

BRENDA SMITH THOMPSON

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EDUCATION

DOCTOR OF EDUCATION

Blacksburg, VA

Major: Junior and Community College Education/Administration
Virginia Polytechnic Institute and State University
Dissertation topic: *A Study of State-level Policies Affecting Access to Public Higher Education*

MASTER OF EDUCATION

Richmond, VA

Major: Biology Education
Virginia Commonwealth University

BACHELOR OF SCIENCE

Richmond, VA

Major: Biology Minor: Chemistry
Virginia Union University

PROFESSIONAL EXPERIENCES

Professional experiences cover the following eight areas:

Leadership (1)
Program Management (2)
Team Building (3)
Budget Development & Management (4)
Student Support (5)
Program Assessment & Data Management (6)
Problem Solving (7)
Teaching (8)

FACULTY/ACADEMIC ADMINISTRATOR

July 2010 to Present

Child, Family & Community Sciences

DIRECTOR, SHARE FAIR NATION ORLANDO

May 2015 to March 2016

COORDINATOR, COMMUNITY ENGAGEMENT

April 2016 to Present

College of Education & Human Performance
University of Central Florida

- Assist the Chairperson of the Department of Child, Family & Community Sciences (formerly Educational & Human Sciences) and faculty in day-to-day operations of the department (2)
- Provide assistance to faculty regarding program issues (1, 7)
- Compile and manage information and data for use in continuous program improvement efforts, institutional effectiveness and strategic planning (6)
- Provide support for inter-departmental and intra-departmental efforts (2)
- Facilitate faculty and staff searches (3)
- Assist with supervision of department staff and graduate assistants (2, 3)
- Assist with college-wide accreditation efforts (1)
- Complete faculty evaluations (3)

- Develop and write the department's Annual Report (1)
- Teach graduate courses in Community College Education (8)
- Serve on the Impact, Performance & Visibility Task Force (1, 6)
- Develop the department's electronic interactive newsletter, as Supervising Editor (1)
- Facilitate the resolution of student conflicts (7)
- Participate in student recruitment activities (5)
- Provide leadership for Share Fair Nation Orlando (1)
- Collaborate with teams regarding logistics for the Share Fair Nation Orlando event (3, 4)
- Manage the budget for the Share Fair Nation Orlando event (4)
- Identify innovators from the Orlando community to be included in the Share Fair Nation Orlando STEM event (2)
- Develop a STEMosphere experience of professional development and hands-on experiences that highlight local resources available for teachers, students and the community (7)
- Identify and engage individuals and organizations in the UCF and Central Florida community to bring innovative education methods to classrooms to showcase at Share Fair Nation Orlando event (1, 3)
- Assess the effectiveness of the Share Fair Nation Orlando event (6)
- Provide leadership for the college's community engagement activities that build bridges between the college and community (1)

**FACULTY/ACADEMIC ADMINISTRATOR
PROGRAM COORDINATOR**

Higher Education & Policy Studies (HEPS)
Child, Family & Community Sciences Department
College of Education & Human Performance
University of Central Florida

July 2010 to Present
September 2014 to May 2015
Orlando, FL

- Provide leadership for the HEPS program (1)
- Conduct orientations for adjunct faculty (3)
- Schedule classes for the program(2)
- Conduct faculty meetings (3)
- Advise students (M.A., ED.D, & PH.D.) (5)
- Complete HEPS program Institutional Effectiveness reports (6)
- Maintain and improve overall program performance (7)
- Recruit new students into the program (2)
- Administer Comprehensive Examinations (2, 5)
- Admit new students into the program (2)
- Track/review HEPS student hiring, program performance and graduation rate data (6)
- Revise HEPS Student Handbook (2, 5)
- Mentor HEPS faculty (full-time and adjunct) (3)
- Assist the Chairperson of the Department of Child, Family & Community Sciences (formerly Educational & Human Sciences) and faculty in day-to-day operations of the department (2)
- Provide assistance to faculty regarding program issues (1, 7)
- Compile and manage information and data for use in continuous program improvement efforts, institutional effectiveness and strategic planning (6)
- Provide support for inter-departmental and intra-departmental efforts (2)
- Facilitate faculty and staff searches (3)
- Assist with supervision of department staff and graduate assistants (2, 3)

- Assist with college-wide accreditation efforts (1)
- Complete faculty evaluations (3)
- Develop and write the department's Annual Report (1)
- Teach graduate courses in Community College Education (8)
- Serve on the Impact, Performance & Visibility Task Force (1, 6)
- Develop the department's electronic interactive newsletter (1)
- Facilitate the resolution of student conflicts (7)
- Participate in student recruitment activities (5)

FACULTY/ACADEMIC ADMINISTRATOR

Child, Family & Community Sciences/
 Educational and Human Sciences Departments
 College of Education
 University of Central Florida

