Personal Information

1. William Todd Duncan
2. Senior Lecturer
3. Matthews Hall 206 A 512-938-2763

Area of Expertise

 Educational Leadership

Education

1. B.A. in Liberal Studies, California State University, Long Beach, 1981
2. M.A. in Curriculum and Instruction, University of Texas at Austin, 1994
3. Ed.D in Educational Leadership, University of Southern California, 2002

Professional Experience

1. 2022 – Present University of North Texas Senior Lecturer
2. 2013 – 2020 Texas A&M University, Central Texas Assistant Professor
3. 2013- 2013 University of Texas Health Sciences School Ready Mentor
4. 2011- 2014 Wayland Baptist University, San Antonio Adjunct Professor
5. 2010 – 2012 Concordia University, San Antonio Adjunct Professor
6. 2008 – 2009 Data Educational Consultants Chief Consultant
7. 2006 – 2007 Think Together General Manager
8. 2005 – 2006 Oakland Unified School District Coordinator
9. 2004 – 2005 Jurupa Unified School District Director Assessments
10. 1998 – 2004 Jurupa Unified School District Elementary Principal
11. 1996 – 1998 Banning Unified School District M S Principal
12. 1993 – 1996 University of Texas at Austin Grad. Teaching Asst
13. 1981 – 1992 Lynwood Unified School District Teacher

Scholarly Publication Record

 Refereed Articles International/National (Published)

* Duncan, W.T. (2002). How Effective Schools Use Data to Improve Student

 Achievement. Doctoral Dissertation. Alexandria, VA: VMI

* Duncan, W.T. (2015). Toward an Integration of Assessment and Instruction in

 Classroom Pedagogy. *National Journal for Urban Education 8(3),* 431-442.

* Duncan, W.T., Colvin, L.E. (2018). Leadership and Literacy Processes in School

 Improvement Creating an Supporting a Community of Success: A Case

 Study Examining the Principal’s Role in the Reconstitution of a Campus

 To Transform Literacy and Learning. *Twelfth International Multi-Conference*

 *On Society, Cybernetics and Informatics proceedings published*, 2, 15-20;

 *Journal Systemics, Cybernetics and Informatics, 16(2)*, 23-28.

* Duncan, W.T. (2018). The Principal’s Effective Use of Assessment Data: Toward

 Improved Student Achievement. *Sylvan Journal, 163(8).*

Presentations (Refereed)

* Texas Association for the Education of Young Children (TAYEC) Annual Conference. October 2013. *Family Involvement in Emergent Literacy*
* Annual International Conference on Teaching and Learning Texas Southern University. June 16-19, 2014. Research Paper. Duncan, W.T., Colvin, L.E. *Principal Involvement in Early Childhood Literacy Instruction Alignment*.
* Poster Presentation Chancellor’s summit on Education Texas A&M System. September 28-30, 2014. Research Paper. Duncan, W.T., Colvin, L.E. *Principal Involvement in Early Childhood Literacy Instruction Alignment*.
* Southern Early Childhood Association Annual Conference. January 14-16 2015. Research Paper. Duncan, W.T., Colvin, L.E. Principal Involvement in Early Childhood Literacy Instruction Alignment.
* National Association of African American Studies Twenty-fifth Joint Conference. February 13-18, 2017. Research Paper. Duncan, W.T., Colvin, L.E. *Leadership and Literacy Processes in School Improvement.*
* Twelfth International Multi-Conference on Society, Cybernetics and Informatics. IMSCI July 8-11, 2018. Research Paper. Duncan, W.T., Colvin, L.E. Leadership and Literacy Processes in School Improvement.

Honors and Awards

Henderson Academic Scholarship1994

 Title VII Scholarship for Multilingual StudiesFall-Spring 1993

California State Teacher Internship ProgramFall 1979-Spring 1981

Membership in Professional Organizations

 International/National

 Lions Club International – 2002 - 2005

Association of California School Administrators – 1996 – 2005

 National Association of Black School Educators – 1996 – 2001

Member of Bilingual Education Students Organization – 1993 - 1995

Member of Mo Iota Epsilon (Minorities in Education) – 1993 – 1995

Local

TAMUCT Representative for Killeen ISD IMPACT Mentor Program 2016 – 2017

Jurupa Districts Lions Club – 2003 – 2005

Jurupa Valley Boxing Club – 2003 – 2005

Offices and Committee Assignments in Professional Organizations

 Local

 Jurupa Districts Lions Club – President – 2004 – 2005

 Jurupa Valley Boxing Club – President of the Board – 2003 – 2005

Credentials/Certificates

 California State Administrative Credential (Professional Clear)

California State Multiple Subjects Teaching Credential-PK-8 (Professional Clear)

Texas State Mid-Management Certificate (Life)

Texas State Teaching Certificate PK-8 (Life)

Texas Advancing Educational Leadership (AEL) Certificate

Texas Advancing Educational Leadership (AEL) TOT

Texas Teacher Education and Support System Certificate

Service to University/College/Department & Community

**University of North Texas**

**Departmental:**

* Served on search committee to find Executive in Residence for the Educational Administration Program. The successful candidate is now an active member of the faculty and leads efforts to recruit new students to the Ed.D. and Ph.D. programs as a liaison between the university and local districts.
* Served on search committee to find Senior Lecturer for the Educational Leadership Program. The search led to a successful hire who teaches a full load, is very active in service, and collaborates on projects inside and outside of the department.
* Served on the search committee to find a Principal Lecturer for the Educational Leadership Program. The successful candidate has strong potential for instruction and collaboration with Educational Leadership team.

