



Department of Administrative Leadership

September 2, 2020

TO: Chairperson, Faculty Senate

FROM: Simone C. O. Conceição
Chair, Department of Administrative Leadership
Executive Committee

RE: *Voting Privileges at School of Education*

Enderis 617
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Milwaukee, WI
53201-0413
414 251-7553 *phone*
414 229-5300 *fax*

The School of Education (SOE) requests approval for voting privileges at the school level (e.g., SOE faculty standing committees) for the doctorally prepared full-time teaching academic staff listed below. Their CVs are attached. These two individuals are doctorally prepared and have similar responsibilities of a faculty role in the school including teaching, scholarship, and service. The only difference is that they do not have the same level of responsibility for developing and maintaining a research trajectory.

1. Leigh Wallace, PhD, Clinical Assistant Professor
2. Liliana Mina, PhD, Clinical Associate Professor

At the May 29, 2020, the Executive Committee (EC) of the Department of Administrative Leadership considered Dr. Leigh Wallace and Dr. Liliana Mina to have voting rights in the SOE. The voting members at the May meeting unanimously approved the motion.

Leigh E. Wallace, Ph.D.
215 W. Ravine Baye Road
Bayside, WI 53217
(414) 405-0447

EDUCATIONAL BACKGROUND

Ph.D. in Urban Education

2007 Specialization in Administrative Leadership & Supervision
University of Wisconsin-Milwaukee
School of Education
Milwaukee, WI
Graduate Advisor: Dr. Gail T. Schneider
Dissertation:

Master of Arts

1993 Secondary English Education
College of Education
University of Kentucky
Lexington, Kentucky

Bachelor of Arts

1987 Secondary English Education
College of Education
University of Kentucky
Lexington, Kentucky

PROFESSIONAL EXPERIENCE

ACADEMIC POSITIONS

2009-Present Assistant Clinical Professor of Educational Leadership and Supervision,
Department of Administrative Leadership, University of Wisconsin-Milwaukee (Served in a
tenure track line 2010-2015); Academic Staff Indefinite Status appointment granted June 2017.
October 2015 Guest Lecturer, Kingston, Jamaica, Ministry of Education in partnership with Western Carolina
University, *Instructional Supervision & Leadership*
2008-2009 Urban Education Fellows Program, Mentor/Coach & Action Research Instructor, Mt. Mary
College/Alverno College
2004-2006 Graduate Assistant to Dr. Martin Haberman, Department of Curriculum & Instruction,
University of Wisconsin-Milwaukee
1996-1998 Assistant Editor/Graduate Assistant, *Educational Administration Quarterly Journal*, University
of Wisconsin-Milwaukee

RELATED PROFESSIONAL EXPERIENCES

2000-2003 Associate Principal, Whitefish Bay High School, School District of Whitefish Bay, Whitefish
Bay, WI
1998-2000 Assistant Principal, Nicolet Union High School, Glendale, WI
1987-1995 English/Language Art Teacher (7-12), Fayette County Public Schools, Lexington, KY

LICENSURE

Wisconsin Department of Public Instruction

03 Superintendent
21 Grades 6-12
51 Principal
300 English

All licenses valid 7/1/2008-6/30/2019

Certified PDP reviewer (Spring 2009-Present)

Kentucky Department of Education

Secondary English Education (1987-Present; Life License)

TEACHING EXPERIENCE

Courses Taught

Master's Degree & Initial District Licensure:

AD LDSP 702: *Leadership in Educational Organizations* (OL & Hybrid Formats)

AD LDSP 710: *Organizational Change & Team Leadership*

AD LDSP 712: *Instructional Leadership* (OL & Hybrid Formats)

AD LDSP 800: *Management of the Physical Plant*

AD LDSP 842: *Program Planning & Evaluation*

AD LDSP 799 & 990 (Independent Studies/Readings)

Specialist Degree/Superintendent Licensure:

AD LDSP 802: *District Leadership for Learning*

AD LDSP 812: *School Personnel Supervision & Administration*

AD LDSP 970: *Policy Issues in Urban Education*

Practicum Courses:

AD LDSP 750: *School Business Administrator Practicum*

AD LDSP 790: *Director of Instruction Practicum*

AD LDSP 792: *Principal Practicum*

AD LDSP 882: *Superintendent Practicum*

PAPERS, PUBLICATIONS, & PRESENTATIONS

PAPERS & PUBLICATIONS

Reed, L., Swaminathan, R., Schneider, G., & Wallace, L.E. (2011). Leadership in urban schools: Building capacity for effective succession. In *Leading Research in Educational Administration: A Festschrift for Wayne K. Hoy*, (DiPaolo, M. & Forsythe, P. Eds). Charlotte, NC: Information Age Publishing.

Smith, J., Morrin, K.H. & Wallace, L.E. (2018). Association of the nurse work environment, collective efficacy, and missed care. *Western Journal of Nursing Research* 40(6), 779-798.

Swaminathan, R., Reed, L.C., Schneider, G.T., & Wallace, L.E. (2010). Leadership succession practices at Wallace high schools. Wisconsin Wallace Project White Paper.

Wallace, L.E. (2016, Summer). Q&A Dialogue on Principal Preparation. *Journal of School Administration Research and Development* (pp. 4-6). Brian Palmer, Editor.

Wallace, L.E. (2015) "Expecting the Best" in Sadeghi, L. & Callahan, K. *Educational Leadership in Action: A Casebook for Educational Leaders*. Routledge/Taylor & Francis.

Wallace, L.E. (2015). Dancing with demons. In G. Theoharis & S. Dotger, *The High Wire: Education Professors Walk Between Work and Parenting*. Charlotte, NC: Information Age Publishing (Invited)

Wallace, L.E. (2007). *Parents' perceptions of involvement in an urban community school* (Unpublished doctoral dissertation). University of Wisconsin-Milwaukee, Milwaukee, WI.

EDITED BOOK(s):

Mountford, M. & Wallace, L.E. (Eds) (2019). *The contemporary superintendent: (R)evolutionary leadership in an era of reform*. Volume I in the series: *Research on the superintendency*. Charlotte, NC: Information Age Publishing.

