

Dear Senior Associate Vice President of Sacramento State's Placer Center Search Committee:

This letter is to convey my interest in the Senior Associate Vice President for Placer Center position. I came to Sacramento State (CSUS) to challenge myself professionally in 2018. I have shared my knowledge of academic compliance, academic planning, assessment, and accreditation with units across the university to accomplish desired improvements in student learning and success, including colleagues already at work on the Placer site. Placer Center is an opportunity for CSUS to grow and innovate, and its academic planning cannot be separate or based on established campus paradigms to be successful. I believe that this position would allow me to dedicate my knowledge, skills, and abilities to bring this academic venture to scale. Here are a few things that make me uniquely suited for this position.

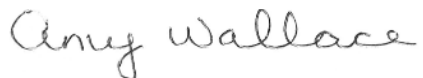
I would bring start-up academic planning and compliance experience that few have in the system. My faculty and early administrative years were spent at CSU Channel Islands (CI), which went from 435 FTE and only transfers to 6277 FTE and a doctoral degree in those years. As a faculty, I chaired General Education and served on Curriculum and Academic Planning at a time when the campus added all social sciences as well as several new arts and sciences degrees. There I worked with my colleagues to develop criteria for an academic master plan that balanced large and small programs, transfers eclipsing first/second year students, no money for new facilities, and competing community demands for very specific programs to achieve the desired enrollment. I also had to negotiate with chairs to remove classes from General Education once CI implemented social science degrees. As an administrator, I got two sites WSCUC approved, one in partnership with Santa Barbara City College and one with Cottage Hospital. I worked with faculty and deans to plan state and self-support programs, MOUs with partners, completion degrees, and remote academic support delivery at those sites. I served as the point person for CI and Fresno to establish their joint EDD, and a state legislated earmark program in Mechatronics. I networked with the community by attending city and county council meetings with the President, and hosted a series of planning focus groups in Santa Barbara with the Provost. This work led to a county supervisor appointing me to a local water board and then a municipal advisory committee.

I bring comprehensive knowledge of CSUS academic programs, including plans and challenges. I have helped faculty gain CSU and WSCUC approvals for over two dozen new degrees at all levels and on both self- and state-support. I even got two sites approved so that a BS in Communication could be offered at two local prisons in a matter of weeks. I have helped faculty add concentrations, restructure and distinguish curriculum, change degree titles, and shift modality. In addition, my work on impactation, program review, and accreditation makes me well aware of academic hopes and dreams as well as the many capacity challenges that must be overcome to succeed. My service on two sub-committees for the K-16 Regional grant, Transfer Pathways and Engineering and Computer Science Pathways, has connected me to not only Sierra College, but also many other regional community colleges and high schools.

I am a natural connector. Through preliminary and on-going discussions with Sierra College, I am already connected to key Placer Center planners. I have connected these planners to data and asked needed questions based on my experience. I felt it was important to look at all students and their majors at Sierra College, and not just data on transfers that came to CSUS. This data allows planning for 2 + 2s that could start now; alleviate main campus capacity issues; employ new modalities; incorporate community initiatives; and engage students already working in a technical career. Similarly, my Academic Affairs and Student Affairs colleagues wanted to learn more about concurrent enrollment between CSU campuses and community colleges, so I put them in contact with friends from Channel Islands and Sonoma. Both campuses have long established dual and concurrent enrollment agreements and shared facilities with feeder colleges.

In sum, I believe the leadership skills outlined in this letter would make me an excellent fit for the Senior Associate Vice President of Sacramento State's Placer Center. I encourage you to reach out to faculty and administrators that work with me to get a sense of my strengths, and welcome the chance to talk more in-depth about my experience with the committee. I can be reached at [amy.wallace@csus.edu](mailto:amy.wallace@csus.edu).

Thank you for your consideration,

A handwritten signature in cursive script that reads "Amy Wallace".

Amy Wallace  
Associate Vice President - Academic Excellence  
Sacramento State

## *AMY WALLACE*

Sacramento State University  
916-278-3486 (Office)  
amy.wallace@csus.edu

### EDUCATION

**MLIS Library and Information Science**

San Jose State University, 1996.

**MA History**

San Diego State University, 1995.

