

Wayne State University
Professional Record

Shelly E. L. Seguin
000058513

April 21, 2017

Office: 5057 Woodward, Rm 7205
Detroit, MI 48202

Telephone No.: (313) 577-2809

DEPARTMENT/COLLEGE: Psychology / College of Liberal Arts and Sciences

PRESENT RANK & DATE OF RANK: Academic Service Officer IV; August 2013

WSU APPOINTMENT HISTORY:

Year Appointed/Rank: 1995 / Program Record Clerk, Sr.
Year Promoted/Rank: 1997 / Academic Service Officer I
Year Promoted/Rank: 2002 / Academic Service Officer II
2004 / ESS granted
2009 / Academic Service Officer III
2013 / Academic Service Officer IV

DATE & PLACE OF BIRTH: February 5, 1973; Detroit, Michigan

CITIZEN OF: USA

EDUCATION:

High School: St. Frances Cabrini; Allen Park, Michigan; 1991

Baccalaureate: Wayne State University; Detroit, Michigan; 1995

Graduate: Master of Arts in Marriage and Family Therapy;
Wayne State University; December 2001

Signature: _____ Date: _____

FACULTY APPOINTMENTS AT OTHER INSTITUTIONS: not applicable

PROFESSIONAL SOCIETY MEMBERSHIPS:

Michigan Tutorial Association (2017 to present)
American College Personnel Association (2016 to present)
American Association of University Women (2008 to 2016)
National Academic Advising Association (2007-2010; 2016 to present)
Michigan Academic Advising Association (2007 to present)
College Personnel Association of Michigan (2001 to present)
American Psychological Association (1998 to 2009)
American Association of University Professors –
American Federation of Teachers (1998 to present)

DESCRIPTION OF CURRENT PRIMARY POSITION RESPONSIBILITIES:

Student Advising – Direct Contact

- As part of advising team, advise students on psychology major (over 1400 students in total), honors major, and psychology minor;
- Advise students on career opportunities in psychology and graduate school preparation and options;
- Advise students on probation;
- Assist students in arranging research and field experiences;
- Respond to email and telephone contacts from current and prospective psychology students;
- Act as contact person for student problems, provide assistance and/or referrals;
- Participate in and present at transfer and new student orientation;
- Assist students with petitions and provide recommendations on behalf of department

Administrative – Department

- Provide content for the Psychology Undergraduate website (www.clas.wayne.edu/psychology);
- Act as departmental grade coordinator; consult with instructors regarding grading issues; act as liaison between department and Records/Registrar's Office; enter grades into Academica and serve as departmental approval for grade changes;
- Collect and submit textbook orders; order desk copies for instructors; consult with instructors regarding textbook adoptions; maintain relationships with publisher representatives;
- Write, edit and distribute various materials related to undergraduate psychology;
- Assist with new course / change in course forms; write, submit and track proposals;
- Contribute to recruitment and outreach activities;
- Work with Records Office and Office of the Registrar to create and enforce prerequisites and also ensure the accuracy of the DEGREE WORKS audit system;
- Work with Transfer Credit Evaluation Office to ensure quality of transfer plans and equivalency tables;
- Evaluate psychology courses for transfer credit equivalencies;

- Act as liaison to University Advising Center;
- Edit and write content for the Undergraduate Bulletin;
- Help to create and implement curriculum changes;
- Act as a departmental representative at various university events

Additional Assignments – Leadership / Administrative / Student Engagement

- Develop advising and student support programming;
- Supervise and provide training for PASS (Psychology Academic Support Services) peer mentoring program. Maintain PASS’s CRLA certification. Create PASS policies and programming (such as fall Open House and PASS Fest);
- Co-creator and advisor for AAPSO (African American Psychology Student Organization);
- Advisor to Psychology Club;
- Provide training to MUSE (Mentoring Undergraduate Students for Excellence) mentors and assist in coordinating program;
- Primary presenter at mass advising sessions “Psychology Informational Meeting” (over 2400 attendees from January 2011 to present);
- Provide written content for “Psych Majors” Blackboard site (over 2000 “participants” as of March 2017)
- Serve as Department of Psychology’s PSY 2300 course mentor;
- Involved with new instructor/GTA orientation and ongoing support for teaching staff;
- Serve as Department of Psychology’s Research Coordinator;
- Serve as departmental liaison to Student Disability Services Office;
- Serve as departmental liaison to APEX;
- Creator and coordinator for large Learning Community “Connecting in Psychology” (approved for Fall 2016 / Winter 2017; not able to run due to staffing constraints, planning to run pilot in Winter 2017)