Volume II in the series *Research on the Superintendency* is currently under development. Editor(s): Meredith Mountford, Florida Atlantic University and Leigh E. Wallace, University of Wisconsin-Milwaukee.

CONFERENCE PRESENTATIONS

Allen, A.S. & Wallace, L.E. (2016, October). *Supervision of Principal Preparation Interns*. Presentation for the Annual Meeting of the *Council of Professors of Instructional Leadership (COPIS)*, Tampa, FL.

Allen, A.S., Jorissen, K., Allen, J.G., Harper, R.E., & Wallace, L.E. (November 2012). *Context matters: Comparing the contexts of leadership preparation programs*. The Annual University Council for Educational Administration Conference in Denver, CO.

Angel, R. Nganga, C.W., Wallace, L.E., & West B. L. (November 2013). *Mentorship programs for junior faculty: Highlighting the need for essential professional support frameworks*. The Annual University Council for Educational Administration Conference in Indianapolis, IN.

Brady, K., McLeod, S, Mountford, M. & Wallace, L.E. & Mountford, M. (2018). *School Safety and UCEA Program Centers: A Critical Conversation*. The Annual University Council for Educational Administration (UCEA) Conference in Houston, TX, November 2018.

Harper, R.E., Allen, J.G., Wallace, L.E., Allen, A.S., Millacci, A, Reed, L.C., & Weaver, R. (November 2013). *The need for assistant principal professional development: Implications for district priorities, university partnerships, and preparation programs*. The Annual University Council for Educational Administration Conference in Indianapolis, IN.

Nganga, C.W., Angel, R., Wallace, L.E., & West, D.L (2015). Conceptualizing Teaching for Social Justice across Multiple Contexts and Positionalities. *The American Educational Research Association Annual Meeting* in Chicago, IL.

Nganga, C.W., Angel, R., Wallace, L.E., & West, D.L (November 2014). Transformative Conversations on Teaching for Social Justice. The Annual University Council for Educational Administration Conference in Washington, DC.

Reed, L.C., Irby, D., Wallace, L.E. Bales, B., Schneider, G. & Swaminathan, R. (November 2012). *The Aspiring Principals Program: School District-University Collaboration*. The Annual University Council for Educational Administration Conference in Denver, CO.

- Reed, L., Swaminathan, R., Schneider, G., & Wallace, L.E. (April 2011). Urban school leadership succession planning. The Annual Meeting of the *American Educational Research Association* in New Orleans, LA.
- Reed, L., Swaminathan, R., Schneider, G., & Wallace, L.E. (October 2010). Who's on first? The complex nature of principal succession planning in urban school districts. The Annual *University Council for Educational Administration* Conference in New Orleans, LA.
- Wallace, L.E. & Allen, A.S. (November 2014). *Teaching, Service, & Sacrifice: Balancing Work Demands in a Publish or Perish World*. The Annual *University Council for Educational Administration* Conference in Washington, DC.
- Wallace, L.E. & Frattura, E. (2015). *Interrupting Our Gaps in Achievement: Transforming School District Office Structures to Meet the Needs of All Learners*. The Annual *University Council for Educational Administration* Conference in San Diego, CA.
- Wallace, L.E. & Joynt, T.J. (May 2014). *Creating a Culture of Academic Optimism: Support All Educators*. Wisconsin Department of Public Instruction DPI/SPDG-IHE Summer Institute in Green Bay, WI.
- Wallace, L.E., Angel, R., Nganga, C.W., & West, D.L. (2015). *Teaching for Social Justice in K-12 University Leadership Preparation Programs*. The Annual *University Council for Educational Administration* Conference in San Diego, CA.
- Wallace, L.E., Angel, R., Shaw, D. & Mountford, M.(2015) *A Call to Action: Creating a Meaningful Research Agenda on 21st Century Superintendent Leadership*. The Annual *University Council for Educational Administration* Conference in San Diego, CA.
- Wallace, L.E. & Mountford, M. (2019). *What We Don't Know About School Board & Superintendent Research*. The Annual *University Council for Educational Administration (UCEA)* Conference in New Orleans: LA, November 2019.
- Wallace, L.E. & Mountford, M. (2018). *Meaningful Research on 21st Century Superintendent & District Leadership: UCEA Program Center Special Session*. The Annual *University Council for Educational Administration (UCEA)* Conference in Houston, TX, November 2018.
- Wallace, L.E. & Mountford, M. (2017). *Meaningful Research on 21st Century Superintendent & District Leadership: (R)evolutionary Leadership in an Era of Reform*. The Annual *University Council for Educational Administration (UCEA)* Conference in Denver, CO.
- Wallace, L.E. & Schwanenberger, M. (2018, August). *Leadership Around the World: China Seminar Highlights & Reflections*. Presentation for the annual meeting of the *International Council of Professors of Educational Leadership (ICPEL)*, Charlotte, NC, August 2018.
- Wallace, L.E. & Tharp, J. (2017, August). *Leadership for Equity & Social Justice: Program (Re)visioning in an Era of (Un)certainty*. Presentation for the annual meeting of the *National Council of Professors of Educational Administration (NCPEA)*, *International Council of Professors of Educational Leadership (ICPEL)*, San Juan, Puerto Rico.
- Wallace, L.E. (2019). *Educational Leadership Professors as Elected Local School Board Members: Promise, Practice, Peril, & Professional Learning*. Presentation for the annual meeting of the *International Council of Professors of Educational Leadership (ICPEL)*, Soka University, Aliso Viejo, CA: July 15, 2019.
- Wallace, L.E. (2019). *Mind the Gap: A Collaborative Discussion of District Leadership Preparation – What? Why? & How?* Presentation for the annual meeting of the *International Council of Professors of Educational Leadership (ICPEL)*, Soka University, Aliso Viejo, CA: July 16, 2019
- Wallace, L.E. (2018). *Navigating Multiple Identities as a Local School Board Member: A Year of Service & Reflection*. The Annual *University Council for Educational Administration (UCEA)* Conference in Houston, TX, November 2018.
- Wallace, L.E. (2016, July). *Ambiguous and Antiquated Job Descriptions: Redefining the Role of the High School Assistant Principal*. Paper presented at the Annual Meeting of the *National Council for Professors of Educational Administration (NCPEA)* in Detroit, MI.

