

VALERIE WARD MARTINEZ

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SUMMARY

Experienced community college administrator with experience in single and multi-campus environments. Assessment and continuous quality improvement coordinator. Relevant knowledge in student development and support services, administration of large instructional budgets and college policies. Five years undergraduate community college-level teaching concentrating on improvement of student learning and curriculum development with the integration of technology. Facilitated the work of numerous councils/committees and held leadership positions within professional organizations. Business experience. Strategic planner, creative, systems thinker, successful grant writer and communicator with facility for problem solving.

ADMINISTRATIVE AND TEACHING EXPERIENCE

Associate Vice President

Northwest Commission on Colleges and Universities
Redmond, WA 98052
2015 – Present

Reporting to the President, serves as a hands-on, mid-management, staff position. Reviews and analyzes substantive and minor institutional change proposals; develops and maintains an inventory of institutional sites; responds to institutional inquiries regarding substantive and minor changes; assists with analysis and summarization of Applications for Consideration for Candidacy; responds to inquiries and requests for assistance from NWCCU institutions; assists with analysis and summarization of Annual Report data; drafts action letters resulting from Board, Executive Committee, and ARFE meetings; assists with preparation of Summary of Actions report following Board and Executive Committee meetings; and assists with accreditation oversight calendar.

Division Chair, Trades Technology

Helena College University of Montana
Helena, MT 59602
2013- 2015

Reporting directly to the Associate Dean for Academic Affairs/VP, as an academic administrator, hold primary responsibility over the Trades Technology Division, which includes programs in Automotive, Aviation, Construction, Diesel, Fire and Rescue, Interior Design, and Metals programs. Oversee planning and assessment, budgeting, faculty, curriculum, and instructional quality within these academic program areas. Responsible for the overall management of the Trades Technology Division and assists the Dean in the management of the Airport Campus.

Vice President of Instruction/CAO

Southwestern Oregon Community College
Coos Bay, OR 97420
2008-2011

Reporting directly to the President, responsibilities included service as the senior academic officer of the College. Led program development with a commitment to scholarship, teaching excellence, and student learning. Fostered development and adoption of alternate delivery of learning opportunities. Initiated and coordinated all assessments of student learning and program effectiveness. Designed

ongoing assessment and evaluation processes. Enhanced college resources through grants and entrepreneurial efforts. Managed strategic planning using data and institutional research. Ensured accreditation standards were met. Engaged instruction and student services toward the implementation of college-wide student persistence, retention and completion strategies. Confirmed articulation with two and four-year colleges, and maintained connections between the college, area businesses and high schools. Assisted the Accreditation Liaison Officer through the development of accreditation reports and studies which aligned with regional accreditation commission standards and policies. Supervised the department of eLearning through a systems approach to planning, budget, course development and faculty support. Supervised and supported personnel for ABE/GED, the Learning Resource Center, high school dual credit, Carl Perkins and Career Pathways, ensuring adherence to state and federal guidelines.

Associate Dean for Student Learning

Montana State University Billings College of Technology
Billings, MT 59102
2006-2008

Reporting directly to the Dean of the College of Technology (COT), responsibilities included those associated with the chief instructional officer providing leadership and planning, implementing and assessing all instructional programs. Developed and implemented comprehensive planning policies and programs for managing the College educational programs. Reviewed and recommended new curriculum development and program offerings in collaboration with faculty and industry. Led the development and implementation of evaluation processes for full- and part-time faculty. Managed recruitment and hiring processes for faculty. Guided all areas of responsibility including policy enforcement, strategic planning, Continuous Quality Improvement (CQI), institutional research, institutional assessment, establishment of program student learning outcomes. Allocated financial resources to accomplish educational goals within established budget processes. Ensured accreditation standards were met. Fostered development and adoption of on-line learning and hybrid learning opportunities. Worked with University Library and Information Technology personnel to ensure faculty and student library needs were addressed. Served as a liaison to student government representatives from the COT; and involved students in educational planning, assessment and the continuous quality improvement process.