July 2010 to September 2014
 Orlando, FL

- Assist the Chairperson of the Department of Child, Family & Community Sciences (formerly Educational & Human Sciences) and faculty in day-to-day operations of the department (2)
- Provide assistance to faculty regarding program issues (1, 7)
- Compile and manage information and data for use in continuous program improvement efforts, institutional effectiveness and strategic planning (6)
- Provide support for inter-departmental and intra-departmental efforts (2)
- Facilitate faculty and staff searches (3)
- Assist with supervision of department staff and graduate assistants (2, 3)
- Assist with college-wide accreditation efforts (1)
- Complete faculty evaluations (3)
- Develop and write the department's Annual Report (1)
- Teach graduate courses in Community College Education (8)
- Serve on the Impact, Performance & Visibility Task Force (1, 6)
- Develop the department's electronic interactive newsletter (1)
- Facilitate the resolution of student conflicts (7)
- Participate in student recruitment activities (5)

ASSISTANT TO THE CHAIR

Educational Studies
 College of Education
 University of Central Florida

2008 to June 2010
 Orlando, FL

- Assisted the Chairperson of the Department of Educational Studies and faculty in day-to-day operations of the department (2)
- Provided leadership as Coordinator of the Initial Teacher Professional Preparation Program (ITPP) (1, 5)
- Compiled and managed information and data for use in continuous program improvement efforts, institutional effectiveness and strategic planning (6)
- Provided support for inter-departmental and intra-departmental efforts (2)
- Facilitated faculty and staff searches (3)
- Assisted with supervision of department staff (2, 3)

ASSISTANT TO THE CHAIR
Teaching and Learning Principles
College of Education
University of Central Florida

2006 to 2007
Orlando, FL

- Assisted the Chairperson of the Department of Teaching and Learning Principles and faculty in the day-to-day operations of the department (2)
- Compiled and managed information and data for use in continuous improvement efforts and strategic planning (6)
- Monitored departmental programs for compliance with national and state standards (1, 2)
- Provided support for interdepartmental efforts (1, 5)
- Resolved all scheduling conflicts (7)
- Scheduled courses for the department (7)

CEO/ EDUCATIONAL CONSULTANT
Network of Educational Consultants

2003 to 2006
Tarpon Springs, FL

- Adjunct faculty, Pasco-Hernando Community College, Biology Department (8, 5, 7)
- Worked independently to provide curriculum development and consultation in the areas of home school education, and charter schools (1)

ASSISTANT DEAN
Student Personnel Services
College of Education
Florida A&M University

1998 to 2003
Tallahassee, FL

- Provided leadership and coordination for the Offices of Student Teaching, Field/Clinical Experiences and the Center for Teacher Preparation (1, 2, 3, 4, 5, 6, 7)
- Championed the perspective, purpose, and principles of the College of Education and Professional Education Unit (PEU) (1)
- Represented the departments in the College of Education and the PEU to the University as a whole through participation on various committees within and outside the University (1)
- Performed public service in concert with the perspective, purpose, and principles of the College (1)
- Developed the strategic plan for all field experiences and employment opportunities (1, 2)
- Oversaw the scheduling of all field experiences including international placements (1, 2)
- Prepared budgets and monitored expenditures which included overseas travel (4)
- Coordinated placement of student teachers in local, out-of-state, and international school systems (2, 5)
- Verified student credentials for out-of-state certification (2, 5)
- Established student eligibility through criminal background checks (2)
- Coordinated teacher recruitment fairs (5)
- Tracked employment positions of all FAMU teacher graduates (2, 5)
- Surveyed and met with school district officials regarding placements and field experience opportunities (2, 5)
- Maintained archives of important University, College, department, and personnel (2)

- Convened and presided at department meetings for purposes of sharing information, soliciting faculty and staff participation, and engaging participants in building and sustaining the College community (1, 3)
- Advised staff on appropriate roles, responsibilities, and relationships to perform in accordance with the mission, goals, and objectives of the College (3)
- Conducted annual evaluations of staff performance (3)
- Adjudicated disputes among staff and, as appropriate, recommended disciplinary action (7)
- Conducted “exit” interviews of department staff (2)
- Worked with students to develop portfolios of their undergraduate experiences (5)
- Taught classes (8)
- Conducted and published research (1)
- Communicated publicly about the professional work of the College (1)

DIRECTOR/PROFESSOR (tenured)

