

WAYNE STATE UNIVERSITY

Professional Record  
Academic Staff

**NAME:** Kimberly Ann Morgan

**DATE PREPARED:** 4/17/09

**DATE REVISED:** 12/21/18

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**DEPARTMENT:** Mathematics Department

**PRESENT CLASSIFICATION:** Academic Advisor III

**APPOINTMENT DATE:** May 27, 2013, ESS Date is May 27, 2010

**YEAR AWARDED TENURE:** NA

**YEAR AWARDED ESS:** 2015

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**CITIZEN OF:** United States of America

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**EDUCATION:**

**Baccalaureate:** Mathematics – Oklahoma Christian University, Edmund, OK – 1984

**Masters:** Master of Education with Mathematics Teacher Certification – University of Toledo, Toledo, OH – 1993  
Master of Mathematics – Wayne State University, Detroit, MI – 2017

**Doctorate:** Doctorate of Education, Educational Leadership and Policy Studies – Wayne State University, Detroit, MI – Expected completion - May 2020

**Licensure/Certification:** Wayne State University Advisor Certification 2  
Wayne State University Advisor Certification 1  
Michigan Secondary Teacher Certification – 2006-12  
Ohio Secondary Teacher Certification – 1989-93

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Signature: Kimberly Ann Morgan Date: 12/21/18

## DESCRIPTION OF POSITION RESPONSIBILITIES:

### **Job Performance**

As the Math Department Undergraduate Academic Advisor, my responsibilities include advising math majors and minors, granting overrides for both math majors and non-math majors who are taking a math class for the third or fourth time, supporting them throughout the semester, and consulting with both majors and non-majors on general advising questions regarding math placement and degrees. It also includes overseeing transfer credit evaluations and service on various committees in the department. Below are the details of how that is accomplished.

#### *ADVISING*

Previous to Summer 2015 advised lower level math majors and minors regarding plans of work and university/department policies. As of Summer 2015 advising responsibilities expanded to include all math majors and minors.

Advise students of all majors in the university regarding math classes, math competency and quantitative experience.

Cover all drop-in hours for Math Department advising. Drop in hours are for short student appointments regarding both majors and non-majors.

Created a comprehensive guide for advisors regarding math competency, math prerequisite courses and repeating math courses. This had been disseminated to all advisors throughout the university and was disseminated amongst the entire WSU faculty, staff and student population when needed.

Created a more streamlined policy for the Departmental Honors program in the Math Department in collaboration with the Honors College and the Math Department Undergraduate Committee.

Updated all plan of work forms for math majors and minors.

Assisted with initial aligning of Degree Works with Math Department polices and majors/minor, as well as continual monitoring and adjustment of the program requirements in conjunction with Degree Audit.

Collaborated with the Academic Success Center of WSU and Math Department staff and faculty to improve math resources for WSU students through a Math Resource Committee.

Participated in numerous Freshmen and Transfer Orientations since 2013 including presentations of the overall CLAS advising material on many dates. Above and beyond normal duties in this regard, presented math requirements and prerequisite information at virtually all Freshman Orientations during the spring and summer orientation sessions of 2015. The 2017 and 2018 dates are below:

#### Freshmen Orientation Dates

2017 - June 2 (morning breakout session and afternoon registration session), June 9, June 10 (Saturday), June 14 (morning presentation), July 13, July 21 (morning

and afternoon), July 26 (morning breakout session and afternoon registration session), August 23 (morning breakouts)  
2018 - June 8 (morning breakout session and afternoon registration session), June 20 (morning breakout session and afternoon registration session), June 22, July 11 (morning breakout session and afternoon registration session),

Transfer Orientation Dates

2017 - May 25, August 25  
2018 - June 6, July 13

Participated yearly in Scholars Days, Open Houses and other events for prospective students. 2017-18 and 2018-19 dates are below.

Scholars Day – February 3, 2017, February 8, 2017 (set up only)

Festifall - August 28, 2018

Student Organization Day – September 13, 2017

Open House – October 13, 2018

High School Visits at Wayne State

2017 – 2018 - October 20, April 27, May 4  
2018-2019 – November 2

Previous High School Visits occurring at the High School

November 16, 2017 – UAIS High School  
February 23, 2016 – Cass Tech High School

Participated in CLAS Major Match Fair to help students learn more about CLAS majors.

Participated in WSU's Discover Your Major and HSA's (Honor Student Association) Career Fair in order to promote the Math Department and its majors.

Compiled full enrollment reports for math majors, both graduate and undergraduate, including major concentration, GPA, credits and all semesters they were enrolled in for Fall 2010 through Summer 2017, and created a summary report.

Compiled multiple undergraduate major/minor reports, repeat students reports and others throughout tenure in Math Department.

Updated 4 year plans for the BA and BS in Mathematics, as well as the Mathematical Economics, Statistics and Actuarial Mathematics majors on multiple occasions. This included doing all four majors for pre-med and pre-dental students, as well as old and new general education requirements when needed.

