

# CHELSEA K. SMITH

## Sam Houston State University

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### EDUCATION

Doctor of Educational Leadership, Higher Education  
August 2020  
Sam Houston State University

Master of Education, Student Affairs  
May 2009  
Texas State University

Bachelor of Communication Studies  
May 2002  
Texas State University

### WORK EXPERIENCE

#### Sam Houston State University

##### **Assistant Vice President & Dean of Students (August 2024 – Present)**

Collaborates with university leaders to align departmental operations and systems with the universities functional and strategic needs. Collaborates with the Vice President for Student Affairs to develop, establish, and communicate the strategic plan. Acts as a liaison between administrative offices, colleges, and departments. Ensures compliance with applicable state and federal laws, University policy and divisional directives. Provides leadership, vision, strategic planning, direction, and mentorship to staff. Receives inquiries and respond with discretion to questions and requests of a complex and/or confidential nature. Plans and administers the deployment of for Campus Activities & Traditions, Student Involvement, Fraternity & Sorority Life, Student Conduct, Student Legal & Mediation Services, Student Engagement & Retention, Student Access & Success, and Parent & Family Relations. Develops activities, policies, procedures, and a departmental culture that facilitates, promotes, and sustains collaboration with the university community. Oversees marketing strategies for the departments and division. Responsible for developing goals and performance measures for departments under direction. Responsible for departmental budget from multiple funding sources, including Student Service Fees, revenue, gifts and donations, and other types of institutional funding. Responsible for departmental budget justification, documentation, and control. Assists the Vice President for Student Affairs with development of strategic and operational plans. Prepares and submits status reports to the Vice President for Student Affairs. Serves and lead committees as requested.

##### **Dean of Students (September 2021 – Present)**

Oversight of multiple departments that provide complex programs and services that support the university strategic priorities. Direct oversight of programs and services for the Dean of Students' Office, which includes student conduct and restorative practices, students of

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concern/behavioral intervention team, student grievances, hazing compliance, university policies, expressive activity, and absence notifications. Direct support and oversight of Fraternity & Sorority Life, Parent & Family Relations, Student Engagement & Retention, Student Involvement, Student Legal & Mediation Services, and Student Success Initiatives. Develop, implement, and enforce policies and procedures that mitigate institutional risks and comply with local, state, federal, and System rules and regulations. Lead institutional committees and work groups focused on student retention and completion. Make recommendations and implement programs that support community and belonging, student development, and student wellness. Fiscal oversight of \$1.5 million that includes both self-funded and revenue-based accounts. Serve on institutional teams to assess, create, and implement initiatives focused on student success and student access, embody a culture of excellence, elevate the reputation and visibility of the university, and expand and elevate services to the state and beyond. Provide support, mentorship, and advocacy for faculty, staff, and students.

**Senior Associate Dean of Students (January 2019 – August 2021)** Oversight of Student Engagement & Retention and Parent & Family Relations. Developed, implemented, and facilitated programs and services to retain students and enhance student success. Oversight of Orange Keys, Raven's Call, Keys of Excellence, Student Government Association, SHSU Parents' Association, and Bearkat Family Weekend. Oversight of Expressive Activity, including policy development and implementation, annual announcements, off-campus speaker request notifications, campus community training, and leading an institutional Expressive Activity Resource Team. Fiscally responsible for \$350,000 budget including self-funded and revenue-based accounts. Collected, analyzed, and reported student retention and parent engagement data for annual assessment. Assisted with departmental oversight of general office staff, budget, and daily operations. Served as representative for the Dean of Students' Office on university committees.

**Associate Dean of Students (September 2016 – December 2018)**

**Assistant Dean of Students & Title IX Deputy Coordinator (June 2012 – August 2016)**

Developed and facilitated student centered programs that supported student retention by fostering a sense of community, belonging, and engagement. Partnered with parents and supporters of students to encourage academic success, persistence, and retention. Educated campus community on First Amendment protections and expressive activity. Served as the university representative for Title IX reports, including intake, investigations, and decision making.

**UNIV 1101 and 1301, Instructor (August 2016 – December 2023)**

Develop curriculum that will assist with the first-year student transition from high school to college. Teach and prepare students with marketable skills that will assist with career readiness. Attend professional development trainings to prepare for teaching the common reader, writing and math skills, and conducting deliberative dialogues.

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### **Program Coordinator (May 2011 – May 2012)**

Coordinated all programs and events for Orange Keys, Alpha Lambda Delta First-Year Honor Society, USA Today Collegiate Readership Program, FLASH Mentoring Program, Bearkat Family Weekend, and SHSU Parents' Association.

### **Texas State University**

#### **College of Liberal Arts Advisor (September 2008 – May 2011)**

Advised students on course selection and degree requirements. Prepared degree audits and maintained confidential student files.

Facilitated recruitment events such as Bobcat Days, Emerging Stars, and Paws Preview. Presented college degrees and programs at new student orientation for prospective students and parents. Member of the Training & Enhancement, Strategic Planning, Student Concerns, and Career Week teams.