Division Dean of Instruction

Mt. Hood Community College
Gresham, Oregon, 97030
1998-2006

Appointments (due to organizational restructuring)

Dean, Evening and Weekend College 9/1998 - 2001

Business, Computer Technology and Media Arts 6/2001-7/2002

Accreditation Liaison Officer (ALO) 2002-2004

Business, Social Science and Humanities 7/2002-2003

Federal Title III Grant Project Director 10/2003-2006

Business, Social Science, Integrated Media, Mathematics & Distance Learning 7/2003-2005

Social Science, Integrated Media, Mathematics 7/2005-2006

Responsible for leading and administering the development and maintenance of strong educational programs within a division of department chairs, full- and part-time faculty members, instructional systems designers and administrative assistants. Communicated and coordinated strategies to support institutional and instructional goals. Forecasted, coordinated, allocated and administered all division resources with an annual budget of \$8.8M. Developed the division strategic plan, which anticipated the future, formulated and updated division goals and objectives, recommended allocation of resources and evaluated accomplishments. Recruited, selected, oriented, prepared and assisted full-time faculty and staff consistent with college policies and State regulations. Initiated and coordinated full-time faculty tenure review recommendations for tenure track instructors. In consultation with the

Valerie Ward Martinez

department chair, hired, developed, and evaluated part-time faculty. Reviewed, analyzed, coordinated, and approved the preparation of class schedules and faculty assignments for program responsibilities. Reviewed, monitored, and analyzed full- and part-time faculty workload to assure compliance with collective bargaining agreements, College policies and State regulations. Monitored course and program enrollment by employing appropriate enrollment management and retention strategies. Conducted program review and assessment in accordance with the MHCC Educational Assessment Plan. Facilitated student progress through credit evaluation, academic review and resolution of complaints.

Regional Administrative Manager

Newmont Mining Corporation
Carlin, Nevada
1996-1998

Organized and maintained office with the exploration department of Newmont Gold Company. Coordinated functions, procedures, and communication between three branch offices and corporate headquarters. Served as departmental liaison to Computer and Information Services.

Director, Extended Campus

Northwest College
Powell, Wyoming
1990-1996

Responsible for developing and delivery of college credit courses and student support in the outreach service area. In cooperation with full-time faculty, developed schedule of credit and non-credit course offerings for delivery in Northwest College service area.

Instructor

Bismarck State College
Bismarck, North Dakota
1987-1988

Instructed and advised students in five different course preparations. Created and developed course content and curricula for courses in Business/Office Education.

Instructor

Laramie County Community College
Cheyenne, Wyoming
1983-1987

Instructed and advised students in eleven different course preparations. Created and developed course content and curricula for courses in the Business/Office Occupations Division.

EDUCATION

Post-graduate course work in leadership development. University of Wyoming, 1993; and the University of Nebraska-Lincoln, 2000

M.Ed.

University of Wyoming, Curriculum and Instruction, 1986

Course work in curriculum, instruction, educational leadership and instructional technology.

Major papers on the development of relevant, outcome-based curriculum for community college students.

Valerie Ward Martinez

B.S. Eastern Montana College, Business Education, Minor in Psychology, 1983
Recipient of the Wall Street Journal Award for Academic Achievement. Published in the School of Education Journal of Exceptional Children, 1982.

A.S. Northwest College, Education–Transfer, 1977
Graduate in transfer program with an emphasis on secondary education.

PROFESSIONAL SERVICE

2008-2011 Southwestern Oregon Community College

Chair, Curriculum Committee
Chair, Instructional Council
Chair, Associate Deans/Directors Council
Chair, NWCCU Accreditation Steering Committee
Member, Title III Innovations Grant Steering Committee
Member, Integrated Technology Governance Committee
Member, Planning Council
Member, Executive Team
Ex-Officio Member, Faculty Senate, General Faculty, Academic Affairs Committee and Faculty Development Committee
Member, Oregon Community College Council of Instructional Administrators
Member, Oregon Healthcare Initiative Alliance
Member, Faculty Agreement Bargaining Team

2006-2008 MSU Billings College of Technology

Chair, Academic Success Team
Co-Chair, NWCCU Accreditation Standard Two Workgroup
Member, CQI Steering Committee
Member, College Leadership Council
Member, Advising Taskforce
Chair, COT In-Service Planning Committee

1998-2006 Mt. Hood Community College

Chair, MHCC Title III Project Steering Committee
Member, MHCC Instructional Administrators' Team
Member, MHCC Instructional Council
Member, MHCC Full- and Part-Time Faculty Association Contract Maintenance Committee
Member, MHCC Information Technology Executive Council
Member, MHCC Faculty Evaluation Oversight Committee
Member, MHCC Classroom Remodel Oversight Committee
Chair, MHCC Council of Instructional Technology
Member, MHCC Part-time Faculty Bargaining Committee
Member, MHCC General Education Assessment Taskforce
Member, MHCC Foundation Board, Business Relations Committee
Member, MHCC Strategic Planning Council
Member, MHCC Enrollment Management Steering Committee
Member, Oregon Business Chairs and University Deans
Member, Portland State University Accelerated Degree Advisory Committee
Member, Portland Community College Evening/Weekend College Advisory Committee