Edited 2017, 2018 and 2019 bulletins for Math Department major and minor requirements and course prerequisites.

Assisted with Academic Program Review for the Math Department, which included updating previous APR information relevant to developmental coursework and the quantitative experience, as well as assisting with other portions as needed.

Learned LaTeX mathematics typesetting program to better interact with mathematics documents in the Department including the above mentioned 4 year plans.

Assisted with implementation of WAMS advising scheduling system in the Math Department. My role included setting up and monitoring the department calendar and information, and training 4 users of the system.

Coordinated with the Math Department instructional staff to enhance the learning and support services of students.

Worked with the Economics Department advisor to coordinate handouts, marketing and the advisor responsibilities for the new Mathematical Economics major.

Attended the "A Day in the Life of an Actuary" event at Blue Cross Blue Shield to better understand that career option for our students. September, 2016.

Completed AdvisingWorks, Degree Works, Academic works, Banner 8 and 9, and Outlook Calendar Training.

Completed general education advisor training and math major advisor training.

Introduced use of Google Drive for Math Department advisor reports and trained program users. Since that time the department has moved to using One Drive.

Helped create the 2016-17 Green and Gold Guide Math Department advertisement.

### *TESTING AND PLACEMENT*

Compiled a report in 2015 of ACT-SAT math score comparisons among U.S. institutions. The report investigated over 200 institutions of which 54 had information regarding a comparison. The report was then approved by the Math Department for dissemination and Testing, Research and Evaluation Services incorporated the results it into their math placement policies.

Collaborated with the Testing Department to rewrite the Math Placement Exam and change to a computer-based version. See section on leadership roles.

Multiple updates of the Testing, Evaluation and Research Services web site regarding math competency, quantitative experience and placement.

### *THIRD AND FOURTH COURSE ATTEMPT OVERRIDES*

Evaluate, then grant or deny third attempts for non-RSP/ESP math courses including testing for MAT 2020 and above courses. This includes creating a plan for success with each student as well as working with Math Literacy Services so they can provide more in-depth study skills counseling.

Rewrote and reformatted the basic skills test for students who desire to take non-RSP MAT 0993, MAT 1000 and STA 1020 for a third or fourth time.

Created and later edited exams to better evaluate students' calculus knowledge in order to determine if they are ready to attempt MAT 2020, 2030, 2150, 2250 and 2350 for a third or fourth time in Fall 2015 to present.

Developed and implemented a proactive warning system for students who may need to repeat a course for the third time. It entailed a search of students who have taken a math class twice without success and sending out instructions via email as to how to repeat the course. Since the number of students taking a course for a third or fourth time has decreased the system is no longer in use.

### *TRANSFER CREDIT*

Coordinate the transfer credit evaluation program for all math courses as of Fall 2015. Duties include initial evaluation of lower level courses, organization of evaluation requests with professors, organization and purging of old files, summarization and dissemination of evaluation results to Transfer Credit and the Office of International Students & Scholars.

Presently overseeing a project to convert the current paper based transfer credit filing system to digital for Math Department transfer credit evaluations.

### *MATH DEPARTMENT LEADERSHIP ROLES*

Chair of the Math Placement Exam Committee (See "Division/Department Committees Chaired" section for further information). This work included a complete rewrite of the Math Placement Exam in 2017, converting it to the Accuplacer placement platform, initiating drop in testing for select dates and coordinating efforts to collaborate with the Math Computer Lab to provide the drop in testing. Work continues in order to assess the program and make adjustments to improve testing for Wayne State students.

Chair of the Advising of Majors Committee (See "Division/Department Committees Chaired" section for further information). Work includes re-visioning advising for both the undergraduate advisor as well as faculty in the Math Department, and implementing the results of research and collaboration between the two.

Co-led the effort to create co-requisites for the Math Department's MAT 1000 and STA 1020 courses to make those courses more accessible for Wayne State students. The work included assisting with the rewrite of MAT 1000 to be a more relevant course for today's world, researching co-requisite initiatives across the country and assisting with implementing the findings into both MAT 1000 and STA 1020 to make it align with the learning objectives for the quantitative experience general education requirement. This in turn allowed these courses to be rewritten so that they no longer need a prerequisite before enrollment.

Leading an initiative to create alliances with various companies in the Detroit area to provide internship opportunities for Math Department major students. It includes coordinating with the chair of the department in his efforts as well as working with the Math Department's seminar series coordinators to bring those companies in to present opportunities for Math Department majors.

Leading a number of efforts within the Undergraduate Committee to improve Math Department policy regarding prerequisites for courses, more flexibility in allowing coursework from other departments to apply to our majors, and aligning our policies to better serve Wayne State students.