I. TEACHING

A. Years at Wayne State: 15

B. Courses Taught at Wayne in Last Five Years:

1. *Undergraduate:*
 - a. PSY 2300: Fall 2002 – current
 - b. Serve as PSY 2300 course coordinator/supervisor – provide support and training to new instructors of PSY 2300
2. *Graduate:* None in last five years

II. PUBLICATIONS / PRESENTATIONS / PARTICIPATION IN PROFESSIONAL CONFERENCE AND SEMINARS in Last Five Years

A. Publications n/a

B. Presentations at Professional Conferences and Development Seminars

1. Seguin, S. (2012) *Building an Effective Advising Program: Strategies for an Integrated Approach to Academic Advising*. Poster presented at WSU 2012 Advising Summit
2. Calcaterra, R., States, D., **Seguin, S.** (2014) *Beyond the Traditional Advising Model ~ Peer Mentoring as Supplemental Support Strategies for Comprehensive Academic Advising* Poster presented at Rodney Clark Undergraduate Poster Day
3. Seguin, S. (2014) *The Story of PASS (Psychology Academic Support Services) ~ How to Create a Peer Mentoring Program as part of a Comprehensive Advising Program*. Session presenter at WSU 2014 Advising Summit
4. Seguin, S., Sandlin, H. (2014) *Effective Listening and Using Empathy in Advising* presented through WSU Advisor Training Academy
5. Matti, S. , **Seguin, S.** (2015) *Utilizing Student Surveys in Academic Advising* Poster presented at Michigan Student Success Conference
6. Seguin, S., Sandlin, H. (2015) *Effective Listening and Using Empathy in Advising* presented through WSU Advising Summit
7. **Seguin, S., Sandlin, H. (2017) *The Power of Empathy in Student Services: A Brief Workshop* presented at 2017 ACPA National Annual Convention: Columbus, OH.**

C. Participation in Professional Conferences and Professional Development Seminars

1. Attendee at MCPA 2007 Diversity Summit: “Affirming Diversity in higher Education: Renewing our Commitment to Opportunity, Access & Success” (June 8, 2007)
2. Attendee at MCPA Annual Conference “All Students matter: Creating Inclusiveness Against All Odds” (October, 2007)
3. Attendee at Students, Administrators & Faculty for Equality (SAFE) training (April 2009) Certificate received.
4. Attendee at “How to Use Skype as an Advising Tool” seminar (January 2010)
5. Completed “Cultural Competency Training Series” (September 2011) Certificate received.
6. Attendee at MCPA 2012 “Working Together: Revitalizing Higher Education in Michigan” (October, 2012)
7. Attendee at WSU Advising Summit (May 2012)
8. Attendee at “Intrusive Advising to Retain First-Year and Transfer Students” webinar (March 2013)
9. Attendee at COSW Gender and Equity Committee screening of “Miss Representation” (March 2013)
10. Attendee at “Back Home: A Warrior’s Tale” Documentary (May 2013)
11. Attendee at WSU Advising Summit (May 2013)

12. Attendee at “Assessing Student Learning in Student Affairs” webinar (June 2013)
13. Attendee at “SMART Financial Aid Training” (June 2013)
14. Attendee at “Developmental Advising Via Email” webinar (July 2013)
15. Attendee at “Beyond Retention: Early Identification and Intervention with First Year Students” webinar (November 2013)
16. Attendee at “Retention Conference: High Impact Practices Creating a Culture of Completion” (February 2014)
17. Attendee at WSU Advising Summit (May 2014)
18. Attendee at training for probation students through UAC (October 2014)
19. Attendee at “Integrating Academic and Career Advising” (November 2014)
20. Attendee at ASSC sponsored presentation on the WSU HIGH program (November 2014)
21. Attendee at “Advising and the Completion Agenda: Strategies for Student Success” NACADA webinar (January 2015)
22. Attendee at “Michigan Student Success Conference: Future Students, Future Priorities: Overcoming the Odds” (February 2015)
23. Attendee at “Opportunities for You and Your Students in Education” (February 2015)
24. Attendee at “Math Training for Advisor and Student Success” (March 2015)
- 25. Participant at “Deep Dive Detroit” Workshop with Lauren Hood; a facilitated discussion on race in Detroit (April 1, 2016)**
- 26. Attendee at colloquium “Psychological Distress and HIV Sexual Risk Behavior in Gay and Bisexual Men: Psychology Works in Public Health” by Trevor Hart (April 22, 2016)**
- 27. Participant at Department of Psychology Diversity Committee Discussion group (monthly); varied topics (April 2016 to present); leading May 2017 discussion**
- 28. Attendee, Noel Levitz Training (June 1, 2016)**
- 29. AAPSO/Psychology Clinic day-long *Suicide Awareness and Prevention* training, presented by *Safe Talk* (September 23, 2016); certificate of training completion earned**
- 30. Attendee at *WSU Advising Summit* (September 19 & 20, 2016)**
- 31. ATA Training, Module 4 (October 20, 2016)**
- 32. ATA Training, Modules 5 & 6 (October 24, 2016); LEVEL 1 ATA certification completed**
- 33. Student Disability Services Liaison training (February 7, 2017)**
- 34. Attendee at *Great Lakes Regional Student Success Conference*, Detroit (February 16 & 17, 2017)**
- 35. Participate at *Michigan Tutorial Association Workshop* (February 24, 2017)**
- 36. Attendee, Outlook Calendar training (March 17, 2017); Advising Works training (March 20, 2017)**
- 37. Presenter and attendee at 2017 ACPA National Conference, Columbus (March 26-28, 2017)**
- 38. Attendee at OpenStax information meeting (March 29, 2017)**