Thesis: American-Sardinian Relations and the Recognition of the Kingdom of Italy

**BA History**

Minor in Political Science

San Diego State University, 1991.

### PROFESSIONAL EXPERIENCE

#### **California State University, Sacramento State**

**Associate Vice President – Academic Excellence, 2018 – Present**

Coordinate with faculty from across campus to successfully develop new programs and concentrations, elevate concentrations, modify curriculum or modalities, plan for new academic sites, or add state/self-support designations for CSU and WSCUC approval. Coordinate with Faculty Senate, Student Affairs, and Human Resource to develop the Academic Calendar. Work with Student Affairs and Institutional Research and Planning to communicate enrollment projections and capacity building plans to actualize campus plans for institutional and program impactation as per CSU policy. Work with the Human Resources, the Provost, and AA Budget Analyst to coordinate senior administrative searches in Academic Affairs. Work with the Office of the President and the Committee for Administrator Review to conduct inclusive and improvement oriented evaluations of senior administrators from across divisions. Work across divisions to implement federal and system policy change locally. Some recent examples are credit for prior learning, blended degrees, intersegmental academic pathways, and federal modality change. Serve as the Accreditation Liaison Officer (ALO) to the WSCUC and program accreditors to add and maintain accreditations for the institution and degree program across disciplines. Lead cross-functional campus teams for the CSU Student Success Analytic Certificate program.

#### **California State University Channel Islands (CI)**

**Associate Vice President for Academic Affairs – Continuous Improvement, 2010 - 2018** Oversee the university's academic program review process, which includes guiding self-studies, coordinating external and internal review teams, and compiling and sharing results to insure effective strategic planning and resource allocation. Develop and fund capacity in the areas student learning assessment and student success measures. Serve on the University Strategic Planning Committee and Division of Academic Affairs Strategic Planning Committee. Lead university-wide teams to AACU, WSCUC, CSU, and other capacity building conferences and workshops.

**Accreditation Liaison Officer, 2010 – 2018**

Serve as the university’s Accreditation Liaison Officer to the Western Association of Schools and Colleges (WSCUC). Guide degree level, site, and online substantive change proposals through WSCUC approval and submit annual reports. Oversaw the process that helped CI get approval for its first online degree, two off-campus sites, first doctoral level degree, and first accreditation renewal. Serve as an external reviewer in the WSCUC accreditation process.

**Interim Director of Institutional Research, January to December 2013**

Worked to meet basic university, system, and outside agency data requests, and help to re-envision this area after the university lost all expertise in this area to employee retirements and outside promotional opportunities. Served on hiring committees to recruit needed expertise.

**Dean of the John Spoor Broome Library and University Writing Multiliteracy Center, 2008 - 2018**

Guide the strategic and operational planning for the John Spoor Broome Library and Writing Multiliteracy Center. Oversee day-to-day operations as well as building related concerns, which include coordinating with Tutoring Center, IT Help Desk, Student Research, and other tenants that report to different campus units. Manage a combined budget of 2.5 million. Serve as a member of the President’s Extended Cabinet, Provost’s Council, IT Policy and Planning Committee, Data Governance, and Facilities 2025 committees. Chaired the recruitment for the Dean of Arts and Sciences and the Dean of Education University and Associate Vice President for International Programs. Continue to teach credit bearing courses that meet general education requirements for lower division critical thinking and upper division interdisciplinary and writing. Currently serve on the CSU Council of Library Directors Executive Board and have twice been appointed as vice-chair and chair of the CSU Electronic Acquisitions Committee.

**Head of Public Services and Outreach (Rank & Status: Librarian, Tenured), June 2003 to July 2008.**

Oversaw reference, instruction, information literacy, access services, and outreach programs, including operations planning, budget, and personnel management. Led the library’s assessment efforts. Worked with my colleagues to implement, and provide service for, technologies, including new databases, our institutional repository (DSpace), our integrated library system (Voyager), Blackboard, RFID, and SFX. Made decisions on room layouts, furniture, service desks, service models, and technologies for the new Broome Library which opened April 1, 2008. Taught general education courses, including UNIV 110 & UNIV 150: Critical Thinking in an Interdisciplinary Context, and Bus/Econ/Ed/Lib 344: The Library. Taught in Liberal Studies 499: Capstone. Served on a number of committees that laid the foundation for CI’s curricular and operational development:

	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008
<b>Senate</b>	Faculty Affairs	Faculty Affairs General Education, Co-Chair Curriculum	Faculty Affairs General Education, Co-Chair Curriculum	Faculty Affairs, Co-Chair General Education, Co-Chair Curriculum	Faculty Affairs, Co-Chair General Education, Co-Chair Curriculum
<b>Division</b>	Liberal Studies Advisory Multiple Programs Program Chairs First Year Experience Hiring System Steering	Academic Master Plan Liberal Studies Advisory Multiple Programs Program Chairs Environmental Science Hiring Library Hiring, Chair Academic Affairs Structure GE Assessment Lecturer Evaluation, Chair	Academic Master Plan Liberal Studies Advisory Program Chairs Communication Hiring 2 Library Hiring, Chair GE Assessment Facilitating Graduation TF GE Outcomes TF	Academic Master Plan Liberal Studies Advisory Program Chairs Communication Hiring Library Hiring, Chair Faculty Search Coordinating GE Assessment	URTPC Academic Master Plan Liberal Studies Advisory Program Chairs Faculty Search Coordinating School of Education Advisory Access to Excellence
<b>University</b>	Adv/Reg/Orientation CSUCI Website Physical Master Plan Student Email Rollout WSCUC Steering WSCUC Subgroup Leader	Adv/Reg/Orientation AAC&U Greater Expectations Team WSCUC Steering WSCUC Subgroups	Adv/Reg/Orientation WSCUC Steering WSCUC Subgroups	Orientation WSCUC Steering WSCUC Subgroups	Orientation

## University of California, San Diego

### **Head of Reference, Instruction, and Outreach for the Social Sciences and Humanities Library (SSHL), January 2002 to June 2003.**

Oversaw the operations of SS&H Library Reference, Library Information, and Current Periodicals, Newspapers, and Microforms Desks. Supervised the SSHL Electronic Services Librarian, the Coordinator of Instruction and Outreach, and staff that served on public services desks. Selected print and electronic resources for the Social Science and Humanities Reference Collection. Provided reference service, library instruction, and outreach. Served on the SSHL Management Committee, Public Services Advisory Committee, Instruction and Outreach Committee, Reference Discussion Group, and Getting Started Website Committee. Chaired the Information Planning Task Force.

## Libraries of the Claremont Colleges

### **Librarian, July 1997 to December 2001.**

Provided research assistance to students at the Honnold/Mudd and Denison libraries. Created print and electronic research guides. Provided library instruction on print and electronic resources to students, faculty, and staff. Selected print and electronic resources that support the women's studies and religion programs on all six campuses. Served on The Claremont Colleges Intercollegiate Women's Studies Curriculum Committee. Served as a member of the Instruction Special Projects Team. Projects included the development of information literacy competencies and outcomes, lesson plans that emphasize using hands-on activities in library instruction, and an interactive tutorial for our online catalog. Also served as a member of the Space Planning, Combining the Reference Desks, and Emergency Preparedness.

- **Team Leader, Digital Libraries Critical Process Team, September 1999 to 2001.** Planned, guided, and assessed services that provide users with electronic access to information resources both within the Libraries and from remote sites. Projects included planning a switch to proxy server access for remote users, developing staff workflows for database and e-journal processing, and compiling use statistics on our electronic resources. Also wrote a proposal for a wireless classroom, developed a database for tracking information on electronic resources, and created a library digitization plan. Served as the chair of the Libraries' Information Technology Coordinator Search Committee as well as a member of the Claremont University Consortium Director of Information Technology Search Committee.
- **Team Leader, Reference & Instruction Critical Process Team, July 1998 to September 1999.** Planned, guided, and assessed reference and instruction services at our main library and three branch libraries. Completed projects include expanding the format limits in our online catalog, planning a series of workshops to train library staff on active learning techniques, and tackling public service issues related to our main library renovation. Conducted focus groups to assess public services. Served as a member of the Reference Librarian Search Committee.