**WSU EMPLOYMENT HISTORY:** [Years, position, and department. Start with present position.]

August 2016 – present – Academic Advisor III – Mathematics Department  
May 2013 – August 2016 – Academic Advisor II – Mathematics Department  
June 2008 – May 2013 – Academic Services Officer II – APEX Math Coordinator

**PRIOR EMPLOYMENT OUTSIDE WSU:** [Years, position, and institution. Start with most recent.]

2 years, Middle School Math Teacher, Faith Christian Academy  
8 years, Instructor and Assistant Mathematics Professor, Rochester College  
2 years, Teaching Assistant, University of Toledo  
Part-time Private Tutor at various times over the course of the last 30 years

**PROFESSIONAL SOCIETY MEMBERSHIPS:**

MI-ACE Women's Network – Professional Development Committee  
National Academic Advising Association  
Michigan Academic Advising Association (previously)  
American Association of University Professors  
Academic Staff Steering Committee  
American Association of University Women (previously)

**HONORS/AWARDS:**

WSU Spirit Award – WSU Academic Staff Collegial Committee  
10 Year Wayne State Service Award - WSU  
Commission on the Status of Women Chair Award - WSU  
APEX Scholars Instructional Excellence Award - WSU  
5 Year Service Award - Rochester College  
Who's Who of America's Teachers – Rochester College  
Volunteer of the Month - God's Helping Hands Food and Clothing Bank  
100 hour Service Award - God's Helping Hands Food and Clothing Bank

**SCHOLARLY/PROFESSIONAL ACHIEVEMENTS (last 5 years):**

Pursuing Doctorate in Education – Educational Leadership and Policy Studies - Expected May 2020 - WSU

Positions Held in Professional Associations:

*December 2016 to present* – Member of the Professional Development Committee of the MI ACE Women’s Network and web site editor for the committee’s page.

Presentations at Professional Conferences, Local Workshops and Seminars:

*March 2019* - Quantitative Experience in the First Year: A Cross-Department Approach – Great Lakes Regional Student Success Conference – poster presentation

*December 2018 and January 2019* – Lions and Tigers and Math, Oh My! Math Placement, Policies and the Quantitative Experience Requirement – WSU – presenter

*April 2018* – Closing the Gap: Equal Pay – WSU – presenter

*October 2017* – Best Practices for IRs – MI-ACE Women’s Network Institutional Representative Fall Institute – Eastern Michigan University – panelist

*October 2017* – “Pay Gap and Academic Advisors” – NACADA National Advising Conference – St Louis, MO – presenter

*August 2017* – Orientation 2 (O2) – “Making the Most of Mathematics Resources around Wayne State” – WSU – panel member

*June 2017* – Move Your Needle: Explore Leadership Development Opportunities – Michigan ACE Women’s Network Annual Conference – Lansing, MI – co-presenter

*January 2017* – Everything You Need to Know About Selective Salary – ASSC – WSU – co-presenter

*December 2016* - Celebrate Learning - Wayne State University, Detroit, MI – “Jing Screencasting, Prezi and Google Docs” – table presentation

*October 2016* – American College Personnel Association (ACPA) – “Working with 3-Peats: How to Increase Their Likelihood of Success the Third Time Around.” WSU – co-presenter

*August 2016* – Orientation 2 (O2) – “Making the Most of Mathematics Resources around Wayne State” – WSU – panel member

*May 2016* – MIACADA 2016 Conference - Reaching out through Academic Advising Conference – “Life after Compass: What Math Placement Options are There?” – Ferris State University - presenter

*February 2016* – 2016 Michigan Student Success Conference – “What’s the Rule Again? How to Effectively Communicate Department Policy through Collaboration across Campus” – Oakland University – poster presentation

*October 2015* – Probation and GPA workshop – Advisor Training Academy – WSU – co-presenter

*August 2015* – Orientation 2 (O2) – “Making the Most of Mathematics Resources around Wayne State” – WSU – panel member

*May 2015* - Expect Excellence Conference – Affiliate of Michigan Collegiate Schools – Living Word Church, Warren, MI – “Math Free For All: Free Web-based Math Programs” - presenter

*February and March 2015* – “Math Training for Advisor and Student Success” parts 1 and 2 – Wayne State University, Detroit, MI - presenter

*December 2014* - Celebrate Learning - Wayne State University, Detroit, MI – “Jing Screencasting, Prezi and Google Docs” – table presentation

*August 2014* – Orientation 2 (O2) – “Making the Most of Mathematics Resources around Wayne State” – WSU – panel member

*May 2014* - Expect Excellence Conference – Affiliate of Michigan Collegiate Schools – Living Word Church, Warren, MI – “Math Free For All: Free Web-based Math Programs” - presenter

*April 2014* - Mission Possible: Graduation Student Workshop– Schoolcraft College, Livonia, MI – “Groovy Graphing” - presenter

