**Thomas F. Wylie, Ed. D.**

## 185 Salem Street

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**Faculty** **2013-18** Northeastern University College of Professional Studies (CPS),

online M.Ed. & Ed. D; courses in Management of Higher Education Institutions, Faculty Evolving Roles, Global & Historical Perspectives in Higher Education, Strategic Management, and Organizational Systems and Institutional Governance, Intro to Doctoral Studies, and Qualitative Research Methods. Dissertation Chair for students completing final thesis.

**October 2018 – Hanoi National University**; Guest Presenter on *The Structure of Higher Education in the US,* to faculty and students in the College of Education, departments of Special Education, and Education Management

**Nov 2013-Jan 2014 Interim Special Assistant to the Provost –** University of Hartford, West Hartford, CT; appointment via the Registry for College and University Presidents; assist with redesign of Office of Institutional Effectiveness

**September 2013**

 **Provost Emeritus –** New England Institute of Technology – assists with strategic planning, new program development, and projects as assigned by the president.

**May 2004- July 2013**

 **Senior Vice President and Provost** at New England Institute of Technology (NEIT) in East Greenwich, RI. NEIT has 3000 students 115 FT and 150 PT faculties, 34 Associate, 14 Bachelor, and 3 Master’s degree programs, $80 million dollar budget, three campuses and specialized capital facilities.

**Responsibilities:**

* Supervision of Department Chairs, faculty and academic staff, offices of registrar, academic skills center, library, and center for distributed learning; approximately 140 full time personnel. Monitor work of all standing and ad hoc committees.
* Supervise Office of Teaching and Learning (OTL), which is Academic Affairs, with an Associate Provost, three Assistant Provosts, an Office Manager, and Administrative Assistant.
* Prepare and monitor annual budgets, planning, performance reviews of faculty, staff, and 27 department chairs; serve as member of the Executive Committee. Review and recommend faculty for appointment, change in rank, and professional (sabbatical) leave.
* Chair Academic and Administrative Policy Committee (AAPC) the primary channel of communication for all academic departments and faculty involvement in the college.
* Supervise new program development, compliance with specialized accreditations and certifications, and serve as NEASC Liaison Officer.

**Accomplishments**:

* New programs; AS, & RN to BSN in Nursing, MS in Occupational Therapy, Information Technology, & Construction Mgt., AS and BS in Game Simulation and Development, AS in Physical Therapist Assistant, Aviation Science and Respiratory Care, BS in Construction Management, BS in Health Care Management, and BS in Automotive Service Management. Also, AS programs in Veterinary Technology, Criminal Justice, Alternative Energy Systems, and on-site AS and BS degrees for EMC Corporation and AS in Applied Technical Studies for Electric Boat.
* Chaired Self-Study Steering Committee for comprehensive accreditation review by New England Association of Schools and Colleges (NEASC).
* Facilitated implementation of new planning process resulting in several three-year plans, which guide direction of the college.
* Recommended for appointment 50 FT faculty and staff, revitalization of registrar’s office, development of co-curriculum programs and student activities, successful restructure of community enrichment program, and increased support for professional development.
* Established program review process and Office of Institutional Effectiveness with responsibility for planning, research, and assessment of student learning. Completed 24 program reviews.
* Revitalized processes to identify, measure, and document evidence of student learning outcomes. Completed process to identify and measure information literacy, and completed institutional definition of an educated person, and syllabus review.
* Direct and supervise annual budgets for 27 cost centers and expenditures of $1 million annually for capital purchases.
* Assisted with raising $1,000,000. in foundation support for capital grants.
* Accreditation; served on eleven NEASC visiting teams and team chair of eight, four comprehensive and four focus visits.

**1999-2004**

**Vice President and Academic Dean** at York County Community College in Wells, Maine; YCCC has a $6 million budget, 1,200 credit students, 1500 non-credit students, and seven academic departments.

**Responsibilities**:

* Supervised full time and adjunct faculty, Department Chairs, Assistant Deans, Registrar, Library Director, and support staff
* Developed articulation and transfer agreements
* Established student learning outcomes assessment process
* Designed curriculum development process
* Developed new programs and expanded continuing education
* Chaired college-wide accreditation Steering Committee and preparations for NEASC accreditation evaluation
* Chaired contract-based Faculty/Management Committee

**Accomplishments**:

* Established new leadership and organization in Academic Affairs
* Established, an Early College Program, with funding from the Bill and Melinda Gates Foundation, a five year $250,000 grant
* Apprentice education and training program serving 500 new hires for Portsmouth Shipyard
* Strengthened current academic programs and expanded courses in credit and non-credit programs, and service to business and industry
* Expanded online Web CT courses, from 12 in 1999 to 53 in 2003
* Directed successful mandated academic program reviews
* Expanded FT faculty and staff positions
* Supervised development of Cisco Regional Training Academy

**1987-1999**

Bunker Hill Community College in Boston, Ma; BHCC enrolled 7,000 students, an FTE of 3500, and a budget of $18 million; 115 FT and 200 adjunct faculties and is a comprehensive community college with a highly diverse student body.

