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TO: Board of Trustees, Edmonds College

FROM: Karen Townsend, Dean, Health & Human Services Division
Administrator for Appointment Review Committee for Roxanne Green

DATE: January 6, 2025

SUBJECT: Supervisor Appraisal

I am writing to provide my supervisor's appraisal of Dr. Roxanne Green, candidate for tenure from the Social and Human Services (SHS) department in the Health and Human Services division. Roxanne has successfully completed her probationary period as a faculty member at Edmonds College. During these last seven quarters, Roxanne set goals to expand her teaching skills to include online and hyflex modes of instruction, understand the needs of her department and the students they serve, and support the college community, especially in areas related to diversity, equity, and inclusion.

Roxanne's instructional focus has been diverse, with courses supporting all the degrees and certificates offered in the SHS program. She has taught each of the introductory courses for the department: SHS 103 Introduction to Human Services, SHS 104 Introduction to Addiction Studies, and SHS 106 Introduction to Family Support and Prevention. In addition, she taught courses on ethics, mental illness, and group work, and supervised students in their field practicum experiences near the end of their degree programs. She has taught in various modes, including online and hybrid, and has taken both the Online Teaching Essentials and the Flexible Learning Foundations courses.

Feedback about Roxanne's teaching is that it is student focused and supportive. The Appointment Review Committee members describe her teaching style as collaborative and active, and note that she created a learning environment where students were comfortable asking questions and sharing their ideas. During observations, Roxanne was seen to provide practical and relatable examples, lead engaging discussions, and bring her strong insight and knowledge in working with people into the curriculum.

Students appreciate Roxanne's flexibility and support, and comments from her evaluations include the following:

- "Thank you for being flexible and having great and timely communication. That is really helpful. Even though this is an online class, I felt that when I needed help or had questions, you were just a "click" away."

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- “I like the fact that if we are talking about heavy subjects, Roxanne makes sure that everyone in class is mentally okay before we leave the class. She goes above and beyond for her students to ensure that they feel safe and heard.”
- “Roxanne doesn't just do her job, she connects with people in a way that makes them feel heard and respected. She's not just knowledgeable but also incredibly patient and understanding, and her passion for helping others really shines through. It's clear she loves what she does, and it makes all the difference for those of us lucky enough to learn from her.”
- “I really enjoy Roxanne because she has so much to offer. I learn a lot from her every time I have class with her.”
- “Dr. Green is compassionate, knowledgeable, and engaging.”
- “Dr. Green has been an amazing professor! This has been one of my hardest classes and she has done an excellent job supporting us!”

Throughout this time, Roxanne has also grown in her knowledge of the department, division, and college. During her probationary period, Roxanne served as department head for one academic year. Although it was challenging to do this while still learning, her willingness to serve and provide support to her peers was notable.

Related to this, Roxanne has made contributions to the college community by serving on a number of committees related to DEI and social justice. This included helping to organize events for Martin Luther King Jr. Day, Black History Month, and Juneteenth. She also supported the recent TEDx talk event, and presented at Teaching and Learning Day on flexible deadlines. She serves on the Faculty Senate Equity and Inclusion Committee, and took on the role of co-chair in Spring of 2024.

In conclusion, Roxanne is a compassionate and dedicated leader and instructor who is committed to student success. In my opinion, she will be an asset to our college community and I fully support her to be accepted for tenure.

Sincerely,

Karen Townsend

Dean of Health and Human Services
Edmonds College

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