*April 2014* - Mission Possible: Graduation Student Workshop – Schoolcraft College, Livonia, MI – “Logs: Out of the Forest and into Math Class” - presenter

*April 2014* - Mission Possible: Graduation Student Workshop – Schoolcraft College, Livonia, MI – “Math: Story Problem Review — Get Ready for the Final” - presenter

*December 2013* - Celebrate Learning - Wayne State University, Detroit, MI – “Jing Screencasting, Prezi and Google Docs” – table presentation

#### Participation in Professional Conferences and Seminars, Workshops and Training Sessions

*November 2018* – Student Success Summit – WSU

*November 2018* – Academic Works Training - WSU

*October 2018* – Professional Publishing in Advising – WSU

*October 2018* – Academic Staff Steering Committee Professional Record Best Practices – WSU - volunteer

*October 2018* – Student Disability Services Liaison Training – WSU

*September 2018* – Academic Advising Summit – WSU - volunteer

*September 2018* – Negotiations Workshop – WSU - volunteer

*September 2018* – Advising with the Brain in Mind – WSU



*September 2018 – Banner 9 Training - WSU*

*August 2018 – Math Department Graduate Teaching Assistant Mentor Training – WSU*

*August 2018 – Warrior Way Back Training - WSU*

*July 2018 – Wayne Women LEAD Panel Event – WSU - volunteer*

*June 2018 – Canvas Basic Training – WSU*

*June 2018 – Appreciative Advising Follow-Up Workshop - WSU*

*May 2018 – Senior Level Leadership Shadow Program Workshop – WSU – volunteer and attendee*

*May 2018 – Satellite Testing Staff Training - WSU*

*May 2018 – Banner 9 Training - WSU*

*April 2018 – A Vision for Equity Webinar – AAC&U*

*April 2018 – Cognos Report Training for Advisors – WSU*

*April 2018 – Advising and Mathematics Pathways Workshop – Jackson College – Jackson, MI*

*April 2018 – The Heavy Lifting of Institutional Change - WSU*

*April 2018 – Careers in Industry Panel – Math Department – WSU*

*March 2018 – Appreciative Advising Seminar – WSU*

*February 2018 – Maximizing Outlook Calendar – ATA Training - WSU*

*February 2018 – Great Lakes Student Success conference – Oakland University - Detroit, MI*

*December 2017 – Effective Note-Taking Workshop - WSU*

*November 2017 – Student Success Summit – WSU*

*November 2017 – Michigan Co-Requisite Mathematics Conference- Grand Rapids Community College*

*November 2017 – NACADA Advising Conference – St Louis, MO*

*October 2017 – Academic Advising Summit – WSU*

*September 28 – Advising works Training – Alerts and Cases – WSU*

*Jun 2017 – Degree Works Plan of Work Training – WSU*

*April 2017 – What do They all Mean? Understanding the Roles – AAUP-AFT Workshop – WSU*

*April 2017 – ATA – Nudging Students to Success: The Integration of Academic Advising and Motivational Psychology – NACADA Webinar – WSU*

*March 2017 – ASSC Professional Record Best Practices – WSU*

*March 2017 – Wayne Women LEAD – Networking and administrative practices brown bag – WSU*

*March 2017 – ATA Lunch and Learn – Best of NACADA Region 5 Conference – WSU*

*March 2017 – ATA – Title IX for Advisors - NACADA Webinar – WSU*

*February 2017 – Great Lakes Regional Student Success conference – Detroit, MI*

*February 2017 – "Mindset, Right to Fail, and Persistence: Academic Advising in Support of Student Success" NACADA Webinar - WSU*

*December 2016 – Degree Works Training - WSU*

*October 2016 – American College Personnel Association (ACPA) –ACPA-MI16 conference - WSU*

*October 2016 – MI-ACE Women’s Network Fall Institute – Madonna University*

*September 2016 – 2016 Academic Advising Summit – WSU*

*September 2016 – ATA – Raising Compassion Satisfaction in Academic Advising - NACADA Webinar – WSU*

*June 2016 – MI-ACE Network Annual Conference – Lansing, Michigan*

*May 2016 – MIACADA 2016 Conference – Reaching out through Academic Advising Conference – Ferris State University*

*May 2016 – Develop Your Pitch workshop – WSU*

*April 2016 – Advising Certification Training – Attained Level I Advisor Certification - WSU*

*April 2016 – WSU Career Planning Services Workshop - WSU*

*April 2016 – Advisor Mix and Mingle - WSU*

*March 2016 – The Gender Pay Gap and You – AAUP-AFT and COSW - WSU*

*March 2016 – Degree Works Best Practices – WSU*

*March 2016 – Professional Record Best Practices – WSU*

*March 2016 – Working Through Curveballs: Delivering a Compelling Ask – COSW – WSU*

