

Members of the University Senate Staff Subcommittee,

What an incredible honor to learn I was nominated for the 2020 Student Outreach Award! It is an honor because someone thought enough of me and my work to submit my name for consideration when there are others that could've been chosen. This means a great deal to me.

I have been in civil service nearly 21 years, and I will have served 14 of those years at Louisiana Tech in the College of Education come this October. I didn't know it at the time, but I "hit the lottery" when I transferred to Tech in October 2006. I transferred from Swanson Center for Youth, a juvenile correctional center, and a place not exactly known for being the most pleasant environment in which to work. Here at Louisiana Tech, I am surrounded by wonderful, professional people that I have been able to cultivate not only a working relationship with, but also that of a work family. The people I am surrounded by on a daily basis makes my job easier.

Since coming to Tech, I have served in the Graduate Studies office in the College of Education and I handle all things related to Master's and Doctoral-level students from admission all the way through to graduation. I proctor the comprehensive examination to the Master of Arts Counseling & Guidance and Industrial/Organizational Psychology students as well.

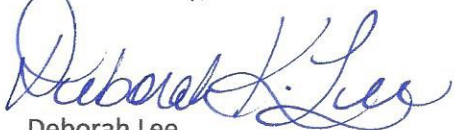
Without a doubt, my favorite part of my job is the students. They're what I am here for. It gives me great pleasure when I have been able to help a student overcome a situation they found themselves in that hinders their path to completing their degree. Some students come into graduate school and breeze through their program, but occasionally there is a student that needs a little "push" to succeed and they just need someone to talk to and to give them the support required to make it happen. I was once that student, too, so I know how it feels to need someone to "hold their hand" to walk them down the path to program completion. To witness those students walk across the stage to receive their diploma is a source of immense pride and makes everything I do worthwhile.

My door is always open to any student that needs anything. I do not always have the answers to everything, but I will do my best to find the person that does have the answer.

When I came to Tech, Ms. Barbara Trussell (the Dean's assistant at the time) told me, "The College of Education is the best place on campus to work". I cannot compare the COE to other departments because I do not have experience working in any other College or department, but I cannot imagine Barbara being far off the mark. The COE is a very special place.

Again, it is a great honor to be nominated. Even if I am not the chosen recipient, I win every day that I come to work at Louisiana Tech University College of Education! Thank you very much for your consideration.

Most sincerely,



Deborah Lee
College of Education
Office of Graduate Studies & Research



**LOUISIANA TECH
UNIVERSITY**

DEPARTMENT OF PSYCHOLOGY
& BEHAVIORAL SCIENCES

April 29, 2020

Louisiana Tech University Senate
Ruston, LA 71272

Re: Deborah Lee
Letter of Support for 2020 Student Outreach Award

Dear Members of the University Senate:

I am writing to share my enthusiastic support for Ms. Deborah Lee's nomination for the Senate's 2020 Student Outreach Award. I was delighted when Debbie asked me to write a letter because it gives me an opportunity to publicly acknowledge her exceptional service to the students of the College of Education (COE) and to let her know how much I appreciate her.

Debbie Lee's position is Administrative Coordinator III in the Office of Graduate Studies for the COE, but her official title does not begin to tell the full story of how she serves our graduate students. Debbie is the lifeline for more than 300 graduate students matriculating through the COE's programs. From application to graduation, students know where to turn when they need assistance or information: "Ms. Debbie."

Louisiana Tech has a reputation for serving students well; Debbie Lee personifies this reputation. I've never asked her a question for which she didn't know or find out the answer. Every student I send her way receives the help they need and she helps them with a smile on her face. She goes out of her way to find creative solutions to students' problems, even if a problem is unique to one particular student. Debbie treats all students with dignity and respect, even those who occasionally do not reciprocate.

As the Department Chair for Psychology & Behavioral Sciences, I oversee two Ph.D. programs and two M.A. programs with five concentrations among them. Our department includes nearly half of the COE's graduate enrollment, so I have the pleasure of frequently interacting with Debbie Lee. She provides assistance professionally and quickly and her demeanor always is pleasant and courteous. Her support of students is consistent and reliable.

Graduate students often need extra attention because they have to navigate processes and procedures that they have never faced before and likely never will again (e.g., thesis or dissertation).

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

P.O. BOX 10048 • RUSTON, LA 71272 • TEL (318) 257-5066 • [HTTPS://EDUCATION.LATECH.EDU/ACADEMIC-PROGRAMS/PSYCHOLOGY-BEHAVIORAL-SCIENCES/](https://education.latech.edu/academic-programs/psychology-behavioral-sciences/)

AN EQUAL OPPORTUNITY UNIVERSITY

Debbie is exceedingly patient with students, even when they ask a question more than once. She is compassionate toward students, often during the most stressful experiences of their training.

Debbie Lee is an exceptional resource for the College of Education's graduate students, faculty, and staff. She demonstrates versatility in understanding and applying policies and procedures for more than 30 graduate degree and certificate programs. Debbie is a superb person—both personally and professionally. Interpersonally, she is warm, kind, and sincere. She is committed, hard-working, and enthusiastic and has a genuine concern for the well-being of others.

I proudly and overwhelmingly support Debbie Lee for the University Senate's 2020 Student Outreach Award. I welcome any opportunity to further discuss her exceptional service to students, faculty, and staff. Please reach out to me at dthomas@latech.edu if I can be of further assistance.

Respectfully,

A handwritten signature in blue ink, appearing to read "Donna B. Thomas". The signature is fluid and cursive, with the first name "Donna" being the most prominent.

Donna B. Thomas, Ph.D.
Department Chair
George & Jean Baldwin Endowed Professor



LOUISIANA TECH
UNIVERSITY.

COLLEGE OF EDUCATION
OFFICE OF THE DEAN

To: Members of the University Senate Staff Subcommittee

From: Dawn Basinger 
Associate Dean, College of Education

Date: May 1, 2020

Re: Recommendation

It is my pleasure to recommend Ms. Debbie Lee, Administrative Coordinator for Graduate Studies in the College of Education (COE), for this prestigious award. Ms. Lee goes above and beyond standard responsibilities to support me and provide exceptional service to our graduate students. She reviews all COE graduate applications, prepares data for state and national reports, audits transcripts for transfer credit and graduation, and maintains electronic files for all graduate students. It is a pleasure to work with her and I am confident when saying that our graduate students and faculty feel the same way. Her door is always open to assist all of us and she does so with a smile and welcoming demeanor. At this time, I can think of no one more deserving of this award than Ms. Lee. With that, I highly recommend her for your consideration and am happy to supply any additional information you may need.

To the Louisiana Tech University Faculty Senate:

As the Louisiana Tech University Advisor and Coordinator of the MAT Alternative Certification Program, it gives me great pleasure to write a letter of support for Ms. Debbie Lee as the recipient of the Student Outreach Award. I work very closely with Debbie; she has such a good-humored and positive attitude.

Debbie performs multiple roles and her eagerness to complete a task is obvious in her ability to stick tightly to a deadline. She works tirelessly to meet the needs of the graduate applicants and Debbie relays information to the students in an easy and accessible way.

In closing, I would like to restate my strong support for Ms. Debbie Lee as the recipient of the Student Outreach Award. I am confident that the right nominee was chosen.

Sincerely,

Patsy A. Hughey

Patsy A. Hughey

Ed. D.

Coordinator MAT Alternative Certification