#### **University Lecturer (January 2009 – May 2011)**

Taught and prepared freshmen students how to utilize university resources to navigate their college experience successfully.

### **Huston-Tillotson University**

#### **Recruiter & Admissions Counselor (March 2007 – August 2008)**

Organized and managed college recruitment days. Informed students of admission requirements, transfer guidelines, financial aid,

scholarships, and residence life information. Reviewed admission applications, evaluated credentials, and made admission decisions. Attended recruitment events at regional high schools and community colleges.

### **SHSU Major Accomplishments**

- Made data informed decisions to reimagine Fraternity & Sorority Life by rebuilding trust and bridging gaps with student community, alumni, advisors, and campus constituents.
- Successfully integrated independent departments into one cohesive unit by cultivating a culture of care.
- Collaborated institutionally to update the Student Code of Conduct and other university policies/procedures to be efficient, accessible, and student centered.
- Developed and implemented Expressive Activity policy to follow state and federal regulations.
- Successfully developed and implemented Swipe-Out Hunger program for students experiencing food insecurity.

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- Procured and implemented CampusESP Parent Engagement Platform.
- Made data informed decisions to reimagine SHSU Parents' Association which led to increasing student scholarships from \$4,000 to \$10,000 annually.
- Received national award recognition from the Association of Higher Education Parent/Family Program Professionals for Marketing & Powerful Partnerships.
- Implemented inaugural TSUS Title IX Sexual Misconduct policy.

### **SHSU University Leadership & Service Highlights**

- Student Success Operations Committee (2023 – present)
- Academic Integrity Committee (2022 – present)
- Find Your Community, Team Lead (2022 – present)
- Bearkat Kickoff – Belonging & Community Co-Lead (2022 – present)
- Student Affairs Retention Engagement Initiatives, Team Lead (2021 – 2022)
- Student Success Retention & Engagement, Team Lead (2020-2021)
- President's Council (2020 – present)
- College of Osteopathic Medicine Interviewer (2019 – 2021)
- Expressive Activity Resource Team, Chair (2019 - present)
- High Potential Employee Leadership Academy (2019 – 2020)
- Division of Student Affairs Staff Development, Chair (Fall 2017)
- Leading the Sam Way Leadership Academy (2016 – 2017)
- Free Speech Preparedness Committee, Chair (Fall 2016)
- Staff Senate – Nominations & Elections, Chair (2014 – 2015)

### **SHSU Additional University Appointments**

- Vice President for University Advancement Search Committee
- Chief Diversity Officer Search Committee
- Senior Vice President for Academic Affairs & Provost Search Committee
- COVID-19 & Hurricane Harvey Emergency Aid Committee
- Campus Connect Development & Coordinated Care Network
- New Student Convocation & Common Reader Committee

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### Notable Presentations & Publications

- Conversations with Administrators: Higher Ed in an AI World: Initial Insights on AI and ChatGPT at SHSU (September 2023)
- AHEPPP National Conference, Using a Paid Membership Program to Support All Parents (November 2022)
- TSUS Board of Regents - President's Meeting: Expressive Activity (November 2021)
- NASPA Annual Conference, Addressing Internalized Stigmas: Understanding LGBTQIA+ Student Experiences Living with HIV (March 2021)
- Smith, C.K., (2020). The impact of student activism on higher education administrators: Implications for institutional response, strategy, and social media.
- Texas A&M University, College Station, The Negative Impact of Free Speech, Smith, C.K. and Fuller, M.B. (June 2018)
- SHSU Staff Council Professional Development Conference, Expressive Activity: What College Campuses Need to Know about Student Activism, Smith, C.K. and Fuller, M.B. (April 2017)
- Smith, C.K. and Slate, J. (2017). Female faculty at Texas 4-year public universities: Changes over time. Journal of Advances in Education Research.

### Relevant Professional Development

- AASCU: SSEI – Cohort 2, August 2022 – August 2024
- AHEPPP National Conference, November 2022
- NASPA Region III Summer Symposium, June 2022
- TSUS Office of General Counsel Training for Administrators, 2021
- NASPA Title IX Decision Maker Training, 2021
- Gulf Coast Women in Leadership Symposium, 2021
- Evolving Nature of Student Activism: Supporting Student Voices in a Landscape Altered Political Environment, 2021
- Bring It On: Strategies for Teamwork and Resilience, 2021
- Deliberative Dialogue Institute, 2020

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### Awards

- SHSU STAFF EXCELLENCE
- SHSU "SAMMY" AWARD
- KEYS OF EXCELLENCE
- VPSA BEARKAT SPIRIT AWARD

### Key Skills & Top 5 Strengths

- COMMUNICATION
- SOLUTION DRIVEN
- DATA ANALYSIS
- STRATEGIC PLANNING
- RELATIONSHIP BUILDING
- RESPONSIBILITY
- BELIEF
- STRATEGIC
- LEARNER
- ACHIEVER