*February 2016 – Advisor Training Academy Website Training – WSU*

*February 2016 – ASPDC Formy Workshop – WSU*

*February 2016 – College of Education Overview Lunch and Learn – WSU*

*February 2016 – A Narrative Approach to Academic Advising: Helping Students Create Their Stories - NACADA Webinar - WSU*

*February 2016 – Provost’s Summit for Student Success – WSU*

*December 2015 – Mid Year Student Assessment Training – WSU*

*December 2015 – Nurturing Healthy Relationships Workshop – WSU*

*November 2015 – Imposter Syndrome Workshop – WSU*

*October 2015 – ALEKS Math Placement Symposium – ALEKS Corporation*

*September 2015 – The Empowerment Project Documentary Screening – WSU*

*September 2015 – Academic Staff Mentoring Program Luncheon – WSU*

*September 2015 – Supplemental Instruction Lunch Presentation – WSU*

*September 2015 – Advising Needs of First generation Students Webinar – WSU*

*August 2015 – A Walk in My Shoes – First Generation Documentary Screening – WSU*

*August 2015 – Degree Works Training Session – WSU*

*July 2015 – Healthy Eating 101 – WSU*

*June 2015 – Participated in Noel-Levitz College Student inventory Training – WSU*

*May 2015 – Academic Advising Summit – WSU*

*April 2015 – The Gender Pay Gap and the Power of Negotiation – WSU*

*March 2015 – Biology Spotlight – WSU*

*February 2015 – Oakland University Student Success Conference – OU*

*February 2015 – Professional Record and ESS Training – WSU*

*January 2015 – Advising and the Completion Agenda – NACADA Webinar – WSU*

*January 2015 – Selective Salary Workshop – WSU*

*January 2015 – TIP Program Workshop – WSU*

*December 2014* – Advising Surveys – WSU

*December 2014* – Degree Works Town Hall – WSU

*November 2014* – Algebra Seminar with Dean Raskind – WSU

*November 2014* – Pro Card Training – WSU

*November 2014* – The Art of the Referral – WSU

*October 2014* – Proactive Advising – WSU

*October 2014* – Conflict Resolution – WSU

*September 2014* – Build Your Championship Career Team – WSU

*September 2014* – Dealing with Difficult People – WSU

*May 2014* – Cloud Computing: Google Docs – WSU

*May 2014* – Academic Advising Summit – WSU

*April 2014* – Prezi workshop – WSU

*March 2014* – Stereotype Threat – WSU

*February 2014* - Summer Bridge: A Model for Impacting Student Retention – WSU

*February 2014* – Oakland University Student Success Conference – OU

*April 2013* – Equity Within the Classroom Conference – WSU

*January 2014* - PACT - A Revolutionary Retention Program – WSU

*January 2014* - Mathematical Modeling of Brain Networks – WSU

*December 2013* – AAUP holiday Luncheon with President Wilson – WSU

*November 2013* – The Cost of Unintentional Racial Bias – WSU

*November 2013* - "Reaching and Retaining Students: Effective Academic Advising Strategies (Introduction to Six Approaches to Advising)" – WSU

*October 2013* - Actuarial Science Careers Workshop – WSU Math Department

*October 2013* – Domestic Violence Seminar – WSU Police Department

*October 2013* – Webcast – Advising Grit in First year Students – WSU

Research, Publication and Media Efforts: NA

Professional Consultation: NA

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SERVICE TO DEPARTMENT/DIVISION, UNIVERSITY & GENERAL PUBLIC: (last 5 years)

University Committees Chaired: This section includes any committees chaired that include departments/colleges from across the university.

*Gender Equity Working Group – tri-chair*

Dates of Service – March 2016 – present

This group is continuing the research started by the COSW in 2014 in order to investigate pay gap at Wayne State and ways to combat it through initiatives. It also is working on child care, lactation rooms and parental leave initiatives.

Duties include chairing meetings, representing the COSW and the Pay Equity Work Group to the President, Provost and Institutional Research and participating in further research.

*Pay Gap Analysis Subcommittee*

Dates of Service Fall 2016 to present

This committee is working toward a full analysis of the current pay structure at Wayne State to determine any gaps in compensation. Presently the analysis for faculty has been completed and a recommendations document is being presented to the President and Provost which includes initiatives that involve a campus-wide effort to improve the pay and opportunity gap found within the research. This is a joint committee between the COSW, AAUP-AFT, SOM, HR and Institutional Research. This work includes multiple meetings with the President and Provost, as well as the President's Cabinet.

*Pay Gap Committee of the Gender Equity Work Group*

Dates of Service – January 2017 – present

This committee works on gathering and disseminating information regarding pay gap at Wayne State.

*MI-ACE Network Institutional Representative – Appointed by Provost Winters*

Dates of Service – Fall 2015- July 2018

The MI-ACE Network is an organization for women who desire to be or are in administration in higher education. Duties have and/or presently include sharing MI-ACE Network announcements with appropriate administrative personnel, assisting with organizing a reception for the MI-ACE Leadership Forum, assisting with selection of the Wayne State Woman of Distinction Award, organizing the award breakfast, serving as liaison to the COSW and its Career Development Committee in order to collaborate on events and compiling an annual report.