- Wallace, L.E. (2017, August). (R)evolutionary Leadership: An innovative response to change Presentation for the annual meeting of the *National Council of Professors of Educational Administration (NCPEA)*, *International Council of Professors of Educational Leadership (ICPEL)*, San Juan, Puerto Rico.
- Wallace, L.E. (2016, Summer). Q&A Dialogue on Principal Preparation. *Journal of School Administration Research and Development* (pp. 4-6). Brian Palmer, Editor
- Wallace, L.E. (May 2014). *Creating a culture of academic optimism: Supporting all educators*. Wisconsin Department of Public Instruction DPI/SPDG-IHE Summer Institute in Green Bay, WI.
- Wallace, L.E. (November 2013). *Other duties as assigned: Analysis of high school assistant principal job descriptions*. The Annual University Council for Educational Administration Conference in Indianapolis, IN.
- Wallace, L.E. (November 2012). *Assistant principal leadership: Creating leaders through thoughtful research & professional practice*. The Annual University Council for Educational Administration Conference in Denver, CO.
- Wallace, L.E. (May 2012). *Understanding individual & institutional factors that impact family engagement: Implications for practice*. Wisconsin Department of Public Instruction DPI/SPDG-IHE Summer Institute in Stevens Point, WI.
- Wallace, L.E. (October 2010). *Lessons learned from urban parents: The significance of individual and organizational factors on parent-school engagement*. The Annual University Council for Educational Administration Conference in New Orleans, LA.
- PDN NIC Members. (2019). *Engaging in a Community of Practice: University Faculty Building Powerful Learning Experiences in Principal Preparation*. A Critical Conversation at the Annual University Council for Educational Administration (UCEA) Conference in New Orleans: LA, November 2019.
- Witkov, L.F. & Wallace, L.E. (Winter 2019) *Create a Vision by SOARing to New Heights*. Wisconsin State Reading Association Convention (WSRA), Milwaukee, WI, February 2, 2019.

Professional Development Presentations

- *Appreciative Inquiry (AI): SOARing into the Future*, Indian Hill Elementary School, River Hills, WI, August 30, 2018
- *Appreciative Inquiry (AI): SOARing into the Future*, Concept Charter Schools Network Leadership Institute, Chicago, IL, July 27, 2018
- *Creating a Culture of Trust: The Power of Family & Community Relationships*, Concept Charter Schools Network Leadership Institute, Chicago, IL, July 27, 2018
- Concept Schools Charter Network, Chicago, IL. July 28, 2016: *Teacher Support & Improvement: The 15 Minute Investment*; and *Building Academic Optimism*

SERVICE GRANTS

SERVICE GRANTS (Funded)

- Wallace, L.E. (2016-2018). Wisconsin Department of Public Instruction. *Interrupting Our Gaps in Achievement: Facilitating a Community of Continuous Inquiry and Improvement to Develop Proactive Services for ALL Learners*. State Personnel Development Grant.. Funded: \$24,000.00 for 2 years.
- Wallace, L.E. (2013-16). Wisconsin Department of Public Instruction. *Interrupting Our Gaps in Achievement: Facilitating a Community of Continuous Inquiry and Improvement to Develop Proactive Services for ALL Learners*. State Personnel Development Grant.. Funded: \$36,000.00 for 3 years.

Wallace, L.E. (2012). Wisconsin Department of Public Instruction. *Creating a Common Language: Clarifying Culturally Responsive Pedagogy, the Common Core, Assessment*. State Personnel Development Grant.. Funded: \$10,000.00 for 1 year.

Wallace, L.E., Bales, B., Otis-Wilborn, A. (2011). Wisconsin Department of Public Instruction. State Personnel Development Grant. *Faculty Development and the Creation of a Cross-disciplinary, Case-based Course in RtI and PBIS for Pre-service Teacher and Administrators*. Funded: \$10,000.00 for 1 year.

Wisconsin Urban Schools Leadership for Learning Project Team Member. Funded by the Wallace Foundation in collaboration with the Wisconsin Department of Public Instruction (Fall 2009)

Milwaukee Public Schools RFP MPS Aspiring Principals Program (APP) Development & Implementation Team member & Module 3 developer (Spring 2012)

Milwaukee Public Schools RFP MPS Emerging Leaders Program (ELP) Development & Implementation Team member & Lead Instructor (Spring 2013)

INTERNAL GRANTS (not funded)

Wallace, L.E. & Akdere, M. (Spring 2014). Conducting a Gap Analysis of Urban Charter School Principals' Job Descriptions and Exploring the Impact on Job Satisfaction. University of Wisconsin-Milwaukee, Institute for Excellence in Urban Education (IEUE) Grant. Co-PI. \$25,000 requested.

Wallace, L.E. & Akdere, M. (Fall 2014). Other Duties as Assigned: A Gap Analysis of Assistant Principals' Job Descriptions and Their Impact on Job Satisfaction. University of Wisconsin-Milwaukee Research & Creative Activities Support (RACAS). Co-PI. \$25,000 requested

PROGRAM DEVELOPMENT & COORDINATION

- | | |
|-----------|--|
| 2020-2021 | Southern Educational Leadership for Intentional Equity Cohort (s)ELfIE; Accelerated program conducted off-site at the UW-Milwaukee College of General Studies, Washington, Co. |
| 2020-2021 | District Leadership Learning Network; Accelerated, hybrid Superintendent licensure program using "executive seminar" model. |
| 2019-2020 | Northern Educational Leadership for Intentional Equity Cohort (n)ELfIE; Accelerated program conducted off-site at the UW-Milwaukee College of General Studies, Washington, Co. |
| 2016-2018 | Southeastern Wisconsin Regional Leadership Cohort; Leadership MS dual license program conducted off-site in the Racine Unified School District. |

