

Ashley Allison

EDUCATION

- August 2019 Doctor of Education, Educational Leadership
Liberty University, Lynchburg, VA
Graduate with Distinction
- May 2010 Master of Professional Studies, Strategic Leadership
Tennessee Technological University, Cookeville, TN
summa cum laude
- May 2003 Bachelor of Arts, Psychology
Austin College, Sherman, TX

EXPERIENCE

- March 2017-
present Upper Cumberland Assistant Director
Volunteer State Community College, Cookeville/Livingston, TN
- Oversaw all aspects of student services including Admissions, Advising, Records;
 - Recruitment, Retention, Student Engagement, Clubs/Organizations, President's Ambassadors, Work Study Students, Financial Aid, Testing, TRiO, Access Center, Student Conduct, Adult Learners, and Veteran Learners;
 - Assisted each site director with daily campus operations and scheduling;
 - Built strong cooperative partnerships in the communities serviced by each site;
 - Named institutional representative to Women in Higher Education in Tennessee (WHET);
 - Carried personal advising load of 150 students, adult learners, and new admissions;
 - Integrated student services functions to One-Stop model;
 - Created and managed a food pantry and clothes closet for interview attire;
 - Wrote comprehensive Enrollment Management Plan for two combined campuses;
 - Served as liaison to faculty of two satellite campuses.
- August 2012-
present Adjunct Faculty
Tennessee Technological University, Cookeville, TN
- Taught asynchronous online courses at the undergraduate and graduate level;
 - Developed and taught capstone course for Healthcare Administration undergraduates;
 - Developed and taught Organizational Leadership graduate course.
- August 2013- Academic Career Coach Program Coordinator

March 2017

Putnam County Board of Education, Cookeville, TN

- Maintained liaisons with post-secondary institutions, employers, community leaders, and organizations for building resources and expanding educational and career pathway opportunities for students;
- Maintained access to current labor market data available at the local, state, and national levels and the educational pathways needed to attain identified market opportunities;
- Served as a liaison between educational leaders (secondary and post-secondary) and business leaders;
- Connected students to early post-secondary education opportunities, such as dual credit and dual enrollment, which enhanced their educational and career experiences;
- Designed and maintained website for all Upper Cumberland Academic Career Coaches as well as student research portal;
- Established pilot program for high school senior students to learn 21st-century business skills in an intensive “boot camp” style setting;
- Created online course curriculum for college and career exploration for 4th-12th grades;
- Developed dual enrollment curriculum for early-college high school per state standards and course codes;
- Implemented career exploration activities within the context of middle school curriculum aligned with Common Core State Standards;
- Conducted data analysis of career interest inventory for three years of seventh-grade students to track interest trends and inform future curriculum planning;
- Maintained access to current labor market data available at the local, state, and national levels and the educational pathways needed to attain identified market opportunities;
- Established the first state-recognized middle school scholars program.

April 2007-
August 2013

Court Liaison
Green Oaks Hospital, Dallas, TX

- Coordinated the daily management and oversight of the court process including filing and tracking all legal documents in the mental illness courts in ten counties;
- Involved in developing proposals for updating policies for administration and application of legal regulations as they pertained to hospital functioning and processes;
- Served as a liaison between the mental illness court attorneys, patients, families, case managers, and treating psychiatrist for all court issues;
- Informed attorneys of the recommendations and discharges of their clients;
- Coordinated patient transport to court for commitment hearing at court facility or at the hospital when needed;
- Worked directly with the assistant D.A. for patients with legal charges pending prior to commitment hearings;
- Created and submitted statistical analysis and trends of the mental health courts to the administration of Green Oaks Hospital. Was responsible for analysis of multiple facets of

- the process and made recommendations for improvements based on analysis results;
- Assisted the Director of Education with hospital orientation for students in nursing school and continuing education credit coordination for social workers, counselors, nurses, therapists, and legal counsel;
- Conducted current and new employee training and orientation on legal matters pertaining to hospital policy and procedure and patient rights issues. Heavy emphasis on confidentiality laws including HIPPA for the hospital's and FERPA for education program records and practices.

July 2005- Discharge Planner/Emergency Case Management Team Lead
 April 2007 *Green Oaks Hospital, Dallas, TX*

- Managed patient care while in the Psychiatric Crisis Stabilization Unit and Psychiatric Emergency Services unit;
- Coordinated post-hospitalization aftercare and planning;
- Obtained authorizations from managed care company;
- Served as the communicative link between the patient, family members, physician, staff nurses, and treatment team;
- Educated patients and family members on diagnosis, medications, and treatment plan and compliance;
- Streamlined processes from a paper-based to a digital-system to allow for electronic filing of records, medication administration, discharge processes, and community referrals.