**Executive Dean of Institutional Effectiveness.** Responsible for institutional planning, research, and assessment.

**Accomplishments**:

* Co-chair process leading to ten year re-accreditation by NEASC
* Supervised program reviews
* Supervised improvements to institutional research
* Conducted and facilitated revitalization of institutional planning
* Facilitated process for three year strategic plan and evaluation
* Member of three person team which secured a $1.5 million Title III award

 **Academic Dean** of Communication, Arts, and Humanities.Responsible for supervision of 36 full time and 75 adjunct faculties.

####  Accomplishments

### Improved and expanded management of course offerings

* Recruited and recommended for appt. several new FT faculty members
* Directed international study abroad and faculty exchange opportunities
* Developed faculty professional development funds and mini-grants
* Strengthened communication channels with adjuncts, FT faculty, department chairs, advisory committees, and administration.

 **Campus Dean** of Chelsea Campus; 400 students, twelve faculty & staff.

 **Accomplishments**

* Facilitated preparation of five-year capital plan to upgrade campus from a Satellite Center to a NEASC accredited Branch Campus.
* Implemented improvements to campus management
* Facilitated preparations for move to new campus
* Expanded program and course offerings
* Strengthened communication links between campuses

 **Associate Dean of Academic and Student Affairs**. Supervision of international education, contract training, study abroad and faculty exchanges.

 **Accomplishments**

* Developed Study Abroad Fellowship opportunities in England, China, and Puerto Rico, in cooperation with Student Government Association
* Researched and wrote “Guidelines for Conducting Academic Program Reviews” and facilitated reviews in several disciplines
* Developed several new articulation and transfer agreements.

 **Assistant Dean of Planning and Development**. Supervised the Office of Institutional Research, directed fund raising operations for the BHCC Foundation, Inc., established annual fund, endowment fund, and scholarship funds in several fields. Raised several million dollars in public and private support of college programs and services. Secured college’s first $650,000 Title III award and $100,000 endowment challenge grant, and raised $100,000 matching funds.

**1986-87**

 **Development Officer** for Emerson College. Proposal writing and fund raising appeals to public agencies, foundations, corporations, and individuals.

**1984-86**

**Thomas Wylie Associates** Planning and Development Consultant to the National Endowment for Arts Challenge Grant Program, and to arts organizations and individuals. Sessions on long range planning, resource development, budgeting, and board development; clients included The Artists Foundation, Boston Lyric Opera, Massachusetts Cultural Alliance, Catamount Film and Arts Center, National Center of Afro-American Artists, Boston Theater of the Deaf, Urban Arts, and Bunker Hill Community College.

**1980-84**

 **Executive Director** of the Boston Film/Video Foundation, Inc. Supervised twelve member staff and $650,000 budget. Raised $750,000 in program and capital support, secured endowment funds, established New England Film/Video Fellowship Program for independent media artists, and developed three-year marketing plan that increased membership from 300 to 1200.

## Awards, Appointments, Community Service

2015-17 Appointed to Haverhill Historical Commission & Bradford Rail Trail

2015-16 Appointed to Haverhill Conservation Commission

2010-15 Proposal reviewer for Fulbright Specialist Program (FSP)

2003-14 Member of eleven NEASC accreditation evaluation teams, 8 for CIHE and 3 for CTCI, served as chair of seven, three in Europe

2006 Leadership Award 1/21/06 @ NEIT Faculty Development Day

2004 Outstanding Contribution Award, Academic Affairs Council of

 Maine Community College System

2003 Board of Directors, National Council of Instructional Administrators (NCIA).

# 2002 Executive Leadership Institute, League for Innovation, Phoenix, AZ December 8-13, 2002

* 1. Chair, Academic Affairs Council, Maine Community College System (CCS)

2000-01 Member Maine CCS Board of Trustees' Total Cost Taskforce

1998-99 Massachusetts Board of Higher Education Exit Assessment Taskforce

1996 Chair of MaCIE, Massachusetts Council for International Education

1996 Conference Chair, “International Education: Impacts on Massachusetts,”

 Fifth Annual Conference of MaCIE, UMASS Boston.

1993 Outstanding Service Award as Dean of Chelsea Campus.

1992 Chair of Ma. Chapter of NCRD, National Council for Resource Development.

1991 National Endowment for the Arts reviewer for awards in categories

 of Media Arts Centers and National Service

1990 Trustee of Unitarian Church of Haverhill, Ma.

1987/88 Loaned Executive to United Way of Mass Bay

1987 Review panelist for National Endowment for the Arts and CINE

1. Governor’s appointee to the Massachusetts Film Advisory Board

## Presentations and Publications

“CAO Strategies for Impacting Long-term Change on Campuses,” NERCHE Chief Academic Officers Think Tank; New England Institute of Technology, September 2011.