CAMPUS LEADERSHIP & COMMITTEE APPOINTMENTS

- | | |
|--------------|---|
| 2019-2020 | Academic Staff Committee, Chair |
| 2018-2019 | Academic Staff Committee, Vice Chair |
| 2019-Present | Think Tank 2030+ (Chancellor Appointment, 2019-2020) |
| Fall 2019 | Care, Respect, & Expression Task Force (VC Joan Prince Appointment, 2019) |
| Spring 2020 | Diversity, Equity, & Inclusion University of Southern California Professional Development Participant |
| 2020 | Campus 2020-2021 Scenario Planning Workgroup (COVID) (Chancellor/Provost Appointment, 2020) |

ACADEMIC & PROFESSIONAL SERVICE

University

2019-2020	CELDAC Committee Member (2019-2020)
Spring 2018	Graduate Faculty Committee (GFC) Representative for ASC
2018-2019	Academic Planning and Budget Committee (APBC) Representative for ASC (2018-19 School year)
Spring 2018	Integrated Support Service (ISS) Advisory Committee
2017-2018	ISS HUB Manager Search and Screen Committee (Initial recommendations for interviews completed in November/December 2017-Spring 2018)
2016-Present	Academic Staff Committee
2016-Present	Academic Staff Senate
2014-2015	University of Wisconsin-Milwaukee Athletic Board, Vice Chair
2015	Head Women's Soccer Coach Search, Screen, & Interview Committee Member
2012-Present	Freshman Common Read, Facilitator & Book Selection Committee Member (2015)
2005-Present	Panther Prowl Run/Walk for Scholarships, Committee Member
1995-2010	University of Wisconsin-Milwaukee Cheer Coach, Department of Athletics

School of Education/Department of Administrative Leadership

2019-2020	Search Committee, Administrative Leadership Assistant/Associate Professor (Dr. Cheryl Baldwin, Chair); Hiring place on hold.
2016-2017	Search Committee, Administrative Leadership Assistant Professor (Dr. Barbara Daley, Chair)
2015-2018	UCEA Plenum Representative; Substitute Representative, 2019
2014-2019	Charter School Advisory Board, University of Wisconsin-Milwaukee
2014-2019	Charter School Application & Review Team Member
2013-2014	Search Committee Member for UWM Charter School Director
2010-Present	SPDG IHE Advisory Team Member, Wisconsin Department of Public Instruction, Debra Ahrens, Director/Katherine Kramer, Chair.
2009-Present	Educational Leadership & Supervision Program Coordinator/Liason
2009-Present	UWM Council on Professional Education (CPE) Committee Member
2009-2014	Faculty Assembly Committee Member
2010-2012	Urban Forum Committee Member
2009-2010	Awards Committee Member

Community/State

2019-Present	Wisconsin Association of School Boards (WASB) Policy & Resolutions Committee (appointed, 2 year term)
2019-2022	National Council of Jewish Women (NCJW) Board of Director (2019-2022) – Member Social Justice & Advocacy Committee <ul style="list-style-type: none"> ▪ Fall event: <i>Advocacy, Agency, Action</i> – November 6, 2019 – Keynote speaker: Pardeep Kaleka ▪ National NCJW “Protect the Vote, Promote the Vote” Milwaukee Section Captain; Webinar guest presenter at National Event featuring Senator Amy Klobuchar, March 2020
2017-Present	Elected to Nicolet Union High School Board (3-year term; second term)
2005-2017	<i>In Tandem Theatre</i> , Board Member

- 2010-2018t Wisconsin Department of Public Instruction (DPI) SPDG Leadership Team Member; responsible for coordination of summer professional development for IHEs and school/district teams.
- 2014-Present *Milwaukee Center for Teaching & Learning* (MTEA), Board Member
- 2014 Milwaukee Public Schools *Community in Schools* coalition team member

PROFESSIONAL SERVICE & MEMBERSHIPS

PROFESSIONAL MEMBERSHIPS

The Association for Supervision & Curriculum Development (ASCD)

The American Educational Research Association (AERA)

- SIG Chair, Research on the Superintendent (2016-2018)

Association of Wisconsin School Administrators (AWSA)

Educational Leaders Without Borders (WLWB)

Council for Professors of Instructional Supervision (COPIS) – Membership accepted after peer review at 2017 Conference (invited organization).

International Council of Professors of Educational Leadership/National Council of Professors of Educational Administration (NCPEA/ICPEL)

University Council for Educational Administration (UCEA)

- University Plenum Representative (2015-Present)
- Co-Director of the UCEA Center for Research on the Superintendency and District Governance.

Wisconsin State Reading Association (WSRA)

MANUSCRIPT REVIEWS:

Journal of School Leadership – Manuscript reviewer

Educational Administrative Quarterly Journal (EAQ) – Manuscript reviewer

LILIANA MINA

1107 Woodwind Trail
Haslett, Michigan 48840
517-899-1729 or 517-339-2397
drilimina@gmail.com

Clinical Associate Professor

Adult, Continuing, and Higher Education Administration
School of Education
Department of Administrative Leadership
University of Wisconsin - Milwaukee
August 2019 - Present.

Responsibilities include teaching courses in Adult, Continuing, and Higher Education Administration program. Courses include: Administration of Adult Education Programs, Organization and Governance in Higher Education Administration; The Student in the Collegiate Context; Introduction to College Student Personnel Administration; Coordination of Staff Development and Training; Professional Development for Online Instruction; Online Support Services in Adult, Continuing, and Higher Education Administration; Women and Leadership in Education; Adult, Continuing, and Higher Education Administration ePortfolio; Field Work in School, Agencies, and Institutions; Leadership Ethics in Multicultural Organizations; Decision in Multicultural Organizations and Quality Management in Education. Other activities include the following: Serving on dissertation committees; evaluating ePortfolios; supervising independent studies, and participating on committees.

Clinical/Assistant Professor

Program Coordinator August 2008 – August 13.