Duties increased in 2017 to include co-chairship of the Wayne Women LEAD Committee. Previously the Wayne State Chapter of the MI-ACE Women's Network.

Wayne Women LEAD Committee– co-chair

Dates of Service – February 2017 – July 2018

Duties include planning professional development activities as well as promoting them, overseeing a \$3000 per year budget, scheduling of meetings and communications.

Academic Advising Summit and Annual Meeting Planning Committee - chair

Dates of service – September 2014 to October 2017

This Committee is under the leadership of the WSU-AAC listed above. The Summit is a yearly event that brings advisors from across the university together in order to share and learn best practices at WSU and other institutions.

Duties included:

Oversight of planning committee members; organization of summit planning; oversight of an up to \$12,000 annual budget, procurement of keynote speakers, presenters and entertainment; assistance with advertising the event, preparation of the program and coordination of the event itself.

Oversight of planning for an additional one time event called the Advisor Mix & Mingle. This event was an opportunity for advisors to rejuvenate and encourage one another as we performed our duties. Spring 2016. My duties for this event were similar to those of the Summit.

President's Commission on the Status of Women (COSW) – commissioner, vice chair, chair

Dates of service – July 2012 – July 2016

The Commission strives to increase communication about opportunities and events for women, and raise awareness of women's needs and issues through programming, advocacy, and dissemination of information.

Selected as a Commissioner July 2012 – July 2016

Co-chair of the PR/Marketing Committee in September 2012 – July 2014

Duties included oversight and coordination of marketing efforts for COSW and participation in events sponsored by COSW.

Vice Chair of the Commission in July 2013 – July 2014

Duties include presiding over meetings when the Chair is unavailable, chairing the Membership Committee and working closely with the chair to assist in instituting her policies and initiatives.

Chair of the Commission July 2014 – July 2016

Duties include overseeing meetings, guiding other officers in proper procedures, mediating disputes between commissioners, representing the Commission at events and in cross university meetings, and serving as an ex officio member of the Membership Committee.

Chair of the Scholarship Committee – 2015 to July 2016

Committee oversaw selection of scholarship recipients.

### COSW Accomplishments

Oversaw the implementation and update of the Strategic Plan and the Administrative Manual.

Completed an integration of the Women of Wayne Alumni group into COSW during the 2014-15 academic year. This included overseeing the integration of the Women of Wayne Incentive Scholarship into the COSW. This scholarship is a \$500,000 endowed scholarship.

Initiated and oversaw a study of the pay gap at Wayne State for submission to the Provost and President. This resulted in ongoing collaboration with the HR Department on a Comprehensive Compensation Study which will be initiated in the near future, as well as with the AAUP regarding assisting with researching pay gap issues in the future.

Streamlined PR/Marketing Procedures.

Learned the content Management System (CMS), Listserv at Wayne State University and Wayne State's Formy system while in service to the COSW.

Contributed to collaboration with the American Association of University Women.

Oversaw selection and installation of new commissioners for 2014-16 academic years.

Contributed to the creation of administrative documents for COSW.

Consulted with various organizations to work toward a better understanding of Michigan women's services, such as the Michigan Women's Commission.

Oversaw budget of approximately \$20,000 over two years.

**University Committee Membership:** This section includes any committees chaired that include representatives of departments/colleges from across the university.

#### *Campus Safety Advisory Council – member*

Dates of Service – December 2018 to present

Selected by the Academic Senate to serve as a member. According to University bylaws the council reviews university public safety issues and can make recommendations to Wayne State's President regarding pertinent issues in relation to the Department of Public Safety.

#### *General Education Oversight Committee – Ex Officio Member*

Dates of Service – August 2017 to present

Duties include representing the Mathematics Department and advisors in general education requirement discussions, assisting with review of university general education requirements and assisting with review of proposed general education courses to prepare for committee vote.

Provost's Quantitative Experience Working Group

Dates of Service – November 2017 to present

This working group is responsible for working on the quantitative experience requirement for the university's general education program. Work entails researching quantitative experience initiatives across the nation and preparing guidelines for the General Education Oversight Committee and the Provost.

Orientation Action Group

Dates of Service – December 2017 to present

This group works on streamlining freshmen and transfer orientations with English, Biological Sciences, and Chemistry placement tests to make them more meaningful for students.

Wayne State University Academic Advising Council (WSU-AAC) – Treasurer

Dates of service – June 2014 – August 2017

The WSU-AAC assumes a proactive approach to addressing issues impacting student success at Wayne State University. Its mission is to aid in the development of a greater understanding of the role of advising in student learning and to strengthen University-wide recognition of the significance of academic advising in the recruitment, retention and academic success of Wayne State University students.

