team in my role as a Field Advisor, I help create 9 new affiliation agreements during the Spring of 2022 and Fall of 2022 semesters.

Non-tenure line faculty Advisory Committee, member, Texas State University, School of Social Work, San Marcos, Texas (Fall 2021 – present). The non-tenure line faculty committee will make recommendations to the Director and Personnel Committee on issues and policies that impact faculty who are not a tenure track.

School Curriculum Committee, member, Texas State University, School of Social Work, San Marcos, Texas (Fall 2023 – present). The committee shall review and monitor all aspects of School curriculum and programs in conjunction with the Director and Program Leaders. Shall monitor the curriculum adherence to School's mission, goals, and objectives. We should ensure the curriculum is consistent across on-campus and online programs and follows CSWE EPAS. They should review and approve new course proposals to ensure that they adhere to TXST curriculum requirements. Shall recommend curriculum changes, in collaboration with the BSW, MSW, Field, and Curriculum Team Committees.

Program Standards Committee, member, Texas State University, School of Social Work, San Marcos, Texas (Fall 2023- present). The Standing committee is comprised of five faculty members appointed by the School Director. When convened, shall review Faculty concerns regarding student's academic and professional behaviors and make recommendations to resolve the concern(s) in accordance with the School's Program Standards Policy and as appropriate and commensurate with the concern.

Search Committee, Texas State University, School of Social Work, San Marcos, Texas (Fall 2022, Spring 2023, and Summer 2023). I assisted in completing the search for new Admin for the School of Social Work, Full-time Faculty Lecturer, and Per-course faculty. (Spring 2024) I was on the search committee for our Admin II. (Fall 2024), I was on the search committee for our Admin III.

Search Committee, Texas State University, Career Services, San Marcos, Texas. (Fall 2024). I was asked by Career Services to be part of the search committee for the CAA liaison position with Career Services.

Social Work Alumni, Chair of SOWK Alumni Association, Texas State University, School of Social Work, San Marcos, Texas (July 2019 – present). Maintain an alumni mailbox and database in efforts to communicate with SOWK alumni about potential job postings, events, and guest speaking opportunities. Past involvement included SOWK alumni event in 2019 and support group during Covid-19.

Retreat Follow Up Task Force, member, Texas State University, School of Social Work, San Marcos, Texas (Aug. 2019-Nov. 2019). I volunteered for this assignment due to interest in mission, visions, and leadership philosophies. The group was made up of Dr. Gutierrez, Dr. Trahan, Dr. Moon, and Mr. Brooks. The group was charged with taking the information from the School of Social Work Retreat and brainstorming how to operationalize the mission. Information from the task force and work completed during the retreat can be seen in our monthly departmental social work meetings and our day-to-day interactions.

Social Work Departmental Meetings, member, Texas State University, School of Social Work, San Marcos, Texas (June 2018-present). Attend in person monthly departmental meetings to discuss updates within the social work program. Follow up and implementation of the information into our daily interactions and classroom is my task from the meetings.

B. Community:

USO Christmas Exodus, Place of Grace Church, San Antonio, Texas (Dec. 21, 2019).
This volunteer experience was dear to my heart. Our 4-hour shift at the airport was to greet, thank, and spend time with our military personnel traveling home for the Holiday. We offered them food, gift wrapping and played games to pass the time. This year was my first time, and I will continue this annually.

Place of Grace Church, Board member – Vice President (December 2020 – May 2023)
I attend monthly board meetings to discuss finances, community outreach, community events, backpack drive for local students, and all day-to-day operations.

C. Service Honors and Awards:

Awarded Patriotic Employer Award by the Office of the Secretary of Defense (2017)
This award was given as one of my employees' nominations. One of my staff was serving in the National Guard Reserves and felt my support of his military training requirements and time off to become a Drill Sargent deserved recognition.