School of Education
Higher Education Program
Department of Administrative Leadership
University of Wisconsin - Milwaukee
August 2007 – August 2018.

Teaching responsibilities include courses in higher education/student personnel administration, college student development, program planning, history of higher education; introduction to group leadership (undergraduate/graduate); student support services, organization and governance, internship studies (undergraduate/graduate), as well as in adult and continuing education. Activities include the following: Serve on doctoral dissertation committees; develop and deliver new higher education courses online and face-to-face; design, deliver and assess diversity and multicultural initiatives; evaluate electronic portfolios; write and coordinate comprehensive examinations; supervise internships, independent studies, advise students and student groups, participate on various university service committees. Conducted the coordination of the higher education programs, which included advising, recruitment and marketing. Serve on various university committees including being the chair of the curriculum committee for the School of Education.

Adjunct instructor, Professional Education Department, Off-Campus Programs
Central Michigan University
November 2006- May 2007

Responsibilities included teaching MSA 661 (Diversity and Multiculturalism in the Workplace) to graduate students. Other duties included developing assignments, grading papers, and performing online instructional and administrative retention functions.

Specialist, Office of Supportive Services

Michigan State University

July 2006 – June 2007

Advised, informed, and assisted undergraduate students regarding program planning, career exploration, student success strategies, and leadership development. Other responsibilities included the creation and coordination of the Teaching Fellows component in addition to designing the curriculum and teaching PRO 101 (Social Justice Issues in Higher Education) to first-generation, income-eligible and underrepresented students. Other duties encompassed collecting, analyzing, and reporting data in accordance with federal, state, and institutional guidelines. Designed, implemented and evaluated cultural programming, tutoring, student development initiatives and coordinated multicultural activities campus-wide. Liaison to the Asian Pacific American community.

Interim Director/Specialist Office of Supportive Services

Michigan State University

August 2005 – June 2006

Primary duties included overseeing the administration, management, and evaluation of the Student Support Services grant awarded by the US Department of Education including the McNair program. Responsibilities entailed serving as the liaison between the Department of Education and Michigan State University's Office of Contracts and Grants. Other job functions encompassed disseminating information regarding TRiO to campus community, local, state and national organizations. As the interim director of the Office of Supportive Services my mission was to be the driving force to creating and maintaining academic support services that prepared first-generation, income-eligible, and underrepresented students to be successful at Michigan State University.

Academic Advisor, Office of Supportive Services

Michigan State University

August 2004 – July 2005

Advised undergraduate students in the Office of Supportive Services on academic program planning, career development, student success initiatives, and leadership development. Other responsibilities included the coordination of the Residential Fellows component in addition to teaching study skills classes to first-generation and underrepresented students. Liaison to faculty and staff.

Adjunct Instructor, Central Michigan University

College of Education

Department of Educational Administration and

Leadership Studies

August 2003 – December 2003

Responsibilities entailed teaching EAD 626 (Adult Learner) to master's and doctoral students face-to-face and online. Other responsibilities included the selection of reading materials, assisting with practice site visits placement, and grading student papers.

Academic Advisor, School of Packaging

College of Agriculture and Natural Resources

Michigan State University

August 1997 – August 1999

Advised, monitored and directed 600 undergraduate Packaging students on academic programs and career development. Certified students for graduation and reviewed all undergraduate transfer evaluations. Produced

undergraduate newsletter and brochures for the major including design and layout, editing and collaborating with the printers. Other responsibilities included coordinating recruitment and outreach activities. Developed and administered Packaging Visitation Day for K-12 schools throughout the state.

Coordinator and Academic Advisor, Undergraduate University Division
Michigan State University
August 1990 – August 1997

Supervised the daily operations of the main office, which serves 3,000 undergraduate students. Responsible for the coordination of the department's three satellite offices. Trained, supervised, and evaluated 8 staff members. Also responsible for interpreting and monitoring university policies, procedures, and regulations. Administered all undergraduate academic and student affairs recruitment and retention efforts including Academic Orientation Program, Marathon of Majors and Open House. Served on numerous university committees and initiatives. Other duties entailed monitoring recess, dismissals, and compliance of federal financial aid regulations, readmissions, and athletic certifications. Trained and supervised new employees as well as served on institutional policy committees for the department.

Assistant Coordinator, King-Chavez-Parks College Day Programs
Michigan State University
April 1987 – August 1990

Duties included designing, implementing, and evaluating activities intended to introduce and prepare underrepresented high school students and their families to the potential of a college education. Other responsibilities entailed projecting expenditures, compiling, analyzing, and generating an annual report for the Michigan Legislature. Facilitated staff training and supervised graduate assistants. Taught an academic skills course to high school seniors. Liaison to various school districts, campus programs, and academic departments. Pioneered collaborative programs between the unit, local community agencies and program participants. Created a parent advisory board and news bulletin published by the program participants. Represented the program in state and local community board meetings.

Academic Guidance Counselor, Office of Supportive Services
Michigan State University
April 1986 – April 1987

Provided individual and group counseling in academic, career, financial, and personal development to specially admitted undergraduate students. Created and facilitated a college survival skills course. Coordinated the Student Assistant component and supervised student employees. Also responsible for assisting with the special needs of Chicano/Latino students. Acted as liaison and specialist on Chicano/Latino concerns.

Social Worker/Public Relations & Recruitment Specialist, Big Brothers/Big Sisters of
Greater Lansing, Inc.
Lansing, MI
February 1985 – April 1986

Screened families and volunteers for program eligibility via home visits. Maintained and monitored a caseload of fifty clients. Provided support and appropriate Department of Social Services referrals. Prepared promotional materials, media releases, and publications. Coordinated the agency's Board of Directors recruitment and fundraising activities. Represented the agency in all civic and fundraising projects.

GRADUATE STUDENT EXPERIENCE

Instructor/Facilitator, University of Pennsylvania
National Center on Adult Literacy
August 2002 – August 2003

Responsibilities involved conducting professional development workshops for teachers of adults in Michigan. Workshop sessions entailed teaching teachers how to examine their classroom practices using a variety of research methods. Other responsibilities included assisting teachers with integrating technology, multiculturalism, collaborative, and problem-based learning in their practice.