## SELECTED RESEARCH/CONFERENCE PRESENTATIONS

- 2023 Presenter for "Building Relationships in the Journey to Student Centered Change" CSU Assessment Webinar on March 3, 2023.
- 2022 Presenter for "Strategic Partnerships for the Advancement of Student Learning and Student Success" WSCUC CSU Assessment Workshop on April 21, 2022.
- 2020 Co-presenter for "Change and Change Agents" at the WSCUC ALO Forum on May 28, 2020.
- 2016 Preconference co-presenter for "*I'm Making Assessment Magic and Nobody Gives a @\$%!: Designing Meaningful Assessments and Communicating Evidence of Value for Your Campus Context*" at the CARL Conference in Costa Mesa, CA on March 31, 2016.
- 2014 Panelist for "Change(D) Agents: Library Leaders Who Love Instruction" at the CARL Conference in San Jose, CA on April 5, 2016.
- 2014 Libraries, Literacy, and the Student Success Act for the Council of Chief Librarians of the California Community Colleges on March 6, 2014 in Sacramento, CA.
- 2013 Hoffmann, Debra and Amy Wallace. "Intentional Informationists: Re-envisioning Information Literacy and Re-designing Instructional Programs around Faculty Librarians' Strengths as Campus Connectors, Information Professionals, and Course Designers." *The Journal of Academic Librarianship*, 39 (Nov 2013): 546-551.
- 2012 Partnering with Social Institutions to Offer Innovative Interdisciplinary General Education Courses." with A. Wallace, M. Correia, D. Muraoka, I. Costache, D. Rodriguez, R. Rush, and A. McNeill. Poster delivered at WSCUC Academic Resources Conference. Costa Mesa, CA. Apr 19, 2012.
- 2009 Seitz, Brad and S deVries, S. Fabian, R. Stevens, E Uyeki, and A. Wallace eds. Proceedings of the Thirty-Fifth National LOEX Library Instruction Conference. LOEX Orientation Series #40. LOEX Press: MI, 2009.
- 2009 "Information Competence Assessment Using First Year and Upper Division Writing Samples." with A. Wallace. *Proceedings of the 2008 Library Assessment Conference*. Edited by S. Hiller, K. Judith, M. Kyrillidou, and J. Self. Washington, DC: Association of Research Libraries, 2009. 473-484.
- 2008 "Librarians Gone Wild: Outreach, Outreach, and More Outreach" at the 2008 CARL Conference in Irvine CA on April 5, 2008.
- 2007 Wallace, Amy. Information Literacy and the Academic Library: One Stop on a Life-long Journey. *Journal of Information Literacy* 1 (3), <http://jil.lboro.ac.uk/ojs/index.php/JIL/article/view/ART-V1-32007-1/33>.
- 2007 Wallace, Amy. Accidental Technologist Column: Rethinking the Public Workstation. *Reference and User Services Quarterly* 46 (4): 12-17.

## PROFESSIONAL ACTIVITY

### **K-16 Regional Education Collaborative Grant**

Transfer Pathways Workgroup 2022 - Present  
Engineering Pathway Workgroup 2022 - Present

### **California State University**

Council of Library Directors 2008 - Present  
Electronic Access to Information Resources (EAR) Vice-Chair 2009/2010 Electronic  
Access to Information Resources (EAR) Chair 2010/2011  
Electronic Access to Information Resources (EAR) Vice-Chair 2015/2016  
Electronic Access to Information Resources (EAR) Chair 2016/2017  
Secretary 2017/2018

### **Western Association of Schools and Colleges**

Member, Accreditation Visit Team, CSU San Bernardino  
Vice Chair, Accreditation Visit Team, Sonoma State University  
Member, Accreditation Visit Team, Cal Baptist  
Vice Chair, Special Visit Team, Sonoma State University

### **American Library Association**

ACRL-WSS Collection Development Committee 1998/2002  
ACRL-IS Education Committee 2000/2002  
LIRT Computer Applications Committee 2000/2001  
LIRT Teaching, Learning, Technology Committee Chair 2001/2003  
LIRT Secretary 2004/2006  
EBSCO Scholarship Committee Member 2005/2006 EBSCO  
Scholarship Committee Member 2006/2007 Thompson  
Gale Award Committee 2007/2008  
ALA/Information Today, Inc. Library of the Future Award Committee 2008/2009, 2009/2010  
Elizabeth Futas Catalyst for Change Award Committee 2011/2012  
ALA/Information Today, Inc. Library of the Future Award Chair 2012/2013, 2014/2015 Excellence  
in Library Programming Award 2013/2014

