WAYNE STATE UNIVERSITY

**ACADEMIC STAFF**

# Professional Record

## Name: Lisa Ann Dobbs Date Prepared: 09/19/2017

**Office Address:** 2155 Old Main **Office Phone:** (313) 577-0515

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#### Department/College: College of Liberal Arts & Sciences, Office of the Dean

**Present Classification:** Academic Services Officer I

**Appointment Date:** November 16, 2015

**Year Award ESS:** N/A

**Citizen of:** United States of America

**Education:**

 **Baccalaureate:** Wayne State University**,** August 2013.

Bachelor of Science in Criminal Justice

**Graduate:** Michigan State University, August 2017.

Master of Science - Management, Strategy and Leadership

**Description of Present Position Responsibilities:**

* Oversee day to day operations of undergraduate student services provided by the college.
* Collaborate with College administrators to facilitate and improve student services.
* Serve as a liaison between advisers, Office of the Provost, Ombudsperson' s office, and the College for student issues.
* Assist students in filling out all required forms and adhering to appropriate procedures, receive and act on student complaints.
* Interview undergraduate students seeking waivers and exceptions, serve as liaison for educational adjustment committee, and notify students of final disposition of cases.
* Interpret and communicate university and college regulations concerning students and their academic responsibilities and progress for administrative staff and faculty.
* Interpret and communicate university and college expectations, regulations, and requirements to undergraduate and graduate students.
* Provide continuity between undergraduate and graduate programs.
* Oversee and implement course changes and new course proposals for the college. in Degree Works.
* Coordinate and update CLAS entries to the Undergraduate Bulletin.
* Process undergraduate degree and certificate applications.
* Audit degree requirements and certify all undergraduate degrees.
* Compile and submit UG and GR commencement lists to special events.
* Assist associate deans with data requests relevant to graduation.
* Approve non-degree graduate admissions.
* Place and release academic holds to student records.

**WSU Appointment History:**

2015 – present Academic Services Officer I, CLAS Dean’s Office

2012 – 2015 Manager, Degree Audit & Graduation, Registrar’s Office

2010 – 2012 Administrative Assistant I, Registrar’s Office

2008 – 2010 Accounting Assistant, Disbursement’s Department

**Professional Society Memberships:**

American Association of University Professors

 Michigan Association of Collegiate Registrars and Admissions Officers

American Association of Collegiate Registrars and Admissions Officers

**Honors/Awards:**

Conference Travel Grant 2013 GLACRAO

Conference Travel Grant 2014 MACRAO

**Professional Development:**

**Presentations**

Invited Guest Speaker for “Degree Works Best Practices” Forum. Wayne State University. March 24 and 25, 2016. 425 State Hall.

“Degree Works Refresher Course for Staff and Faculty”. Wayne State University. September 23, 25, 30, and October 2, 2015. 5057 Woodward, 5th Floor.

“Degree Works Training II for Staff and Faculty”. Wayne State University. July 9, 13, 29, August 3, 14, 2015. Undergraduate Library Computer Lab.

“Degree Works Training I for Staff and Faculty”. Wayne State University. March 20, April 2, 22, 23, May 18, 20, and June 18 and 23, 2015. Undergraduate Library Computer Lab.

Invited Guest Speaker, “STARS for Degree Audit”, at the Academic Advising Summit. Wayne State University. March 30, 2012. Undergraduate Library Auditorium.

**Attendance at Professional Conferences, Seminars and Continuing Education**

“Marine Corps. Leadership” Seminar. Wayne State University. Hilberry A-C. August 8, 2017.

“ASPDC: CAPS and Student Mental Health Services” Seminar. Wayne State University. McGregor J. February 28, 2017.

“Student Disability Services” Seminar. UGL Community Room. Wayne State University. February 27, 2017.

AP Day Volunteer. Student Center Auditorium. Wayne State University.

April 26, 2016.

“Discipline and Termination” Seminar. Wayne State University. 3700 A/AB. September 11, 2015.

“Supervising Essentials” Seminar. Wayne State University. 3700 A/AB.

June 30, 2015.

“Ellucian Live” Conference. New Orleans Convention Center. New Orleans, LA. April 9-17, 2015.

“Michigan Student Financial Aid Association (MSFAA) Winter Training”. The Henry Hotel. Dearborn, MI. January 27, 2015.

