**Carol J. McKiel, PhD**

**Education**:

Oregon State University, 2011 PhD: Education

Northeastern State University, 2007 MS: Collegiate Scholarship and Services

Indiana University, 1999 B.S.: Elementary Education; Summa Cum Laude

**Experience**:

**Education PhD Program Lead**

 **February, 2017 – present Oregon State University College of Education**

Collaborate with program faculty to recruit and provide supports for PhD students.

Organize and facilitate professional development activities for PhD students.

 Coordinate the PhD class schedule with consultation of program faculty.

 Assist PhD students with questions or concerns about administrative processes.

 Maintain the program website, PhD student handbook, and marketing materials.

**University Supervisor Double Degree Elementary Program**

 **September, 2016 – 2018 Oregon State University College of Education**

Observe and provide feedback to teacher candidates’ teaching.

 Coach teacher candidates with edTPA processes and writing requirements.

**Director of High School Partnerships**

 **July, 2013 – June, 2016 Linn-Benton Community College Albany, Oregon**

*Coordination of High School Partnerships Programs*

Coordinated the development of the new High School Partnerships department which combined Campus High School Program (CHSP) and College Now (CN).

Conducted evaluation sessions with internal and external stakeholders to assess, plan improvements, and streamline workflow processes.

Collaborated with college departments to improve coordination of intertwined administrative processes by streamlining processes which facilitated 200+% growth of CHSP student enrollment.

Collaborated with Albany schools to establish a pathway for low-testing high school students to enter college via Adult Basic Education program.

Implemented a data-sharing agreement with high schools to provide student data via access to Banner.

Developed orientation session to familiarize incoming students with college expectations and resources. Goal was to increase student success and retention.

Worked closely with 14 high school principals as part of coordinating the College Now (CN) program.

Managed the CN work of 26 college faculty to coordinate credentialing of high school teachers and course articulations.

Collaborated with college faculty to increase number of CN course offerings.

Redesigned CN website to show how high school CN courses were part of college’s acad programs.

Implemented administrative system change from paper systems to online procedures.

 Wrote CN procedure manuals for students and faculty.

*Other Job Functions*

Collaborated with the college recruiters to establish the Rural High School Recruitment Plan.

Coordinated high school student recruitment activities - Career Cruises and Summer Academies.

Organized first annual Latino Night to recruit high school Latino students.

Developed Spanish language marketing brochure for College Now and Campus High School Program.

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**(Director of High School Partnerships continued)**

Worked with high schools to develop a process for establishing students’ grades 9-14 education plans with details for how high school students could begin taking classes at the college.

Developed and conducted on-campus and virtual training sessions for high school counselors about college processes and academic programs.

Maintained financial contracts with school systems for GED and other instructional services.

Wrote and maintained program plans for Adult High School Diploma and Dual Credit Program for submission to Oregon Department of Education.

Wrote and received grant from Oregon Department of Ed to develop virtual meeting capacity. Virtual meetings were held once/month. College’s student service staff met online with high school counselors to explain college procedures, academic programs, and advising issues.

Responsible for annual enrollment reports to Oregon Department of Education and Linn-Benton Community College.

Served on Marketing Committee.

Used Banner.

Supervised two full-time, two part-time classified staff, and two student workers.

Responsible for $300,000 annual budget.

**Director of TRiO STEM (Student Support Services) Program for low-income, first-generation**

**February, 2011 – July, 2013 Lane Community College Eugene, Oregon**

Learned and adhered to the complex laws required by the U.S. Dept of Education for TRiO programs.

Directed the startup activities for the newly awarded TRiO STEM grant funded by U.S. Department of Education:

Coordinated the development of department practices to maximize support services and accurate data collection.

Developed system for tracking student progress and reaching out to struggling students to increase retention.

Recruited and oriented over 120 new students into the TRiO STEM program within 6 months.
Maintained focus on building a diverse staff who would serve as role models to all students.

Collaborated with faculty in Multicultural Center to recruit students of color in TRiO STEM program.

Provided career and academic advising for TRiO STEM students.

Developed and taught study strategies orientation and college success class for incoming TRiO students.

Coordinated the offering of on-going student success workshops by department staff and tutors.

Initiated career information opportunities for students including: informal coffee talks with faculty, career information bulletin boards, and annual meetings with professional women in STEM careers.

Helped students with learning disabilities develop successful academic behaviors including connecting with Disability Services, working with faculty, and effectively using their accommodations.