### **California Academic and Research Libraries**

Southern California Instruction Librarians 2001/2002  
Secretary for the Southern California Instruction Librarians (SCIL) 2002/2004  
LOEX Program Chair (SCIL Appointed) 2007 Vice  
President – South 2008 & 2009  
President 2010  
Past President 2011

### **American Society for Information Science and Technology**

Information Science Education Committee 1998/2003  
Pratt Severn Best Student Research Paper Award Jury Member 1999/2000  
Los Angeles Chapter Chair Elect/Program Chair 1999/2000

Pratt Severn Best Student Research Paper Award Jury Chair 2000/2001  
Los Angeles Chapter Chair 2000/2001  
Los Angeles Chapter Fall Workshop Chair 2001, 2004  
Los Angeles Chapter Co-Chair 2002/2003  
American Society for Information Science and Technology Board 2004-2010  
Deputy Chapter Assembly Director 2004/2008  
Los Angeles Chapter Treasurer 2004-2009  
Annual Conference Panel Reviewer 2005, 2006, 2007, 2008, 2009 James  
Cretsos Award Jury Member 2006, 2007, 2008, 2009  
Chapter Assembly Director 2008/2010  
Chapter of the Year Award Chair 2009, 2010, 2011, 2012  
Student Chapter of the Year Award Jury Member 2013  
Best Information Science Book Award Jury Member 2013 Merit  
Award Jury Member 2014, 2015, 2016  
Leadership Committee 2017/2018  
Los Angeles Chapter McKinley Scholarship Committee 2017/2018

## AWARDS & GRANTS

- 2008 Awarded a \$3000.00 Target Community Relations Grant to Support the Children's Reading Celebration and Young Authors Fair. Library renewed 2009 – 2018.
- 2006 Awarded a System-wide Library Initiative Grant. The proposal, "Information Competence Assessment Using First Year and Upper Division Writing samples," co-authored by Bob Mayberry (Director of Composition), was fully funded for \$14,100 over two years.
- 2003 James M. Cretsos Leadership Award, American Society for Information Science and Technology.
- 1998 Outstanding Membership Award, Los Angeles Chapter of the American Society for Information Science.
- 1997 Phi Beta Mu

## COMMUNITY SERVICE

CSUCI First Year Experience Mentor, 2003 - 2018  
Ventura County Waterworks District #19 Board Member, 2014 to 2017  
Ventura County Municipal Advisory Committee (Somis, CA), 2017-2018  
CSUS U-Mentor Program, 2020 - Present



## **Diversity Statement**

I think about diversity and equity every day working in the CSU system. As a leader, I believe that our biggest challenge is to channel the rich diversity and equity conversations into meaningful action. I have found it takes active listening, on-going assessments of student needs, and the ability to connect people to opportunities and resources in order to achieve desired change. I also believe that we should focus on what we can do, and not what we can't do. We need to know what is working and why, and not be afraid to ditch something that is not producing the desired change. Here are a few examples of how I have tried to intentionally meet these challenges while in my current position at one of the most diverse campuses in the system (HSI and AANAPISI serving).

I scheduled more time in administrative search committees with colleagues from Inclusive Excellence to discuss how to broaden pools and create opportunities for each candidate to showcase leadership skills and experiences beyond traditional titles and pathways. When the race and ethnicity general education requirement revision conversation fractured into lists of ethnicities, disciplines, and courses, I asked the group to consider common learning over specific content. I frame annual assessment and program review as an opportunity for faculty to reflect on aggregated and disaggregated admissions, retention, graduation, and career/future education data; develop novel actions and collaborations to close equity gaps; consider the impact of past actions; and continually add, modify, and discontinue efforts. I championed and implemented a system to allow faculty to bring together learning outcome achievement data, student success data, and demographics to have more robust conversations around student equity gaps and ways to close them.

Lastly, I believe diversity and equity conversations must begin and end with the notion that we can always do more.