III. SERVICE:

A. *Committee Assignments in Last Ten Years:*

1. *University Committees Chaired:*

- a. Commission on the Status of Women: Health Sciences (2006 to January 2008)
- b. Commission of the Status of Women: Chair (May 2008-January 2010)

2. *University Committee Membership:*

- a. University Advising Council (2007 to 2014);
- b. Campus Life Legacy Award Selection Committee (2007)
- c. Campus Life Legacy Leadership Selection Committee (2008)
- d. Campus Life Student Organization Award Selection Committee (2009)
- e. University Advising Council (2008 to 2011) Chair, Electronic Declaration of Major Process Subcommittee
- f. University Advising Council (2012 to 2013) Communications Subcommittee
- g. University Advising Council By-Law Committee (2013 to 2014)
- h. Academic Advising Council (2013 to 2014)
- i. Advising Summit Planning Committee (2014)

3. *College/Department Committees Chaired:*

- a. Co-chair, CLAS Advising Group (2012 – 2014)

4. *College Committee Membership:*

- a. College of Liberal Arts and Science Factors and Bi-laws Revisions Committee (2006)
- b. CLAS Selective Salary Committee (2007 to 2009)
- c. CLAS Academic Review Committee (2016 to present)**
- d. CLAS ESS/Promotion Committee (2017 to present)**

5. *Department Committee Membership:*

- a. Undergraduate Committee (1995-present)
- b. Undergraduate Scholarship Committee (2008 – present)
- c. Undergraduate Curriculum Committee (2015 – present)
- d. Diversity Committee (2015 – present)

6. *Committee Membership Outside the University:*

- a. AAUP-PAC (2007 to 2010)

B. *Positions Held in Professional Associations in Last Five Years*

1. AAUP-ASSC, Member-at-large (2013 – 2014)

C. *Memberships/Offices Held in Public or Private Agencies Related to Discipline in Last Five Years:* none

D. *Professional Consultation:*

1. Detroit Police Victims Assistance Social Work Day Program, Presenter (March 24, 2009)

E. *Journal/Editorial Activity in Last Five Years:* none

F. *Other Professionally Related Service and Development Activities in Last Ten Years:*

1. Mentor for new PSY 2300 instructors (December 2004 to present)
2. Participated in WSU Scholar Days (January 2007, February 2008, February 2010, February 2011, February 2012, **February 2017**)
3. Invited speaker for “Psychology Graduate School” hosted by Psi Chi (October 4, 2006; November 18, 2008; November 12, 2009; November 11, 2010)
4. Judge for Rodney Clark Undergraduate Poster Day (2006 to 2011); attendee at Rodney Clark Undergraduate Poster Day (2006 to **2017**)
5. Organized/Presented at Harrison High School AP Psychology Day (November 12, 2007)
6. Organized/Presented at Farmington High School AP Psychology Day Visit (November 15, 2007)
7. Volunteer at New Student Convocation – Festi Fall (2007 to **2016**)
8. Homecoming Office Decoration Judge (October 4, 2007)
9. Mentor for Trio Program (June 11, 2007)
10. Organized Sexual Aggression educational program through COSW for residential students (October 2006 & September 2007)
11. Organized Eating Disorders educational program through the COSW for residential students (November 2007)
12. Organized Domestic Violence awareness presentation with authors Marala Scott and Tre Parker, Bernath Auditorium (March 7, 2009)
13. Co-founder and director for SASEA -Sexual Aggression Student Educators and Advocates (2008 – 2009)
14. Organized “The Clothesline Project” displayed in atrium of Undergraduate Library (all of April 2009)