“Degree Works Town Hall”. Wayne State University. December 17, 2014. Purdy/Kresge Library Auditorium.

Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Conference: “Soaring to New Heights: Re-Imagining the Enrollment Profession”. Boyne, MI. November 5-7, 2014.

Festi-Fall Volunteer. Wayne State University. August 26, 2014.

Orientation Volunteer. Wayne State University. July 31, 2014.

“MACRAO: Spring Drive-In Michigan Transfer Agreement” Seminar. Macomb Community College. Warren, MI. March 13, 2014.

“Degree Works Implementation Team Training III”. Wayne State University. C&IT Training Lab. January 28-30, 2014.

“Degree Works Implementation Team Training II”. Wayne State University. C&IT Training Lab. December 10-12, 2013.

“Great Lakes American Association of Collegiate Registrars and Admissions Officers (GLACRAO)” Conference. Indianapolis, IN. November 6-8, 2013.

“Degree Works Implementation Team Training I”. Wayne State University. C&IT Training Lab. October 15-17, 2013.

“BUGMI: Banner User Groups of Michigan” Seminar. Lansing Community College. Lansing, MI. October 11, 2013.

“Degree Works Training for Scribers”. Wayne State University. C&IT Training Lab. September 9-20, 2013.

“Campus Connector Student Meet and Greet”. Wayne State University. Towers Hall. August 26, 2013.

“The US Census Bureau and Higher Education” Seminar. Welcome Center Auditorium. August 14, 2013.

“WaynePM Planning and Manager Notes” Training. Wayne State University. 1700 A/AB. August 13, 2013.

“Salesforce Training”. Wayne State University. Welcome Center Auditorium. July 31, 2013.

“P&A Method II Hiring” Training. Wayne State University. 3700 A/AB. June 27, 2013.

“Salesforce Higher Education Summit”. Wayne State University. McGregor Center. June 25, 2013.

“WSU Background Check Process” Training. Wayne State University. 4339 F/AB. June 19, 2013.

“SMART Check Training”. Wayne State University. Welcome Center Auditorium. May 24, 2013.

“Campus Connector Orientation”. Wayne State University. Purdy/Kresge Auditorium. April 26, 2013.

Convocation/Festi-Fall Volunteer. Wayne State University. August 28, 2012.

“Campus Connector Student Meet and Greet”. Wayne State University. Towers Hall. August 27, 2012.

“Campus Connector Orientation”. Wayne State University. Purdy/Kresge Auditorium. August 24, 2012.

“National Student Clearinghouse Academy”. The Henry Ford – Dearborn, MI. June 14, 2012.

“TravelWayne /Concur Hands On Training”. Wayne State University. Training Lab I. May 24, 2012. “Building Mentoring Relationships” Seminar. Wayne State University. Undergraduate Library Community Room. December 5, 2011.

“Dealing with Difficult People” Seminar. Wayne State University. 3700 A/AB. August 6, 2010.

Family and Medical Leave Act (FMLA) Training. Wayne State University. 3700 A/AB. June 10, 2010.

Procurement Card Training for Cardholders. Wayne State University. 3700A/AB. March 18, 2010.

Web Super User / Approver Training. Wayne State University. Training Lab 1. March 16, 2010.

RAPP Training Part II. Wayne State University. Training Lab 1. October 16, 2008.

RAPP Training Part I. Wayne State University. Training Lab 1. October 14, 2008.

University Orientation. Wayne State University. September 22, 2008.

#### Service to the University

 **University Committee Membership:**

2010-2013 Elected – Treasurer, President’s Commission on the Status of Women (COSW)

**College Committee Membership:**

2016 - present CLAS Reinstatement / Probation Committee

2016 - present CLAS ARC Committee

2015 - present CLAS Scholarship Committee

**Other:**

 2016 – Present Scholarship Advisor (Phi Gamma Delta Fraternity)

**Service to the Community**

2014 - present Fundraising Volunteer at the Women’s Breast Care Center, Grosse Pointe Beaumont Hospital

2008 – present Fundraising Volunteer at the Macomb County Care House

2008 - present Race for the Cure Volunteer

2000 – 2008 Elected – President, St. Clair Shores Figure Skating Club