

# Ashley Click

1819 N. Main Ave, San Antonio, TX, 78212

Phone: 210.486.0481 E-Mail: [aclick3@alamo.edu](mailto:aclick3@alamo.edu)

## Current Position

Faculty Liaison for Travis Early College High School  
Speech Communication Faculty  
Speech Program Coordinator  
Department of Fine Arts

## Experience

### Speech Faculty & Program Coordinator

Spring 2015-present

#### *San Antonio College*

- Instruct four SPCH courses: Public Speaking, Intro to Communication, Group Discussion & Business and Professional Speech in both face to face and online format
- Build and manage course schedules for the Speech program
- Serve as the 4DX lead, attend and present at summits, manage WIG boards
- Create and implement common assessments
- Attend and or lead program, department and college meetings
- Hire, train, observe, manage adjunct faculty
- Volunteer at tech conferences such as camp canvas
- Manage all aspects of Strain Center and the data collection that is required
- Support the SAC Speech Team by frequently working with students on their events
- Support fine arts department by attending evening and weekend performances
- Co-coordinated, supervised, and judged college speech tournament, "Speak Out"
- Recruit Speech majors in efforts to grow the department
- Develop job duties and trained interns to successfully tutor speech students
- Create common assessments, and train faculty on E-Lumen
- Participate in department and program strategic planning
- Volunteer office/additional hours to independently manage the Strain Center
- Facilitate student workshops over interviewing and job process
- Attend various trainings including Quality Matters, Sexual Harassment, & 7 Habits Covey Training
- Create intern job description, qualifications, applications and interviewed interns for Communication Center

### Faculty Liaison for Travis Early College High School

August 2016-present

#### *San Antonio College*

- Train faculty on Travis attendance procedures
- Answer faculty questions and concerns regarding Travis students
- First point of contact for SAC faculty and staff regarding all Travis related issues
- Utilize alert systems to inform Travis administration of potential issues with student progress
- Support Dual Credit office with planning and scheduling with Departments
- Attend and or lead meetings regarding Travis and Dual Credit

***Odessa College***

- Instructed three SPCH courses: Public Speaking, Introduction the Communication & Business and Professional Communication utilizing face to face, hybrid and online instruction with the use of BLACKBOARD
- Advised 15-20 COMM majors in both singular and double majoring programs
- Independently grew the department from zero majors to 15 majors in one academic year
- Developed and filled SPCH 1311, a new course offering at Odessa College
- Presented a seminar over Communication Anxiety/Outlining at Faculty Development Training Week
- Taught dual credit courses to high school students in grades 9-12 both face to face and online
- Visited high school dual credit students at their home campus to develop our student teacher relationship
- Served as a department representative for recruiting events such as Dual Credit Night and Welcome Night
- Participated in renaming and redeveloping the department goals and objectives
- Reviewed and adopted department textbooks
- Created department grading scale and major capstone project
- Represented Odessa College at graduation ceremonies and at community events such as Permian Basin Fair & Odessa ShrimpFest
- Volunteered at numerous campus events that served our current and new students
- Served on hiring committees and other college committees which worked on developing campus rubrics that measured the communication objective and developed professional development opportunities
- Created and distributed department flyer which promoted SPCH courses and recruited majors
- Participated in gathering information to help keep SPCH in the OC core
- Consistently earned high evaluations from both students and department chair
- Planned lessons around the fundamentals of cooperative learning and critical thinking
- Developed curriculum and instructional material for a diverse student population including dual credit high school students

**Speech Faculty (Full time Adjunct) - Fine Arts Department**

**August 2012- August 2013**

***San Antonio College***

- Instructed three SPCH courses: Public Speaking, Intro to Communication, & Business and Professional Communication utilizing both face to face and online instruction with the use of CANVAS
- Supported the SAC Speech Team by frequently working with students on their events and traveling to weekend tournaments
- Supported fine arts department by attending evening and weekend performances
- Co-coordinated, supervised, and judged college speech tournament, "Speak Out"
- Recruited Speech majors in efforts to grow the department
- Volunteered office/additional hours to independently manage the Strain Center
- Created intern job description, qualifications, applications and interviewed interns for Communication Center
- Developed job duties and trained interns to successfully tutor speech students
- Created and updated the Strain Center Facebook page
- Served as a judge for a UIL event for San Antonio High Schools
- Facilitated student workshops over interviewing and job process
- Consistently earned high evaluations from both students and department chair

- Planned lessons around the fundamentals of cooperative learning and critical thinking
- Developed curriculum and instructional material for a diverse student population including dual credit high school students
- Assisted in departmental planning for state SPCH objectives, scholarship qualifications and awards
- Attended faculty development sessions on college planning and faculty advising

**Speech Faculty (Full time Adjunct) - Social Sciences Department**

**August 2009 to August 2012**

***Northwest Vista College***

- Instructed three SPCH courses: Public Speaking, Intro to Communication, & Business and Professional Communication
- Developed and implemented curriculum around NVC's QEP with a focus on cooperative learning and critical thinking
- Volunteered at college events such as Graduation, Honors Banquet, Club Rush, Major Mania, Rodeo & Wildcat Days
- Served on committees such as Baldrige (Category 5: Employee Engagement), SPAC (Speaking Across the Curriculum), & Employee Development Day (Planning)
- Evaluated student presentations to contribute to the SPAC data
- Co-lead a faculty development session about SPAC, introduced to faculty my MMEI Speaking Methods
- Aided in the development of the Speech Lab and Speech Lab Grand Opening
- Attended Diversity Day, SOBI Training, Friday All College Meetings, TRACK Training (Wounded Warrior Project)
- Attended employee development courses weekly during the 2010-2011 school year & the Southern States Association Conference in Little Rock, Arkansas
- Provided an on-line classroom experience with the use of PALS/ACES/Blackboard
- Developed curriculum, tests, and evaluation forms and provided modifications to adult disability students
- Served as a co-coordinator for the Speech department in Spring 2012 with Elaine Jansky
- Co-lead Spring 2012 Convocation discipline meeting
- Evaluated four different course textbook options
- Created and distributed department information to adjunct faculty
- Responded to questions and issues from adjunct faculty
- Developed ASK assessment
- Developed textbook adoption matrix
- Volunteered 100% of office hours to the Speech Lab (Spring 2012)
- Provided availability for extended speech lab hours to better serve our students
- Tutored students in outlining, research, and delivery skills
- Assisted in speech lab decisions and planning
- Member of the NVC Diversity Team, (Assisted Craig Corneous in April 20th "Bafa Bafa" Faculty Development)
- Created Fiesta Parade Float/Walked in Fiesta Parade
- Attended online teacher certification courses and earned online teacher certification