Office of Student Teaching
College of Education
Florida A&M University

1991 to 2003
Tallahassee, FL

- Provided overall educational leadership and direction for the student teaching program (1)
- Coordinated the student teaching application process with other offices (1, 2)
- Made judgments regarding internship eligibility in consultation with students' advisors, department chairpersons, and Director of the Center for Teacher Preparation (2, 7)
- Contacted school districts regarding student teaching placements and arranged for student teaching placements in public and private schools (2)
- Maintained proper student teaching files (2)
- Scheduled and presided at all meetings of the Student Teaching Committee (1)
- Evaluated the Student Teaching Program and made decisions regarding program improvement (6)
- Developed and distributed to appropriate individuals and areas of the university all forms and materials essential for effective participation in the student teaching program (2)
- Developed and administered an annual student teaching budget (4)
- Developed and facilitated Pre and Post Student Teaching Seminars (5)
- Conducted orientations for prospective student teaching candidates, directing teachers and college supervisors (3)
- Taught science education courses in the College of Education (8)

DIRECTOR

Center for Teaching Effectiveness
Kenan Project
Virginia Union University

1986 to 1991
Richmond, VA

- Planned, implemented and evaluated programs administered by the Center for Teaching Effectiveness (1, 2, 3, 4, 5, 6, 7)
- Provided leadership for the Kenan Project to ensure that activities were consistent with the goals, objects and guidelines of the program (1, 2)
- Maintained accurate records of program activities, budgets and evaluations (4, 6)
- Maintained a close working relationship with program coordinators, related school and university personnel, business and community participants (3)

- Developed an effective system of communication with committees, parents, faculty, school personnel, and other program supporters (3, 5)
- Monitored and assessed the effectiveness of programs (6)
- Provided quarterly and annual reports (4, 6)
- Developed and maintained an effective academic support program (5)
- Marketed programs offered by the Center for Teaching Effectiveness (1, 2)

DIRECTOR

Enrollment Management Services
Virginia Union University

1985 to 1986
Richmond, VA

- Member of President's cabinet (1, 7)
- Developed and administered university policies (1, 7)
- Responsible for all aspects of enrollment that included recruitment, admissions, financial aid, student records, retention and marketing (2, 3)
- Planned, coordinated and evaluated programs (1, 2, 6)
- Participated on university committees (1)
- Assisted alumni and community organizations in the areas of student recruitment and retention (3)
- Planned long range enrollment goals for the university (1)
- Developed and administered annual budgets for Financial Aid, Admissions and Registrar's Offices (4)
- Facilitated student sessions on problem resolution (5, 7)

ASSISTANT COORDINATOR

Financial Aid
State Council of Higher Education for Virginia

1984 to 1985
Richmond, VA

- Supervised the day-to-day operations related to providing financial aid grants to students attending colleges in Virginia (2, 5)
- Wrote correspondence for Director and Secretary of Education (1)
- Participated in meetings, seminars and recruitment of faculty (3)
- Assisted with general problem-solving activities (7)

HEALTH EDUCATOR

Medical College of Virginia

1984
Richmond, VA

- Coordinated and presented health programs for the Department of Human Genetics (8)
- Interacted with individuals on a statewide basis and coordinated activities with schools, churches, and other organizations (2)

ADMINISTRATIVE INTERN

Virginia Polytechnic Institute and State University

1981 to 1982
Blacksburg, VA

- Assisted the Dean in all aspects related to his position, including problem solving, budgeting, staff development, and the general management of the department (2, 3, 4, 7)

ADMINISTRATIVE INTERN
Virginia Community College System

1981
Richmond, VA

- Assisted the Director of Planning and Evaluation (2)
- Developed and directed an independent project related to state-level developmental education (6)
- Assisted in developing, conducting and evaluating projects (6)
- Participated in workshops (1)

BIOLOGY INSTRUCTOR
J. Sargeant Reynolds Community College

1977 to 1980
Richmond, VA

- Developed an audio-tutorial method for teaching biology (5, 7, 8)
- Taught Developmental Biology, Human Anatomy and Physiology, and General Biology (8)
- Co-chaired the Developmental Studies Committee (1)
- Participated on committees, implemented special assignments, and advised students (1, 2, 5)

AWARDS AND HONORS

Recipient of the Teacher Incentive Program (TIP) Award at FAMU

Recognized by the School Board of Orange County for commitment and dedication to the students and families of OCPS, District 5

Appointed Graduate Faculty Scholar Status in the College of Graduate Studies at UCF

Past Vice President, Pi Lambda Theta Honorary and Professional Society

Featured in *Essence Magazine* for the accomplishments of the Kenan Project

Keynote Speaker: First Annual Gospel Music Symposium (UCF Gospel and Cultural Choir)

Rookie of the Year: American Heart Association Fundraiser (UCF)

Member of Leadership Metro Richmond, Class of 1988

Distinguished Alumni Award, National Association for Equal Opportunity in Higher Education

Past President, National Association of University Women - Richmond Branch

Consultant to the State Council of Higher Education for Virginia

Distinguished Volunteer Parent Award, John B. Cary Elementary School

Former CEO, Consultants for Educational Services, Incorporated

President/Owner, Florida Places To Live Realty

Recipient of Doctoral Fellowship Awards from the State Council of Higher Education for Virginia

