

MELANIE McDONALD, PH.D.

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SUMMARY OF QUALIFICATIONS

- ◆ Effective and innovative administrator and leader with strong communication, interpersonal and organizational skills. Proven record of successful initiatives.
- ◆ Strong commitment to New Jersey City University, the community of Jersey City, and the diversity and collegiality among students, faculty and staff. Committed to Hispanic-Serving Institutions and Minority-Serving Institutions.
- ◆ Experienced in the area of teaching and learning; focusing on student and program assessment.
- ◆ Developed articulation agreements with community colleges and managed multi campus locations.
- ◆ Fostered new and existing program development as well as faculty development.
- ◆ Successful project manager with both individual and team-based assignments.
- ◆ Demonstrated excellence with computers and technology.
- ◆ More than eleven years of higher education experience.

EDUCATION

DOCTOR OF PHILOSOPHY - *Higher Education Leadership, Management and Policy*

SETON HALL UNIVERSITY South Orange, NJ

Date of Graduation:

August 2006

- ◆ Dissertation: "Leadership Practices of Chief Academic Officers from Hispanic-Serving Institutions: A Comparative Analysis"
- ◆ GPA 3.9
- ◆ Honors Society - Kappa Delta Pi

MASTER OF SCIENCE - *Health Sciences/Health Administration*

NEW JERSEY CITY UNIVERSITY Jersey City, NJ

Date of Graduation:

May 2000

- ◆ GPA 3.9
- ◆ Dean's list

MASTER OF BUSINESS ADMINISTRATION - *Management*

TIFFIN UNIVERSITY Tiffin, OH

Anticipated Date of Graduation:

Dec. 2010

- ◆ GPA 4.0

BACHELOR OF SCIENCE - *Health Sciences/Community Health*

JERSEY CITY STATE COLLEGE Jersey City, NJ

Date of Graduation:

May 1998

- ◆ GPA 3.7
- ◆ Dean's list

EXPERIENCE

NEW JERSEY CITY UNIVERSITY

1998 - Present

ASSOCIATE DEAN, September 2008 - Present
COLLEGE OF PROFESSIONAL STUDIES

ASSISTANT DEAN
COLLEGE OF PROFESSIONAL STUDIES

(Previously: July 2005 – September 2008 and September 2003 - September 2004)

- ◆ Provide administrative oversight and support for the College's Information Assurance activities and educational programs.
- ◆ Assisted with attaining the *Center of Excellence* designation from the National Security Agency (NSA) by 2009 for Information Assurance education
- ◆ Assisted in acquiring the *Information Systems Security Officers, CNSSI 4014* from the National Security Agency (NSA) in 2008.
- ◆ Assisted in acquiring program certification from the National Security Agency (NSA) during the period 2006-2007 for Information Assurance. Initial certification was completed for *Information Systems Security (INFOSEC) Professionals, NSTISSI 4011*.
- ◆ Actively involved in university / college-wide assessment initiatives and the development of the global competencies.
- ◆ Manage college-wide budget, including budget preparation, reporting and analysis.
- ◆ Assist dean with faculty and program development as well as college-wide strategic planning.
- ◆ Participate in the recruitment and hiring of new faculty / staff.
- ◆ Assist faculty with student, program and individual concerns.
- ◆ Organize and participate in new faculty orientation and adjunct faculty development.
- ◆ Manage student issues / concerns (on- and off-campus).
- ◆ Coordinate and conduct faculty technology training activities.
- ◆ Actively involved in increasing quality and strengthening academic standards of Professional Studies undergraduate and graduate programs.
- ◆ Facilitate program accreditation process.
- ◆ Involved in program specific marketing / advertising.
- ◆ Facilitate the implementation of ongoing formalized curriculum / program review.
- ◆ Organize and facilitate student forums both on- and off-campus.
- ◆ Involved in the development and marketing of the NJCU Harborside location.
- ◆ Project manager for individual and team assignments.
- ◆ Manage college / faculty web pages. Liaison to official NJCU website.
- ◆ Coordinate and provide oversight for the Business Administration, Criminal Justice, Professional Security Studies, Fire Science, Accelerated Bachelor of Science in Nursing and Graduate School Nurse Certificate Community (off-campus) programs. The Community generates over \$1,000,000 a year (after operating costs) and has an enrollment of over 1,000.
- ◆ Collect and analyze program / college enrollment statistics and relevant data.
- ◆ Collaborated with dean and staff to develop college-wide "Peer Observation" form for student and classroom feedback
- ◆ Collaborated with university deans to draft university-wide Classroom Observation Form.
- ◆ Organized and conducted workshops and seminars in the areas of program assessment, learning communities, student assessment, teaching and learning, teaching and student