Duties include preparing and overseeing the budget for the WSU-AAC which is encompassed in the Summit and Mix & Mingle events listed below, working in conjunction with other council members to create institutional programs and processes that will bring advisors from across the university into unity, as well as contributing to amending the WSU-AAC bylaws.

Academic Advising Summit and Annual Meeting Planning Committee - member

Dates of service – October 2017 to present

This Committee is under the leadership of the WSU-AAC listed above. The Summit is a yearly event that brings advisors from across the university together in order to share and learn best practices at WSU and other institutions.

President's Commission on the Status of Women (COSW) – commissioner only, during this period of time

Dates of service – July 2012 – July 2013

The Commission strives to increase communication about opportunities and events for women, and raise awareness of women's needs and issues through programming, advocacy, and dissemination of information.

Streamlined and created new PR/Marketing procedures

Academic Advisor Newsletter Committee

Dates of Service - September 2015 – October 2017



Duties include contributing to ideas for the newsletter as well as writing and editing submissions. Articles Written: "Trainee Tips" - 6 installments and "Introducing: Chris Clark"

*Celebrate Learning Committee – member*

Dates of Service – September 2009 to December 2016

A committee that developed and implemented a collaborative annual event for students, faculty and staff from many parts of the University to share their learning and teaching experiences with the general WSU population.

Duties included creation of annual poster and/or table presentations, assistance with development and implementation of the event, a scavenger hunt for participants, preparation of some meeting minutes, and participation in the event during preparation and tear down as well as manning an interactive booth which teaches students about technological venues for group work and collaboration.

*Math Placement/Competency Exam Committee*

Dates of Service – Fall 2015

Researched three different math placement programs – Compass, Accuplacer and ALEKS – to determine if there was a more effective Math Placement Exam than the one WSU administers now. This research was submitted to the ad hoc Math Placement/Competency Exam Committee of which I was a member, and a report was created based on our recommendations. This report, written by Provost Brockmeyer, was submitted to the General Education Oversight Committee in November of 2015.

Division/Department Committees Chaired: This section includes committees that are within the Math Department or in the College of Liberal Arts and Sciences as a whole.

*Math Department Placement Exam Committee*

Dates of Service – Summer 2017 to present

This committee has worked on implementation of the Math Placement Exam through Accuplacer. The committee work included re-evaluating the current exam, determining if it should be used in the new platform or if either Accuplacer's or a hybrid version can be used. It also includes the logistics of offering the program in the new format. The new exam is ready to implement in May of 2018. The exam will be assessed and improved throughout the 2018-19 academic year.

*Math Department Advising Committee*

Dates of Service – Fall 2017 to present

This committee works to improve advising for our students in the Math Department. The committee is comprised of faculty and myself who are willing to advise our undergraduate students.

*Academic Staff Collegial Committee (ASCC)*

Dates of Service – Summer 2016 to October 2018

Duties included keeping an up to date directory of CLAS academic Staff, administering elections for the CLAS selective salary and ESS/Promotion committees and representing CLAS academic staff to the Deans of CLAS.

CLAS Selective Salary Committee

Dates of service – April 2014 - April 2016

Duties included review of selective salary packets from CLAS staff and determining eligibility for salary increases.

Placement Exam Survey Committee

Dates of Service – Winter 2017 to present

This committee developed and is implementing a student survey of department placement exams. The results will be used to improve student testing.

Selective Salary Organizational Subcommittee of the ASCC – Chair

Dates of Service – September 2016- January 2017

The goal of this subcommittee of the ASCC was to create resources for CLAS Academic Staff in regard to creating their selective salary packets. These resources were put onto our ASCC Blackboard site and contained links to templates in the Provost's Office and AAUP, sample packets, tips, a professional association list, etc.

Division/Department Committee Membership: This section includes committees that are within the Math Department or in the College of Liberal Arts and Sciences as a whole.

Math Department Co-requisite Committee

Dates of Service November 2017 to present

This committee rewrote MAT 1000 and STA 1020 to meet co-requisite requirements and got those courses approved for the Quantitative Experience requirement for the new general education requirements. We also met with the Provost and Associate Provost to present our plan for co-requisites for all QE courses, and met with the Academic Senate Curriculum and Instruction Committee to update them on Co-requisites. Work continues as the courses are being offered to assess and improve them, as well as applying the same initiatives to the STEM pathway of courses.

Math Department Scholarship/Student Prizes Committee

Dates of Service – Winter 2017 to present

Assisted with compilation of reports and selection of scholarship/award recipients. In the 2018-19 year the award ceremony is being expanded and the committee is part of that.