Graduate Facilitator, Department of Educational Administration
College of Education
Michigan State University
Fall 2000- Spring 2002

Assisted in a number of workshops sponsored by the Office of the Provost and the Office of Affirmative Action, Compliance and Monitoring. These sessions were designed to generate faculty-student discussion on issues dealing with multiculturalism in the curriculum. Also worked as a recorder and facilitator for projects sponsored by the Provost's Office.

Graduate Teaching Coordinator, Department of Educational Administration
College of Education
Michigan State University
May 2002 – June 2002
August 2002- December 2002
August 2001 – December 2001

Responsibilities involved teaching assigned class sessions in organizational theory, college student development, multiculturalism, and history of higher education to graduate students. Other duties entailed assisting students with research papers, evaluating assignments, and providing individual tutoring to students as assigned by faculty.

Instructor, Department of Educational Administration
College of Education
Michigan State University
August 2000 – December 2000

Designed, developed and implemented a student leadership training course for 25 undergraduate students. Applied active and collaborative teaching and learning techniques online and face-to-face using problem-based learning methods. Graded essays, facilitated group discussions, and evaluated cognitive understanding of leadership theory in a variety of assessment modes. Assisted students with the development of web pages and service-learning projects. Conducted leadership development workshops for diverse students.

Graduate Research Assistant, Department of Educational Administration
College of Education
Michigan State University
August 1999 – August 2003

Assisted the Program Coordinator for the Master of Arts in Student Affairs Administration (SAA) with recruitment, campus visitations, outreach, and other administrative duties such as maintaining the student

University of Wisconsin - Milwaukee Faculty Document No. 3306, September 17, 2020
assessment database. Other responsibilities included working on research projects focusing on the college student experience. Assisted with the preparation and coordination of the comprehensive exam for MA candidates. Coordinated the development of recruitment materials for the Student Affairs Program including annual revisions of the SAA Handbook. Developed and implemented the SAA orientation and assisted with diversity training workshops. Editor of the SAA newsletter.

EDUCATIONAL BACKGROUND

Ph.D. in Educational Administration
Higher, Adult, and Lifelong Education
College of Education
Michigan State University
East Lansing, MI 48823
Dissertation: College Student Involvement in an Online Classroom
Spring 2006

Master of Arts
College of Education
Student Affairs Administration
Michigan State University
East Lansing, MI 48823
Spring 1999

Bachelor of Arts
College of Social Science
School of Criminal Justice
Michigan State University
East Lansing, MI 48823
Fall 1984

Research Studies and Publications

Mina, L., Conceição, S., & Southern, T. (*Submitted*). Brazilian Students' Experiences that Influenced Growth, Development, and Change in Worldview While Studying in the U.S.

Mina, L., Lor, P., & Guled, T., & Cross, O. (*In Progress*). The color of Leadership: An Analysis of Student Leadership at a PWI.

Mina, L. (*In Progress*). From Caring to Achievement: Retaining First-Generation Business Students.

Arafeh, A., Mina, L., & Conceição, S.C.). (2020). Persisting to completion: Experiences of adult minority women in online education. *Journal Online Higher Education*, 4(1).

Mina, L. (2011). *Making Distance Education Work: Understanding Learning and Learners at a Distance*. New Horizons in Adult and Human Resource Development.

Crisp, G. and Mina, L. (2011). The community college: Tensions, trends and issues. In Alan Seidman (Ed.). *College Student Retention*. San Francisco: Jossey-Bass.

Mina, L. (2011). Can I succeed? Challenges African-American women face in technology-driven college classrooms. In Crystal Chambers (Ed.). *Black American Female Undergraduates on Campus: Successes and Challenges*. Emerald Press, Diversity in Higher Education Series.

Mina, L. Student-faculty interaction: Using a webcam as a teaching and learning tool. In Michelle Glowacki-Dudka (Ed.). *Proceedings from the 29th Annual Midwest Research-to-Practice Conference in Adult, Continuing, Community and Extension Education*. September 26-28, 2010. Michigan State University, East Lansing, MI.

Daley, B.J., Conceição, S., Mina, L., Altman, B.A., Baldor, M. J., & Brown, J. Development of practice, research, and theory within human resource development. (2010). *Human Resource Development Review*.

Mina, L., Davis-Fulmer, D. and Smith, R.O. The role of the community college in redirecting careers of low-income, low-literate, and low-skilled citizens. (2009). In Mary V. Alfred (Ed.). *Learning for economic self-sufficiency: Constructing pedagogies of hope among low-income, low-literate adults*. Information Age Publishing.

Daley, B., Conceição, S., Mina, L., Altman, B., Baldor, M., & Brown, J. (2008). Advancing concept map research: A review of 2004 and 2006 CMC research. *Proceedings from the International Concept Mapping Conference*. September 24-28, 2008, Helsinki, Finland.

Mabokela, R. O. & Mina, L. (2004). The journey ahead. In Mabokela, R.O. & Magubane, Z. (Eds.). *Hear our voices: Race, gender and the status of Black women*. Pretoria, South Africa: University of South Africa Press.

Mina, L., Cabrales, J., Juarez, C. & Vasquez, F. Programs that work. In Ortiz, A.M. (Ed.). *Addressing the unique needs of Latino students: New Directions for Student Services*, No. 15, 2004.

Austin, A. E. & Mina, L. (2002). Part-time faculty. In Forest, J and Kinser, K (eds). *Higher education in the United States: An encyclopedia*. Santa Barbara, CAL: ABC-CLO.

Rhoads, R. & Mina, L. The student strike at the National Autonomous University of Mexico: A political analysis. *Comparative Education Review*, v. 45, (3), August, 2001.

PROFESSIONAL PRESENTATIONS

Conceição, S. O., Mina, L. & Arafteh, A. “*Persistence to Completion: Experiences of Minority Women in Online Programs*.” Paper presented at the Association for Adult and Continuing Education (AAACE) Conference, October 2-5, 2018. Myrtle Beach, South Carolina. (Peer Reviewed).