INVITED TALKS

- 2010, Panel Member, Ford Family Foundation Long-Term Planning Retreat.
- 2008, Facilitator, *Coffee with Val*, Informal conversations regarding important issues facing community college educators. Sponsored by SOCC Title III.
- 2008, Facilitator, *Developing SOCC Program Student Learning Outcomes and Administrative Objectives: Assessing Institutional Effectiveness*.
- 2008, Facilitator, *Developing and Implementing the SOCC Strategic Planning Process*.
- 2006, Presenter, ExxonMobil National Public Relations Conference, *The Value of Partnerships between Education and Industry*.
- 2006, Workshop Facilitator, CQI Steering Committee, *Developing Student Learning Outcomes*.
- 2006, Workshop Facilitator, Colleges of Arts and Sciences and Technology Department Chairs, *Developing and Assessing Student Learning Outcomes*.
- 2005, Presenter, Oregon Teacher Education Pathways Conference, *Eastern Oregon University/Mt. Hood Community College Articulation Agreement for Elementary Education: Associate Arts to Bachelor of Science Degree*.
- 2005, Presenter, Oregon Joint Articulation Board (Higher Education), Introduction to *Oregon Articulated Linked Transfer System (ATLAS)*.
- 2005, Presenter, Oregon Senate Ways and Means, Introduction to *Oregon Articulated Linked Transfer System (ATLAS)*.
- 2004, Presenter, *Title III: Sharing the Vision – Call to Action*, September 15, 2004, MHCC Fall In-Service opening session.
- 2003, Presenter, *Running the Gauntlet: Developing and Implementing Oregon's New Statewide degree (ASOT-Business)*, December 5, 2003, Oregon Higher Education Transfer and Articulation Conference, Portland, Oregon.
- 2003, Presenter, *Women Mentoring Women*, January 27, 2003, American Association of Women in Community Colleges, MHCC Chapter.
- 2002, Presenter, 2002 Oregon Higher Education Transfer and Articulation Conference, Portland, Oregon.
- 2000, Host, Organizer and Presenter at the fall 2000 In-Service activities for Mt. Hood Community College Part-time Faculty.
- 2000, Presenter, Mt. Hood Community College Fall 2000 In-Service activities. *Project Update: Credit for Prior Learning; Capturing, Digitizing, and Edit Video for Use in Instructional Presentations; and New Part-time Faculty Orientation*.
- 2000, Presenter, Board of Trustees, Mt. Hood Community College – *Evening and Weekend College Program Highlights*.
- 1999, Presenter, Oregon Association of Continuing Educators, *Breaking Down Barriers Through Teambuilding*.

PROFESSIONAL DEVELOPMENT, APPOINTMENTS, HONORS AND MEMBERSHIPS

- 2010, Participant, Leadership Coos (Coos Bay, Oregon).
- 2010, Participant, Women's Healthcare Coalition
- 2008-11, Northwest Association of Colleges and Universities Evaluator and Team Chair
- 2006, DACUM Facilitator Certification, Columbus, OH
- 2006, Member, Board of Directors, Serendipity Center, Portland, OR
- 2005, Member, Executive Board, Council for Economic Education, Portland, OR
- 2005, Northwest Association of Colleges and Universities Evaluator Training
- 2002, Northwest Association of Colleges and Universities Accreditation Liaison Officer Training
- 2000-2001 Graduate, The Chair Academy Institute for Leadership Development
- 1997, Wyoming Adult Continuing Community Education Association, *Distinguished Service Award* for - contributions to Adult Education in Wyoming
- 1995, Member, State of Wyoming Goals 2000 Educational Technology Statewide Panel
- 1994, Member, State of Wyoming Telecommunications Council, Gubernatorial Appointment, term expired September 1998

Valerie Ward Martinez

1990-1995, Board Member, Newsletter editor, Wyoming Adult Continuing Community Education Association
(WACCEA)

1990-1997, Board Member, Newsletter Editor, Mountain Plains Adult Education Association

1983, Wall Street Journal Award for Academic Achievement