Coordinated the development of online resources for math and reading, including a summer math refresher program - goal: help incoming and continuing students improve their math placement level.

Initiated an end-of-year student survey and used other student data for annual strategic planning to improve dept student service practices with the goal of increasing student progression/completion.

Researched appropriate financial literacy education packages and developed system for assuring each student participated in financial literacy program each year.

Responsible for the annual performance report to the U.S. Department of Education.

Wrote and received $5,000 grant from Symantec to develop student services support program for women in STEM majors.

Supervised 3 three-quarter time staff, 10 tutors, and 4 part-time student workers.

Managed $212,000 annual budget including problem-solving how to administer cuts from federal sequestration.

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**(Director of TRiO STEM continued)**

Used Banner and Moodle (course management system).

*Campus Collaborations*

Worked with Director of Enrollment Services to improve the New Student Information Session and include an Individual Student Success Plan for incoming students.

Developed online New Student Information Session.

Collaborated with college departments, including High School Connections and Women’s Program, to recruit women into STEM majors and improve general support services for students.

Served on school improvement committees: Achieving the Dream and Student Success Leadership.

Served on Student Affairs Council:

Identified institutional barriers inhibiting student progression and completion and worked to eliminate those barriers.

Evaluated Lane’s progress on student success components in the 2013-15 Oregon Community College Connection and Preparation, Progression and Completion Strategic Plan.

Assisted in the development of the Lane’s Strategic Directions goals and objectives.

**Title III Management Coordinator**

**January, 2009 – February, 2011 Lane Community College Eugene, Oregon**

Served as lead for the implementation of myLane (college’s web portal):

Networked with campus stakeholders to integrate administrative processes with myLane functions.

Conducted work sessions with campus stakeholders to develop myLane web pages.

Worked with student groups to assess/incorporate their communication needs and then help them learn myLane tools.

Gave training workshops about myLane in a variety of venues, i.e. department meetings, inservices.

Conducted individual trainings with administrative assistants and deans on the myLane tools.

Developed online training modules for myLane.

Initiated a student success poster project spotlighting students who completed their programs.

Served on campus committees to improve student success.

Wrote and received $5,000 grant to purchase laptops for developmental writing students for a term loan.

Worked with student interns.

Used Banner.

Tracked details of $320,000 annual budget.

**Academic Advisor**

**January, 2008 – December, 2008 Western Oregon University Monmouth, Oregon**

Worked with incoming students: pre-education and undeclared:

Advised about course selection and provided information about college processes and career advising

Offered short, individual orientations about study strategies to smooth the transition into college.

Taught Learning Strategies Seminar for students on probation.

Used Banner and Blackboard (course management system).

**Coordinator for the Cherokee County Community Health Coalition**

**February 2005 – December, 2007 Cherokee County Health Department Tahlequah, Oklahoma**

Coordinated community health initiatives and administrative activities for Cherokee County Community Health Coalition with over 100 members and 25 agencies, including bi-monthly and annual meetings.

Served as representative of the county health department on the electronic health records integration project: Cherokee County Health Department, Tahlequah City Hospital, Cherokee Nation Health Department, Indian Health Services Medical Center, and Northeastern State University.

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 **(Coordinator of Health Coalition continued)**

Worked with government officials on local health initiatives: state senator, state representative, town mayor, and city planner.

Collaborated with the Cherokee Nation on their $1 million federal grant from the Center for Disease Control: Coordinated the community health activities portion of the grant; Wrote quarterly assessment and expenditures reports.

Collaborated with Tahlequah Public Schools to initiate, develop, and implement parent/child nutrition classes.

Invited by superintendant of Tahlequah Public Schools to put on high school girls health day:

Recruited planning committee members and collaborated with carrying out the all-day program.

Developed, assessed, and revised curricula for health classes for women and teen girls and mothers.

Initiated and coordinated on-going planning committees for community programs including walking events, and bi-monthly women’s health luncheons.

Developed a network of businesses, agencies, and churches to distribute my monthly health newsletter.

Worked with local newspaper and radio for bi-weekly promotion of health messages.

Supervised one full-time staff.

Wrote and received federal, state, and local grants totaling $40,000.

**Coordinator for the First-Year Experience**

**July 2004 – February 2005 Northeastern State University Tahlequah, Oklahoma**

Advised incoming high school graduates about course selection, career paths, and transitioning into college.