Conceição, S. O., Mina, L. Southern, T. “*Living and Studying in the U.S.: An Ecological Perspective*.” Paper presented at the Adult Education Research Conference (AERC), June 7-10, 2018. Victoria, Canada. (Peer Reviewed).

Conceição, S. O., Southern, T. & Mina, L. “*International Student Identity Development: An Ecological Systems Perspective*.” Paper presented at the American Association for Adult and Continuing Education (AAACE) Conference, October 31-November 3, 2017. Memphis, Tennessee. (Peer Reviewed).

Mina, L. “*Advising and Retaining First-Generation Business Students of Color: A case study*.” Paper presented at the National Academic Advising Association (NACADA), October 8-11, 2014 Minneapolis, Minnesota. (Peer Reviewed).

Mina, L. "*First-Generation Women of Color: The Technology-Driven Learning Experience.*" Paper presented at the Association for the Study of Higher Education (ASHE), November 16-19, 2011. Charlotte, North Carolina. (Peer Reviewed).

Mina, L. "*Sustaining Academic Momentum in Technology-Driven Classes.*" Paper presented at the Wisconsin Academic Advising Association (WACADA), September 23-25, 2011, Stevens Pointe, Wisconsin. (Peer Reviewed).

Mina, L. "*Limbaugh, Palin, and Malcolm X: Teaching Group Leadership Online.*" Paper presented at the American College Personnel Association College Student Educators International, March 26-30, 2011. Baltimore, Maryland. (Peer Reviewed).

Mina, L. "*Students of Color: Flying Under the Radar Screen.*" Paper presented at the American College Personnel Association College Student Educators International, March 26-30, 2011. Baltimore, Maryland. (Peer Reviewed).

Mina, L. "*First-Generation Black Women and the Technology-Driven College Classroom.*" Paper presented at the American College Personnel Association College Student Educators International, March 26-30, 2011. Baltimore, Maryland. (Peer Reviewed).

Mina, L. "*Didactic Conversations with First-Generation Advisees: Is Detroit a Segregated City?*" Paper presented at the 34th Annual Conference on Academic Advising. Orlando, Florida. October 3-6, 2010. (Peer Reviewed).

Mina, L. "*Student-Faculty Interaction: Using a Webcam as a Teaching and Learning Tool.*" Paper presented at the 29th Annual Midwest Research-to-Practice Conference in Adult, Continuing, Community and Extension Education, East Lansing, Michigan, September 26-28, 2010. (Peer Reviewed).

Mina, L. "*International Graduate Students' Knowledge of the Student Affairs Profession.*" Paper presented at the American College Personnel Association College Student Educators International, March 20-24, 2010, Boston, Massachusetts. (Peer Reviewed).

Mina, L. "*Involvement and Interaction: The Learning Experiences of Traditional-aged Undergraduates Students in Large Online Classes.*" Annual School of Education Research Conference, University of Wisconsin – Milwaukee, March 11, 2010. (Peer Reviewed).

Mina, L. "*We Know Who You Are: What Researchers Know About College Students.*" University of Wisconsin – Milwaukee, Multicultural Center Conference, February 23, 2009. (Invited).

Daley, B.J., Conceição, S., Mina, L., Altman, B.A. and Baldor, M. J. "*Advancing Concept Map Research: A Review of 2004 and 2006 CMC Research.*" CMC 2008. Third International Conference on Concept Mapping. Tallinn, Estonia and Helsinki, Finland Sept. 22-25, 2008. (Peer Reviewed).

Mina, L. "*The Widening Gap: Economics, Demographics, and Higher Education.*" Paper presented at the Socio-cultural Programming and Multicultural Center, University of Wisconsin - Milwaukee, October 23, 2008. (Invited).

Mina, L. "*Are You a Growing, Changing Person Interested in Exploring New Ideas and Challenges?*" Department of Student Affairs and Services. Professional Development Workshop. University of Wisconsin-Milwaukee, October 20, 2008. (Invited).

Mina, L. "*Careers in College Student Personnel Administration.*" Professional Development Workshop. Office of the Vice-Chancellor for Student Affairs. December 2008. (Invited).

Mina, L. "*Concentration in Higher Education.*" Milwaukee Area Technical College, Fall 2007. (Invited).

Daley, B. and Mina, L. "*Ningbo, China Delegation.*" Center for International Education. University of Wisconsin – Milwaukee. October 2, 2007.(Invited).

Mina, L. "*Hispanics at Crossroad: Apathy or Education.*" Grand Valley State University, Hispanic Heritage Month. October 9, 2007. (Invited).

Mina, L. and Gross, L. "*Growing and Retaining a Diverse Workforce*". Career Services Network, Michigan State University, Augusta, MI, May 12, 2006. (Invited).

Mina, L. "*Working with Diverse Students.*" Professional Development Workshop, Michigan State University, East Lansing, MI April 2006. (Invited).

Mina, L. and Nazario, M. "*Recruiting, Retaining and Graduating Socio-economically Disadvantaged Students.*" National Association for College Admission Counseling, Tampa, FL September 22-24, 2005. (Peer Reviewed).

Mina, L. "*Virtually Educated: Involvement in the Online Classroom.*" Poster presentation at the Annual Meeting of the Association for the Study of Higher Education, Portland, OR, November 2003. (Peer Reviewed).

Mina, L. "*Technology in the Classroom: The Experiences of Students of Color.*" Paper presented at the Annual Meeting of the American College Personnel Association, Long Beach, CA, April 2002. (Peer Reviewed).

Mina, L. "*A Holistic Approach to Student Leadership Training.*" Workshop conducted at the Annual Meeting of the American College Personnel Association, Long Beach, CA, April 2002. (Peer Reviewed).

Ortiz, A., Rhoads, R., Mina, L. and Hornak, A. "*Deconstructing Whiteness as a Part of a Framework for Multicultural Education.*" Workshop conducted at the Annual Meeting of the American College Personnel Association, Washington, D. C., April 2000. (Peer Reviewed).