**University Leadership**

* Coordinator of the Master’s in Educational Leadership with Principal Certification Program. Duties include but are not limited to the following:
	+ Lead instructor for 3 classes, EDLE 5630, EDLE 5720 and EDLE 5730
	+ Create schedule for five different start times per year for approximately 29 sections each long semester. This work will be changing to the creation of a committee that will revise admissions windows and start times.
	+ Approve all students for registration of their PASL projects and provide guidance to applicants whose work may need revision prior to submission.
	+ Approve all students who register to take the TExES 268 exam based on practice test and write testing office for approval.
	+ Schedule practice test window and registration deadlines.
	+ Complete the Institutional Effectiveness Program Report for the Master’s in Educational Leadership program.
	+ Lead collaborative efforts with lead instructors toward improved outcomes on the IEP and TExES 268 state exam.
	+ Conduct TExES 268 and PASL review sessions for students preparing for these assessments. There are about 3-4 sessions each semester.
	+ Approve all degree plans, certification plans, and degree/certification plans.
	+ Evaluate transfer classes to determine courses that might apply to program completion.

**Texas A&M University Central Texas**

**University:**

* Elected to Faculty Senate for 2014-2016 School Years in April of 2013
* Faculty Senate Subcommittee: Faculty Affairs 2014-2015
* Faculty Senate Subcommittee: Faculty Com Com 2014-2015
* Search Committee for Graduate Admissions Coordinator Summer 2014
* Graduate Council 2016-2017 School Year
* Graduate Council Curriculum Committee 2016-2017 School Year
* Commencement Committee 2014-2016 School Years
* University Economic Development Council 2017-2018 School Year
* Export Control Committee 2017-2020 School Years

 **University Leadership**

* Coordinator of the M.Ed. in Educational Leadership with Principal Certification Program. Coordination of all program activity. Lead recruitment and student program application efforts for the program. Ensure compliance with Texas Education Agency Requirements.
* Coordinator of the Superintendent Certification Program. Coordination and writer of the application to the Texas Education Agency to offer the Superintendent Certification through Texas A&M University Central Texas. Coordinating and evaluating curriculum and instruction for the program.
* Search Committee for Accountability and Certification officer/Assistant Professor
* Lead Professor for assessment preparation for Texas certification. Led students to 97% pass rate on state principal exam.

**Community:**

* TAMUCT Representative for Killeen ISD IMPACT Mentor Program 2016-2017 School Year
* Sunday School and Bible Teacher, First Baptist Church, Temple 2014-Present
* Praise Team and Choir Member, First Baptist Church, Temple 2014- Present
* Sunday School and Bible Teacher, Calvary Baptist Church, 2010-2014
* Past President, Jurupa District Lions Club 2003-2004
* Past President, Board of Directors, Jurupa Valley Boxing Club 2003-2005
* Bi-Vocational Pastor, Fellowship of Grace Community Church, 2008-2009

Associate Pastor, Grace Communion International Churches, 1999-2007

Instructional Assignments

 Graduate

 University of North Texas

EDLE 5900 Special Problems: Principal Internship (100% on Line 16-week course). This course preceded EDLE 5720 and 5730 and has been phased out.

 EDLD 5720 Practicum in Educational Leadership (100% on Line 16-week course)

EDLE 5730 Advanced Practicum in Educational Leadership (100% on Line 16-week course)

EDLE 5630 Organizational Change and School Improvement (100% on Line 8-week course)

 EDLE 5680 Administration of the K-12 Curriculum (100% on Line 8-week course)

Texas A&M University, Central Texas

 EDLD 5300 Foundations of Educational Leadership

 EDLD 5301 Research in Schools

 EDLD 5309 Legal Issues in Education

 EDLD 5335 Educational Planning and Facilities Development

 EDLD 5342 Leadership in Campus Resources

 EDLD 5345 Leadership of Curriculum Systems

 EDLD 5360 Educational Leadership Applications

 EDLD 5392 Practicum for the Principal

 EDLD 5397 Internship for the Superintendency

Wayland Baptist University, San Antonio

 Classroom Management

 Elementary Literacy and Phonics Instruction

 Texas Campus Business Management School Law

Concordia University Texas, San Antonio

 The Principal as Resource Leader/School Finance

 Legal Foundation of Education

 Assessment and Evaluation in Education

 Classroom Teacher as Researcher

 Teacher as Instructional Leader

New Course Development, New Course Preparations and Major Course Revisions

 Graduate

EDLE 5720 Based on course review and student feedback I revised the course to ensure alignment with the Texas Education Agency Requirements. Revisions included ensuring that there were three observations with the required number of observational minutes, and that the observations were appropriately paced through the semester. The guiding principles for student activities were revised from domains and competencies to principal standards and elements. The observation form was revised to show direct inclusion of the principal standards in each observation and a rubric for scoring student execution of observed tasks (the same revised observation form is also used in 5730). The revisions also reflected student recommendations for course improvement.

EDLD 5730 Based on course review and student feedback I revised the course so that the course was more closely aligned with the Texas Education Agency (TEA) Requirements for the course. As with EDLE 5720, revisions included ensuring that there were three observations that ensured the required number of minutes, and that the observations were appropriately paced through the semester. The guiding principles for student activities were revised from domains and competencies to principal standards and elements. The revisions also reflected student recommendations for course improvement.

EDLD 5900 I led a collaborative effort toward revisions in the course so that it would be in greater alignment with TEA requirements. Alignment efforts included ensuring that there were indeed three observations of practice during the semester, ensuring sufficient minutes per observation, and proper pacing of observations throughout the semester.