August 2003- Intake Specialist
 July 2005 *Green Oaks Hospital, Dallas, TX*

- Coordinated and participated in the admission of patients to inpatient and outpatient programs;
- Handled inquiry calls and collected referral information;
- Accurately maintained files, logs, and reports as required;
- Networked with peers and colleagues regarding department effectiveness. Maintained a safe environment for employees and patients;
- Coordinated, implemented, and completed referral process for Child Protective Services, Employee Assistance Program services, and Medical Control procedures;
- Coordinated implementation of a new process for securing and processing funds from external payer sources.

AWARDS

- Peer Recognition Award for Outstanding Service recipient
- Green Oaks Hospital "Above and Beyond" Employee Award recipient.

PRESENTATIONS

- Panelist at UCRSI Rural STEM Education Conference: “Strategies and Resources for Rural STEM Education at the Regional Level” – October 15, 2013
- Presenter at National Center for Youth Tennessee School Counselor and Administrator Leadership Institute: “Pathways to Prosperity” – February 24, 2014
- Presenter at Southern Association for College Admission Counseling Annual Conference: “Social Media and College Admissions: Helping or Hurting?” – April 8, 2014
- Presenter at Tennessee Association of Middle Schools Annual Summer Conference: “Pathways to Prosperity Academic Career Coach” – June 16-17, 2014
- Presenter at Hyder-Burks Annual Industrial Expo: “Pathways to Prosperity Academic Career Coach: Corporate Liaisons” – May 15, 2014
- Presenter at 1st Annual Jobs for the Future (Boston) Convene, Nashville, TN: “Pathways to Prosperity Academic Career Coach: Possible Futures: Possible Selves” – June 25-27, 2014
- Presenter at LEAD Conference, Nashville, TN: “Pathways to Prosperity: Rural Model” – October 10-12, 2014
- Presenter at FlowServe parental engagement session, Cookeville, TN: “Pathways to Prosperity” - January 15, 2015
- Presenter at LEAD Conference, Nashville, TN: “Post-Secondary and Career Counseling: Successful Approaches from the Field” – October 26-28, 2015
- Presenter at TUTCO parental engagement session, Cookeville, TN: “Pathways to Prosperity” - February 13, 2016
- Presenter at Institute for CTE Educators Conference, Nashville, TN: “Academic Career Coach: Your District’s Secret Weapon for College and Career Readiness” – July 11, 2016
- Presenter at Tennessee Department of Education LEAD conference, Nashville, TN: “Academic Career Coach: Your District’s Secret Weapon for College and Career Readiness” – October 25, 2016
- Presenter for Teaching and Learning Center, Volunteer State Community College: “Success Strategies for Students from Rural Communities” – March 23, 2021

COMMITTEE SERVICE

- Adult Learners and Veterans Affairs (ALVA) Peer Mentor Advisory Committee
- Strategic Enrollment Management Committee Chair
- Strategic Planning Task Force
- TBR “Summer Melt” grant team
- Diversity and Cultural Awareness Committee
- Behavioral Misconduct/Discipline Committee
- Peer Medication Disciplinary Review Board
- First-Generation Student Celebration Planning Committee
- Campus Connect: New Student Orientation Implementation Committee
- International Education Committee
- International Education Scholarship Committee
- Upper Cumberland Social Media Committee

- Middle Tennessee Adult Learners Reconnect Committee
- Commencement Committee

COMMUNITY SERVICE

- TnAchieves mentor
- Upper Cumberland Local Workforce Development Board Youth Committee
- Overton County Rural Development Board
- Tennessee Suicide and Prevention Network, Upper Cumberland
- Pickett County Chamber of Commerce Byrdstown, Tennessee
- Kappa Gamma Chi Alumnae Network Board Member
- Kappa Gamma Chi Alumnae Network Peer Mentor Data Analyst
- Boys and Girls Club of Sherman, Texas
- Women's Crisis Center, Sherman, Texas, and Dallas, Texas
- Retired Seniors Volunteer Program (RSVP), Carrollton/Lewisville, Texas
- Susan G. Komen Breast Cancer Foundation, Dallas, Texas
- National Association of Mental Illness (NAMI), Dallas, Texas

PROFESSIONAL AFFILIATIONS

- Psi Chi: National Honor Society of Psychology: Member 2002-Present
- Council on Law in Higher Education: Member 2011-Present
- Women in Higher Education in Tennessee: Member 2018-Present
- Pi Lambda Theta: International Honor Society and Professional Association of Education: Member 2008-Present
- NASPA/SACSA: Member 2019-Present