Developed curriculum for College Strategies class and the website for the First-Year Experience Program.

Taught two sections of the College Strategies class.

Collaborated with faculty to enhance the College Strategies curriculum and coordinated its 40 sections.

Designed online tutorials for College Strategies class to train all incoming students in technology-Blackboard, email, etc.

Placed online all College Strategies course materials.

Initiated tutoring program for first-year students.

Recruited students of color to serve as peer advisors for the College Strategies classes.

**Public Relations and Outreach Coordinator**

**July 2003 – July 2004 Northeastern Oklahoma Community Health Centers, Inc. Hulbert, Oklahoma**

Coordinated Robert Wood Johnson Foundation grant for child Medicaid enrollment in northeast OK.

Wrote annual report on grant activities and compliance and tracked budget activities.

Networked with schools to develop and implement school-based model for children’s Medicaid enrollment in five rural counties.

Established a media campaign to publicize the health center by creating brochures, website, and newspaper ads.

**Adjunct College Instructor for Developmental Reading Skills II**

**2001 – 2002 Ivy Tech Community College South Bend, Indiana**

Developed curriculum and taught three semesters of college developmental reading skills classes.

**Elementary Teacher**

 **Pinewood Elementary School Elkhart, Indiana**

 **1999 – 2003 2nd and 6th grades**

Chaired school improvement committee to set goals for improved teaching/learning outcomes.

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**(Elementary Teacher continued)**

Served as technology coordinator and wrote technology plan.

Served on 2nd grade math curriculum committee.

Designed college information/pathways curricula for second and sixth grade classes including letter writing and campus visits.

**TEDA International School Tianjin, China**

 **1995 – 1997 5th and 6th grade**

Taught children from Taiwan, Korea, and Japan in a government run international school designed to serve the children of foreign business executives. Children spoke English well enough to be in a mainstream classroom but still required ESOL lessons.

Modified curricula to integrate English, Social Studies, and Science content and development of basic reading skills.

Adapted Math curricula for students on various levels due to multi-age classroom.
Created ESOL lessons for students who needed extra support in English.

Volunteered at evening “conversation corners” with adults who wanted to improve their English.

**Published article:**

**iJournal: Insight into Student Services** July, 2010 http://www.ijournalccc.com/articles/node/87

*Exploring the Intersect of Management and Instruction: Applying the Span of Control to Education*

**Presentations:**

2012 ORATE (Oregon Association of Teacher Educators) Conference, Salem, OR: *Teachers as Learning Managers*

2007 GED Graduation – Tahlequah, OK Public Schools: Keynote Address

2006 National Communication Association Annual Conference, Chicago, IL: Research Paper

2006 Cherokee Nation Head Start Conference, Tulsa, OK: *Health and Wellness*

2006 Tulsa Health Dept Statewide Community Health Conference , Tulsa, OK: *Strategies for Community Wellness*

**Boards and Committees:**

American Association for Women in Community Colleges (AAWCC)

Oregon Board – President – January, 2016 – June, 2016

 President-Elect – 2013 - 2015

 Vice President of Membership and Registrar - 2011 - 2013

Linn Council for Integrated Child and Family Services – 2013 to present
STEAM Advisory Board – Crescent Valley High School, Corvallis – 2013 to present

Lane Community College AAWCC Board - Vice President of Communications - 2010 - 2013

United Way/Lane Community College Foundation Employee Giving Drive - 2009 - 2013

 Co-chair 2010 - 2011

YMCA Board of Directors, South Bend, Indiana - 1991 - 1998
YMCA Urban Youth Services Board Member and Volunteer - 1991 - 1998

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**Honors/Awards**:

Schafer Innovation Award: Online Math Refresher Program - Lane Community College, 2014 (awarded to TRiO STEM department after I left)

Schafer Innovation Award: Virtual Math Tutor - Lane Community College, 2013

Schafer Innovation Award: Netbooks for Students - Lane Community College, 2011

Outstanding Patron - Tahlequah Public Schools, 2006

Awarded competitive scholarship from National Association of County and City Health Officers

 to attend the 15th Annual Social Marketing in Public Health Conference Tampa Florida, 2005

Community Health Award - Oklahoma State Department of Health, 2005

Outstanding Future Educator Award - Indiana Association of Colleges for Teacher Education, 1999

Excellence Award in Undergraduate Elementary Education - Indiana University at South Bend, 1999

Martin Luther King Community Service Award, 1991