Math Department Undergraduate Committee

Dates of Service – March 2014 to present

A committee which determines curriculum for Math Department undergraduate courses. Presently working on restructuring the math major programs. This project includes collaborating

with the College of Education on the Combined Curriculum major. In 2017-18, two new majors and a minor were proposed and are awaiting approval from CLAS and/or the Provost's Office. Multiple Math Department policies were relaxed to allow student's easier access to math courses. Also, the committee worked toward the implementation of the new Quantitative Experience general education requirement.

Created two reports of students who would be affected by changing our policy to a C- or higher in all major courses. One was for currently active students and the other was for graduates.

Created reports regarding overlap between majors and minors within the department.

Conducted a survey of our present majors and minors to find out their interest in the new Statistics and Actuarial Mathematics majors.

Math Department Developmental Committee/Preparatory Course Committee

Dates of Service – Fall 2017 to present

This committee oversees MAT 0900 through MAT 1800, the STEM pathway

Math Department G2C Committee

Dates of Service Winter 2017 to present

This committee is working through a program in which our MAT 1050 course is being reorganized and improved in order to improve DWFI rates.

Math Department Marketing and Outreach Committee – member and consultant

Dates of service – Fall 2017 to present

This committee is working on improving outreach to prospective students. This includes social media presence, the website, brochures and so forth.

Student Disability Services Liaison for Math Department

Dates of Service – Summer 2015 – present

Duties included serving as a consultant in SDS related student/faculty issues, assisted faculty and students with using the SDS system of student accommodations.

CLAS Orientation Subcommittee

Dates of Service - 2014-2015 and 2016-17

Prepared materials and program for advisor portion of student orientations. Created the 2014 Orientation Power Point which has been used as the basis for Orientation Power Points since then. Contributed to further orientation materials.

Math Department Advising Committee

Dates of Service – Summer 2013 to 2015

This committee works to improve advising for our students in the Math Department. The committee is comprised of faculty and myself who are willing to advise our undergraduate students.

**Service to University Departments/Divisions:**

*Winter 2016 – present* – Academic Staff Mentoring Program - mentoring 3 academic advisors, as well as numerous informal mentoring relationships.

*January 2017 to present* – Leading a research project which will survey student perceptions of our math, English, biology and chemistry placement exams. See Placement Exam Survey Committee listed above.

*July 2014 to present* - Co-created a picture directory of CLAS advisors and update periodically.

*April 2018* – ASSC Spring Service Project Volunteer

*April 2018* – AP Day Volunteer

*March 2017* – STEM Day volunteer

*January 2017* – Participated in a General Education Oversight Committee meeting as a consultant regarding placement exams and math competency

*January 2017* – APEX Scholars Prospective Student Interviewer

*August 2016* – Festifall - Co-Manned a Math and Math Econ Table

*May 2016* – Commencement volunteer

*March 2016* – Represented the College of Liberal Arts and Sciences at the Michigan Science Teachers Association conference – Lansing, MI

*Summer 2015-March 2016* – Re-evaluated and brought additional WSU artwork to the department to add to the professionalism and atmosphere, and increasing the moral and sense of well-being of students, faculty and staff who walk through the halls.

*May 2015* – Commencement volunteer

*April 2015* – Late Night Breakfast volunteer

*December 2014* - Celebrate Learning volunteer for setup

*October 2014* – No More Photo Booth: Sexual Violence Awareness Event - Volunteer

*August 2014* – Festifall – Manned COSW’s informational table

*May 2014* – Commencement Volunteer

*March 2013 to August 2013* – APEX First Committee - Developed and implemented a one week summer program for first year APEX Fall Bridge students. Duties included development of math curriculum and activities, and implementation of program.

*August 2013* – APEX First - Math Instructor – This event was an orientation for students who were starting the APEX Fall Bridge program in Fall 2013. My duties included instructing four math sessions for students on study skills, math anxiety and test analysis.

**Public Service:** Note: All of these activities represent positions of authority and supervision which contribute to my skills as an employee of WSU.

*August 2013 to Summer 2017* – Volunteer tutor. Tutored math students on my lunch break and after work three to four times per month

*November 2016* – Local 2071 Women’s Committee - Served as a consultant in regard to their publicity and events. I was asked because of my service with the COSW.

*May 2010 to present* - Heritage Church of Christ

Implemented, trained, oversee and run ProPresenter software for worship service audio and graphics for technology crew.

Implemented, trained and oversaw Planning Center Online for worship scheduling.

Planning Committee leader for Senior Banquet 2013 – 2018 events.

Cass Park Ministry – Helped serve food, give out clothing and minister to the poor in the Cass Park area.

Worship Ministry - Prepared orders of worship for services approximately 25 times throughout the two years I have been volunteering.

Praise Team Leader - Scheduled, organized, prepared music, led rehearsals and coordinated performances.

*2000 to present* - God’s Helping Hands of Michigan Food and Clothing Bank - Organized, packed, and distributed food and clothing

Processed clients through computer services.

Volunteered for and participated in fund raisers.

Mediate disputes between clients and between clients and volunteers, when needed.