**Student Leadership Institute, Faculty**

**August 2009 to August 2012**

## ***Northwest Vista College***

- Developed and facilitated leadership curriculum in an engaging cooperative manner that promoted speaking and critical thinking
- Collaborated with various campus leaders to provide engaging presentations throughout the semester
- Recruited students to develop a program in the Fall of 2010 which had a current enrollment of zero at the start of the semester
- Grew the NVC SLI program 100% from Fall of 2009 to Fall of 2010
- Supplied multiple opportunities to volunteer on campus and in the community
- Provided opportunities for students to attend Community College Day in Austin, Diversity Day, and serve as the NVC student opinion in a Lessons Learned Workshop
- Created NVC's Etiquette Training & Dinner
- Created NVC's Leader Palooza
- Worked with budgets, vendors, various campus departments to effectively run both events
- Served as San Antonio College's SLI instructor in addition to NVC's instructor
- Attended weekend SLI events including volunteering as a group at Morgan's Wonderland

**Faculty - Speech, Education Co-Instructor**

**August 2007 to May 2008**

***Oklahoma State University***, Stillwater, OK

- Created lectures, activities, and provided a learning environment for 200 students
- Integrated an on-line classroom into daily curriculum
- Worked closely with a group of speech instructors to develop curriculum, tests, and evaluation forms
- Provided modifications to adult disability students
- Experienced working with a diverse classroom including non-traditional and adult students
- Used department wide standards in all courses (syllabi, schedules, rubrics, Power Points, assignments)
- Participated in department planning and development of course content
- Co-taught and planned a course with an Education faculty member which included large course lectures and mini lab activities

**Speech Teacher & Assistant Coach**

**August 2004 to June 2006 & August 2008 to June 2010**

***South San Antonio ISD***

- Responsible for planning, evaluating, and teaching Communication Application to students from the ages of 14-19 as a required course for Texas graduation standards
- Communicated effectively with various cultures and socioeconomic groups including extended relatives and community professionals regarding student progress
- Developed strong classroom management skills to create a positive environment for an At Risk population
- Consistently earned positive evaluations from superiors according to Texas Teaching Standards
- Worked with students who are community college focused
- Volunteered at various campus activities and served as a department representative at faculty meetings
- Monitored study halls and detention rooms
- Participated in ARDs and modification assessments for students with special needs
- Served as a TAKS testing monitor and completed state mandated testing training
- Encouraged participation and constructed positive speaking environments

- Handled transportation scheduling, development of fundraising ideas, and management of finances for various athletic tournaments and activities
- Coordinated groups to compete competitively in UIL speech competitions
- Organized and aided in preparation of student graduation speeches

## Positions within Higher Education

**Graduate Admissions Officer**

**September 2006 to January 2007**

*Oklahoma State University, Stillwater, OK*

- Assisted students with the application process and partner with other departments in the University to finalize enrollments
- Worked with students to provide ongoing encouragement and support regarding the admissions process
- Submitted evaluations and recommendations to Director regarding admissibility of applicants
- Corresponded with prospective students, applicants, University alumni, guidance counselors and others seeking information on admissions standards, academic and non-academic programs and student activities
- Analyzed qualifications of prospective students utilizing established University admissions standards, guidelines and criteria
- Served as a liaison between the Graduate College and 15-20 academic departments
- Performed complex evaluations of domestic and international graduate student applications
- Determined the authenticity of transcripts and validity of bachelors or master's degrees,
- Maintained accurate and up-to-date knowledge of all policies and procedures of the Oklahoma State Regents for Higher Education, OSU Graduate Faculty Council, and National Association for Foreign Student Affairs

**Development Assistant, Oklahoma State Foundation**

**January 2007 - August 2007**

*Oklahoma State University, Stillwater, OK*

- Aided the cultivation of donor relationships
- Assisted in planning for solicitation of donor gifts
- Created events and opportunities to meet and engage in donor conversations
- Processed donations and prepare acknowledgement letters and other correspondence
- Maintained foundation, corporation and individual donor files
- Created monthly fundraising reports and other database reports as needed
- Continually updated and correct database records
- Conducted preliminary research on prospective corporate foundation and individual donors
- Sent appropriate documentation to process credits to donors
- Maintained guest lists, gather and prepare registration materials and other duties as assigned for fund-raisi

## Master Thesis/Creative Component

Thesis Title: Student and Professor Romantic Relationships

Internship: Role of Teacher in American Schools (Served as Co-Instructor)

## **Education**

### **St. Mary's University**

San Antonio, TX

21hrs Graduate Communication Studies Courses

### **Oklahoma State University**

Stillwater, OK

Master of Science, Educational Leadership Studies with option in Higher Education

Degree Awarded, 2008

### **University of Texas at San Antonio**

San Antonio, TX

Bachelor of Arts, Speech Communications

Degree Awarded, 2003