portfolios, diversity and learning, self-regulation of learning and goal setting, and change in higher education.

- ◆ Assisted dean and faculty with development of new programs, specifically the BS/MS in Professional Security Studies, Accelerated BSN and MS in Finance.
- ◆ Managed the college's NJ Transfer course equivalencies project.
- ◆ Collaborated with dean to complete Middle States approval documents for online and off-campus programs.
- ◆ Participated in the development of a college-wide Academic Integrity Policy that was subsequently implemented by the university.

- ◆ Facilitator and co-chair of college-wide assessment team.
- ◆ Appointed to the following committees by President Hernandez: University-wide Ad Hoc Budget Committee and Web Advisory Group.
- ◆ Actively participated in the "Task Force on Teaching and Learning" (ToTL).
- ◆ Involved in the development of a faculty / course assessment tool.
- ◆ Involved with graduate student advisory board working closely with graduate coordinators.
- ◆ Coordinator for the "Partners for Innovation."
- ◆ Involved the development and editing of the college newsletter, brochures, bulletins and other college documents.
- ◆ Involved in grant research, preparation and submission.
- ◆ Member of the following college / university-wide committees: Task Force on Instructional Technology; Faculty Overload and Adjunct Assignment Project; Reporting and Data Warehouse Coordinating Group; Gothic Net Task Force; Graduate Coordinators; and Centers for Excellence.

ASSISTANT TO THE DEAN, September 2004 - June 2005

COLLEGE OF PROFESSIONAL STUDIES

(Previously: January 2001 - September 2003)

- ◆ Responsible for survey development, administration and analysis. The following surveys were implemented: ACT College Outcomes Survey, three- and six-year alumni survey, IDEA Student Ratings of Instruction and exit interview survey.
- ◆ Developed articulation agreements with colleges / universities and organizations to facilitate collaborative agreements.
- ◆ Responsible for the financial management and preparation of budgets.
- ◆ Managed student issues/complaints.
- ◆ Responsible for maintaining college database.
- ◆ Coordinated technology training and faculty development activities.
- ◆ Experienced with outcomes assessment, accreditation, program development, strategic planning and curriculum development.
- ◆ Prepared reports, manuscripts and presentations.
- ◆ Conducted survey research for the college and developed a yearly data notebook.
- ◆ Edited reports, brochures, bulletin and other college documents.
- ◆ Member of the Senate.

ADMINISTRATOR, January 1998 - January 2001

THE CENTER FOR HIV/AIDS EDUCATIONAL STUDIES AND TRAINING (C.H.E.S.T.)

- ◆ Prepared grant budgets and monitored expenditures.
- ◆ Assisted in the preparation and the compilation of results of grant research.

- ◆ Prepared grant and Center related reports and manuscripts.
- ◆ Supervised C.H.E.S.T. employees and students.
- ◆ Responsible for general office management.
- ◆ Liaison between C.H.E.S.T and key functional departments at NJCU (ex. Academic Affairs, Purchasing, Payroll, Administration and Finance).
- ◆ Nominated "Publication Committee Secretary" for CDC granted funded research.

BERGEN COUNTY YMCA 1999 - 2002

CERTIFIED PERSONAL TRAINER

WASHINGTON TOWNSHIP, NJ

- ◆ Motivated individuals to reach their personal fitness goals.
- ◆ Educated clients on proper training techniques.
- ◆ Developed individual training programs with an emphasis on goal-setting.
- ◆ Maintained clientele records in order to track progress and outcomes of training.