Former Miss Virginia Union University

PROFESSIONAL MEMBERSHIPS

Member, Adult and Higher Education Alliance (AHEA)

Member, American Educational Research Association (AERA)

Member, Women's Executive Council, - current

Board Member, Town & Gown - current

Member, Florida Association of Teacher Educators - past

Member, Florida Association of Community Colleges - past

Member, Association of Teacher Educators in Europe - past

Member, Florida Parent Educator Association - past

Member, Pi Lambda Theta – charter member at VUU

Member, Phi Delta Kappa - past

Member, Florida Association of Science Teachers – past

MAJOR CONSULTANT SERVICES

State Council of Higher Education for Virginia

Topic: Better Information Program. Information dissemination program regarding college preparation and attendance for minority students and parents

Virginia Seminary and College

Topic: Student Retention, Faculty Development and Accreditation

New Kent County High School

Topic: Dropout Prevention Program

Coca Cola Bottling Company, Incorporated

Topic: Black History Essay Contest

Network of Educational Consultants (NEC)

Topic: Student Retention/Student Development Programs

Consultants for Educational Services, Incorporated

Topic: Student and Parent Programs for Homeschool Ed., K – 12, and College Success

Southern Regional Education Board

Topic: Program Review

Proposal Reviewer: Southern Georgia University Student At-Risk Conference

Proposal Reviewer: American Educational Research Association Annual Conference

Proposal Reviewer: Association of Teacher Educators Summer Conference

Proposal Reviewer: University of Central Florida Grant for the National Science Foundation

MAJOR PRESENTATIONS

Presentation: *Parents of First Time in College Students* (Freshman Orientation at University of Central Florida)

Presentation: Community Engagement: Building Bridges Between the Community and the CEDHP at UCF (Housing and Residence Life Student Leadership Conference at the University of Central Florida)

Presentation: *An International Model for Preparing Pre-Service Teachers for Cultural Diversity* (International Education Week at the University of Central Florida, Orlando, FL)

Presentation: *An International Model: Preparing Pre-Service Teachers for Cultural Diversity* (International Society for the Social Studies, Orlando, FL)

Presentation: *The International Student Teaching Program at Florida A&M University*, (Association of Teacher Educators Jacksonville, FL)

Presentation: *The International Student Teaching Program at Florida A&M University: Preparing Pre-service Teachers for Cultural Diversity* (Association of Teacher Educators in Europe, Barcelona, Spain)

Presentation: *Global Initiatives at Florida A&M University* to the FAMU Cluster, (Tallahassee, FL)

Presentation: *Challenges and Conflicts Associated with the Establishment and Maintenance of the International Student Teaching Program at Florida A&M University* (Association of Teacher Educators, Williamsburg, VA)

Presentation: *Global Initiatives Today and Tomorrow* (Talented Teachers Homecoming Main Event, Florida A&M University (Tallahassee, FL)

Commencement Speaker: Marva Collins Preparatory School, (Cincinnati, OH)

Keynote Speaker: Eighth Annual Kenan Awards Program (Richmond, VA)

Presentation: *Restructuring Education* (Leadership South Carolina, Orangeburg, SC)

Presentation: *Student Success Strategies* (Virginia Self-Esteem Conference, Richmond, VA)

National Conference Presentation: *The Kenan Project: Methodologies for Student Success* (National Alliance of Black Student Educators, Dallas, TX)

Presentation: *The Development, Management and Evaluation of the Kenan Project* (Southern Regional Education Board, Atlanta, GA)

National Honor Society Induction Speaker (Armstrong High School, Richmond, VA)
Commencement Speaker (National Education Center, Richmond, VA)

Academic Awards Speaker (Northumberland High School, Northumberland, VA)

Commencement Speaker (Mary Scott Elementary School, Richmond, VA)

Minority Faculty Recruitment Speaker (Los Angeles, CA)

PUBLICATIONS

Thompson, B. (2009). An international model: Preparing pre-service teachers for cultural diversity. The International Society for the Social Studies Annual Conference Proceedings, Volume 2009, Issue 1, Orlando, FL.

Thompson, B., Gayles-Felton, A. (May 2000). The international student teaching program at Florida A&M University: An international model for preparing pre-service teachers for cultural diversity. Proceedings from the 25th Annual Conference of the Association of Teacher Educators in Europe, Barcelona, Spain.

Hunter-Boykins, H., **Thompson, B.**, Evans, V., Brown, E. (Winter 1993). Perceptions and stress factors of African-American pre-service teachers in urban schools. Journal of Instructional Technology, Volume 19.

Thompson, B. (December 1983). State-level policies affecting access to public higher education. Virginia Polytechnic Institute & State University. (Unpublished dissertation).

Thompson, B. A comparison study of developmental education policies affecting access to public higher education. (In progress).