15. Organized “Spoken” exhibit, Student Center (March 23 through April 7, 2009)
16. Provided SASEA training for WSUPD (November 2008)
17. Provided SASEA training for CAPS (January 2009)
18. Attendee/Departmental Representative at 2009 Spring Preview, McGregor Conference Center (March 29, 2009)
19. Attendee/Departmental Representative at Honors Society’s Career Day (April 1 2010, March 23, 2011; March 20, 2012)
20. Invited presenter at UAC Staff meeting to provide information regarding the psychology major (April 2010, April 2011 and May 2012)
21. Coordinated “Lunch & Learn” book publisher workshops for instructors (2006 to 2014)
22. Co-creator of “Academic Advisor Resources” Blackboard site (November 2012 – site still in use)
23. Presented launch of new “Academic Advisor Resource” site at New Advisor Reception (November 16, 2012)
24. Arranged CLAS Advising Group training with APEX (February, 2014)
25. Assistance with Volunteer Recruitment for “Depressing Screening Day”, sponsored by CAPS (2006 through 2014)
26. Volunteer for Commencement (May 2006, May 2011, May 2012, December 2012, May 2013, May 2014, **May 2016**)
27. Read names of graduates at Commencements, (May 2007 & May 2008 Adams Field; May 2013 Ford Field)
28. Presenter at AP Day for Psychology (April 2013, April 2014)
29. Coordinated department presence and activities for Parking Day (September, 2014)
30. Invited presenter for first ever, live-aired CLAS Google Hangout (June 2014)
31. Invited to represent advising at CLAS Dean’s presentation at WSU Fall Open House (October, 2014)
32. Department representative at CLAS Undergraduate Research and Engagement Fair (November 10, 2014)
33. Department representative at Resource Fair at the Undergraduate Research Conference (November 14, 2014)
34. Department representative at Spring Open House (2012, 2015)
35. Mentor junior academic staff member through ASSC Mentoring Program (March 2015 to March 2017)
36. Certified AAUP-AFT ASSC Election (June 29, 2015)
37. Primary contributor to undergraduate section of 2016 Department of Psychology Program Review (Fall, 2015)
38. Invited presenter to APEX scholars (November 19, 2015)
- 39. Presented “Careers in Psychology” to Ferndale University High School students (March 24, 2016)**
- 40. Presented at “Suicide Awareness Workshop”, sponsored by AAPSO (April 21, 2016)**
- 41. Planning committee and department representative for 2016 CLAS Undergraduate Research Event (April 22, 2016)**

42. Department representative at *Phi Beta Kappa Ceremony* (May 3, 2016)
43. Attendee and PASS representative at *2016 Student Success Collaborative* (May 17, 2016)
44. Presenter at new graduate student orientation (August 18 & 19, 2016)
45. Department representative at CLAS high school recruitment event (September 23, 2016)
46. Provided MUSE mentor training (October 21, 2016)
47. Organized, coordinated and promoted Dept. of Psychology Publisher Fair; eight publishers participated (November 11, 2016)
48. Department representative at Utica High School recruitment event (November 18, 2016)
49. Provided programming for MUSE dinner (November 18, 2016)
50. Assisted with Psi Chi Relax and Destress event (December 6, 2016)
51. Attendee at Graduate Student Graduation Reception (December 9, 2016)
52. Department and SO Psych representative at Winterfest 2017 (January 26, 2017)
53. Provided PASS training to new and continuing PASS mentors (February 10, 2017)
54. Organized, coordinated over 30 PASS classroom visits (week of February 27th - March 3rd)
55. Co-creator, coordinated upper classmen participants and presenter at freshmen mass advising/cohort meeting *Class of 20/20, Looking Forward* meetings (March 6, 7 & evening meeting on 8th)
56. Coordinated Psychology Club Game On, social event (April 18, 2017)

G. *Awards / Special Recognition*

1. WSU Academic Staff Professional Development Committee
Distinguished Service Award (2008)
2. Michigan College Personnel Association (MCPA)
Excellence in Leadership Award (2013)
3. Psi Chi
Certificate of Appreciation (2014)
4. Selected for “Aim Higher” feature in *WSYou* Publication (February 26th - March 11th, 2014 edition)
5. Selected by Phi Beta Kappa inductee as providing “especially important influence during this educational journey” (2007, 2010, 2011, 2012, 2013, 2015)