Rhoads, R. and Mina, L. "*Student Movements and Democratic Struggle in a Global Context.*" Paper presented at the Association for the Study of Higher Education International Forum, Sacramento, CA: November 2000. (Peer Reviewed).

Mina, L. & Beach, A. "*Deciding to Pursue the Doctorate Degree.*" Workshop conducted at the Annual Meeting of the Midwest Meeting of Graduate Students in Student Personnel, East Lansing, MI, October 1999. (Invited).

Ortiz, A.M, & Mina, L. "*Conquering the Great Divide: Building Partnerships with Faculty Members.*" Presented at the Annual Meeting of the American College Personnel Association, Atlanta, GA, March 1999. (Peer Reviewed).

Mina, L. "*Developing an Academic Advising Philosophy: Working as Transformative Educators.*" Presented at the Annual Meeting of the Midwest Meeting of Graduate Students in Student Personnel, Ames, IA, November 1998. (Invited).

University of Wisconsin - Milwaukee Faculty Document No. 3306, September 17, 2020
Mina, L. & Silker, G. "*Champions for Diversity: We Cannot be Silenced! Actions not Words.*" Workshop conducted at the Annual Meeting of the Michigan College Personnel Association, Bellaire, MI, April 30 – May 1, 1998. (Invited).

ACADEMIC AWARDS AND HONORS

National Academic Advising Association (NACADA). Commission-Sponsored Conference Presentation Excellence Award. (2014).

Michigan State University, Dissertation Fellowship (2000).

American Education Research Journal, Outstanding Graduate Student Editorial Reviewer (2003).

Michigan State University, Featherstone Society Scholarship (2001).

Association for the Study of Higher Education, Graduate Seminar on Higher Education Policy (2000).

Michigan State University, Minority Incentive Recruitment Fellowship (1999-2003).

Michigan State University, Clyde M. Campbell Endowed Scholarship (1999).

Michigan State University, The Louis C. Stamatakos Award (1999).

Michigan State University, Office of the Provost Leadership Fellow (1995 -1996).

New Detroit Inc., Hispanic Leadership Development Fellowship (1991-1992).

NATIONAL, UNIVERSITY AND COMMUNITY SERVICE

Editorial Board Member, *Advances in Human Resources Development.* (SAGE Publication). August 2015-Present.

Reviewer. *Urban Review.* Springer Publications. August 2014-Present.

Faculty Search Committees School of Education, University of Wisconsin - Milwaukee, Fall 2008, Fall 2010, Fall 2018 - Spring 2019.

Academic Programs and Curriculum Committee, University of Wisconsin – Milwaukee, Fall 2011 – Spring 2012.

Travel Committee, School of Education, University of Wisconsin - Milwaukee, August 2008 – August 2010.

Chair & Representative Curriculum Committee, School of Education, University of Wisconsin - Milwaukee, August 2008-October 2019 .

Transfer and Non-traditional Students Working Group. University of Wisconsin - Milwaukee, August 2008-2011.

Scholarship Committee, School of Education, University of Wisconsin - Milwaukee, August 2008 -present.

Recreational Sports & Facilities Advisory Committee, University of Wisconsin - Milwaukee, August 2008-2010.

Student Appeals Committee, School of Education, University of Wisconsin - Milwaukee, August 2010-present.

Open House. School of Education, University of Wisconsin - Milwaukee, August 2008 – August, 2010.

Internationalizing the Student Experience, Provost's Office, Michigan State University, September 2006-August 2007.

Diversity Compliance Officer, College of Engineering, Diversity Programs Office, Michigan State University, February 2006 -May 2006.

Richard Lee Featherstone Scholarship Committee, College of Education, Michigan State University, January 2006- May 2006.

Lear Center Advisory Council, Eli Broad College of Business, Lear Corporation Career Services Center, August 2005 – 2006.

Board Member, Association for the Study of Higher Education (ASHE) Reader Series Board 2003-2005.

Volunteer Intern, Lansing Community College, Extension and Community Education, August 2002- August 2004.

Graduate Student Volunteer Co-Chair, Comparative and International Education Society 2002-2003.

Executive Board Member, Michigan State University Faculty - Professional Women's Association, 2001-2003.

Subcommittee Member, Adult Education Research Conference, May 2001.

Reader, American Educational Research Association (AERA), Annual Meeting, Seattle, 2001.

Member, Michigan State University Department of Educational Administration Faculty Search Committee, 2000 - 2001.

Member, Michigan State University Department of Educational Administration, Graduate Student Professional Development Brown Bag Series, 1999 - 2000.

Member, Bid Team for the Annual Meeting of the Midwest Meeting of Graduate Students in Student Personnel, East Lansing, MI, October 1999.

Member, University Continuous Quality Improvement Team on Academic Advising. Appointed by the Assistant Provost for Undergraduate Education, April 1996 – September 1997.

Executive Board Member, Michigan College Personnel Association (MCPA), September 1997- September 1998.

Chair, Michigan College Personnel Association (MCPA), Diversity Task Force. September 1997- September 1998.

Member, University Continuous Quality Improvement Team on Academic Orientation Program. Appointed by the Assistant Provost for Undergraduate Education, October 1995 – May 1996.

Executive Board Member, Michigan State University Chicano Latino Faculty and Staff Association, Treasurer. April 1987 – August 1990.

GRANTS

Professional Development in Student Affairs Administration (2000-2001). Career Services and Placement, Michigan State University (\$7,000 granted).

Midwest Meeting of Graduate Students in Student Personnel, 1999 (\$10,000 granted).

PROFESSIONAL MEMBERSHIPS

American College Personnel Association (**ACPA**).

American Educational Research Association (**AERA**).

National Academic Advising Association (**NACADA**).

The Association for the Study of Higher Education (**ASHE**).

SKILLS

Communication, Fluency in written and oral Spanish.

Software, Microsoft Windows, Excel, and Nvivo.

Learning Management Systems: D2L and Canvas.