FREELANCE PERSONAL TRAINER 1997 - Present

THE FOLLOWING POSITIONS WERE HELD WHILE COMPLETING BACCALAUREATE DEGREE: 1994 - 1997

- ◆ The Center for HIV/AIDS Educational Studies and Training (C.H.E.S.T) at Jersey City State College (now New Jersey City University)
Field Internship in Community Health
- ◆ United States Postal Service
Data Conversion Operator
- ◆ Gold's Gym
Personal Trainer
- ◆ Meadowlands Plating and Finishing, Inc.
Assistant to the Controller

COMPUTER EXPERIENCE

Extensive computer experience in the following programs/areas: Microsoft Word, Excel, Front Page, Publisher and PowerPoint; SPSS; Internet Searches, Research and Education; WordPerfect; Dreamweaver; End Note; PeopleSoft; Cognos Power Play; and Photoshop.

PRESENTATION / PUBLICATION

Bloomberg, S.L., & McDonald, M. (2003, March). *The SoTL Journey: Teaching / Teaching and*

Learning / SoTL. Poster session presented at the Colloquium on the Scholarship of Teaching and Learning: Building Knowledge, Improving Learning, Washington, DC.

Bloomberg, S.L., & McDonald, M. (2004). Assessment, a case study in synergy. In P. Hemon & R.E. Dugan (Eds.), *Outcomes assessment in higher education* (pp. 259-289). Westport, CT and London: Libraries Unlimited, Greenwood Publishing Group.

PROFESSIONAL ASSOCIATIONS

New Jersey ACE Net Board of Directors (2006-current)
 Association for the Study of Higher Education (ASHE)
 American Educational Research Association (AERA)

CONFERENCES / WORKSHOPS (PARTICIPATED IN THE FOLLOWING FROM 2001-2008)

- ◆ Mr. Tom Jackson
Topic: How to Recruit Graduate Students: Strategies, Techniques and Secrets
- ◆ Aslanian Group
Topic: Maximizing Recruitment and Retention
- ◆ New Jersey ACE Net Workshop
Topic: Appreciative Inquiry for Institutional Renewal
- ◆ Dr. Peggy Maki
Topic: Assessment: A Shared Commitment to Learning about Student Learning
- ◆ Dr. Ann Lucas
Topic: The Key to Leading Change Effectively in Higher Education in the Next Decade
- ◆ Dr. Barbara Cambridge
Topic: Supporting the Scholarship of Teaching and Learning
- ◆ Dr. Peter Seldin
Topic: Creating a Teaching Portfolio
- ◆ Dr. John Savagian
Topic: Building a Culture of Assessment
- ◆ Dr. Leslie Agard Jones
Topic: Diversity and Learning
- ◆ Drs. Sharon Silverman and Martha Casazza
Topic: Self-Regulation of Learning and Goal Setting
- ◆ Dr. Daniel Apple
Topics: Assessing Department Outcomes; Program Assessment; Teaching Institute
- ◆ Dr. James Anderson
Topic: Learning / Teaching Styles for Diverse Populations
- ◆ Mr. Nelson Baez
Topic: Perspectives and Personalities
- ◆ Drs. Sharon Silverman and Martha Casazza
Topic: Learning Styles and Preferences
- ◆ New Jersey ACE Net Workshop – Dr. Linda Mather
Topic: Managing to Lead
- ◆ 2009 American Council on Education Network State Coordinators' Conference
- ◆ 2005 30th Annual Association for the Study of Higher Education (ASHE) Conference
- ◆ 2005 Academic Chairpersons Conference

- ◆ 2004 American Association for Higher Education (AAHE) – Assessment Conference
- ◆ 2003 American Association for Higher Education – Learning to Change Conference
- ◆ 2002 American Association for Higher Education Summer Academy
- ◆ 2001 26th Annual Association for the Study of Higher Education Conference
- ◆ 2001 American Association for Higher Education National Conference

REFERENCES

Available upon request