"Outcomes Based Program Review,” presentation at Assessment Forum, NEASC Annual Meeting,

December, 2007, Boston, Ma.

"Leading Change & Sustaining Your Identity as a Leader," New England Resource Center for Higher Education (NERCHE) academic "think tank" presentation, spring 2007.

“Launching a Great Idea: Creating an Early College Program,” Spring Forum, Maine Great Schools Project, Sugarloaf USA, April 2, 2004.

“How to Get Started and Keep the Energy,” presentation at NEASC accreditation Self-Study Workshop, October 2-3, 2003, Marlboro, MA

“How to Get Started and Keep the Energy,” presentation at NEASC accreditation Self-Study Workshop, October 3-4, 2002, Marlboro, MA

“Transforming a College: Future Search Planning as a Tool for Change,” panel @ League for Innovation in the Community College, Boston, Ma, February 2002

“Assessing Assessment: An Overview of Student Learning Outcomes at York County Technical College,” YCTC Assessment Committee publication, 2001

“Preparing the Self-Study: Views from Institutions,” panel presentation @ NEASC Self-Study Workshop, UNH Conference Center, Durham, NH October 2000

“Online Just in Time,” presentation @ 9th Annual DIRIGO Institute, Sebasco Estates, Me, June 1-2, 2000

“Creating a Culture of Change: The Transformation of Bunker Hill Community College,” panel presentation @ League for Innovation in the Community College, February 2000

“Using Technology to Prepare the Self-Study,” NEASC Self-Study Workshop, UNH Conference Center, Durham, NH September 1999

"College-wide Planning and Budgeting," BHCC presentation to the annual Conference of NILD, National Institute for Leadership Development, June 1999

“Educational Needs Survey for the New Chelsea Campus,” a publication of Bunker Hill Community College, Boston, Ma, 1998.

“Guidelines for Conducting Academic Program Reviews,” BHCC publication, 1998

"The Role of the Community College in International Development," presentation @ MaCIE Annual Conference at Bridgewater State College, 1994

"International Students at Two-Year Colleges: Examination of Research Findings and Major Issues," 46th Annual Conference of NAFSA, Miami, FL 1994

"International Students at Two-Year Colleges: What the Research Indicates," NAFSA New England Regional Conference, 1992

"Private Sector Fundraising," Presentation to the New England Regional Conference of NCRD, 1991.

Wylie, Thomas F., "An Examination of International Students in Three Public Two-Year Colleges," doctoral dissertation, University of Massachusetts at Amherst, 1993.

Wylie, Thomas F., "Eisenstein, Kracauer, and Marx: Socio-Political Influence in Film Theory," Journal of the University Film Association. Vol. XXX No.3, summer, 1978.

"Hadley House," three minute experimental film, 1979, and "Return to Oak Grove," thirty minute film.

###### Teaching

2013-18, Lecturer, Northeastern University College of Professional Studies (CPS),

1990-2006 adjunct teaching at York County Community College, Northern Essex Community College, New England Institute of Technology; and Honors Program @ Bunker Hill Community College, 1994-97.

Two years full time with US Peace Corps.

## Education

Ed. D. Higher Education Administration, UMASS Amherst

M. A., Communication Studies, UMASS Amherst

B.A., History, State University of New York at Buffalo

A.A.S., Business Management, Mohawk Valley Community College, Utica, NY

2013 Registry for College and University Presidents; for Senior Administrators

2012 Certificate of E-Learning, Northeastern University Online

1977-79 Graduate Assistant at UMASS Amherst, research and lectures on mass media and society

1970-1971 Training Officer for Volunteers in Service to America (VISTA). Co-directed the selection orientation, training, and placement of volunteers in Midwest states.

1969-70 VISTA Volunteer in Waterloo, Iowa. Served as planning officer for programs in housing, health care, and community organizing

1967 San Jose State University teacher training program for Peace Corps assignment,

1967-69 Peace Corps Volunteer in Pototan, Iloilo, Republic of the Philippines. Teacher of mathematics in grades five and six, director and faculty in teacher training seminars for 200 teachers; directed projects in rice research, park development, youth development, and programs for leprosy patients

Author of “Cold Car,” a book of poetry, October 2014, via Amazon.com, Writer; with collection of poems at [www.bewilderingstories.com](http://www.bewilderingstories.com)

##### Personal

Married with three adult children. Avid runner with PR’s of 3:02 in the marathon, 35:36 in the 10K, 5:02 in the mile. President, New England 65 Plus Runners Club, 2012-2014

October 2018