

Case Name: *In the Matter of* Accrediting Council for Independent Colleges and Schools

Docket No.: 16-44-O

Filing Party: Respondent, Accrediting Council for Independent Colleges and Schools

Exhibit No.: B-O-47



**QUALITY ASSURANCE MONITORING: OUT OF SCOPE REPORT
DIPLOMA IN VETERINARY ASSISTANT WITH PET GROOMING**

CAMPUS
EDIC College
5 Genova Street, Rafeal Cordero Avenue Urb. Caguas Norte
Caguas, PR 00725
ACICS ID Code: 00010190

Mr. Reinaldo Gonzalez, Executive Director (rgonzalez@ediccollege.edu)
(agencycaguas@ediccollege.edu)

June 13, 2016

Date Program Began: September 2015
Current Total Enrollment: 68
Current CAR Program Retention: 75 percent

(b)(6)	Veterinary Assistant Specialist	(b)(6)	Elk River, MN
Ms. Jan A. Chambers	Staff Representative	ACICS	Washington, DC

Megan Youngs



EDUCATION

Minnesota School of Business

December 2015

Master of Science in Management-Managerial Leadership Emphasis

- ❖ 4.0 GPA and perfect attendance honors

Minnesota School of Business

December 2012

Master of Business Administration-Human Resources Emphasis

- ❖ 4.0 GPA and perfect attendance honors

Ridgewater College

May 2004

Associate in Applied Science-Veterinary Technology

- ❖ 4.0 GPA

University of Wisconsin-River Falls

May 2001

Bachelor of Science-Animal Science with an Equine Emphasis

- ❖ 3.0 GPA
- ❖ Completed prerequisite coursework for application into veterinary medical school

PROFESSIONAL EXPERIENCE

Minnesota School of Business

2012-present

Dean of Faculty

- ❖ Oversee the educational delivery for the diverse programs on campus.
- ❖ Hire, train, evaluate, supervise and terminate faculty as needed
- ❖ Ensure that all faculty members complete the appropriate training and professional development to complete the duties of their instructional positions
- ❖ Maintain appropriate documentation of faculty in order to preserve a national accreditation status
- ❖ Work closely with supervisors in order to operate within the annual budget
- ❖ Continue to teach classes within the veterinary technology department
- ❖ Maintain records and establish procedures to ensure that the requirements of our internal and external governing bodies are exceeded (OSHA, AVMA, DEA, MDH, ABHES, ACICS, etc)

Ruff Start Rescue

2011-present

Senior Vetting Consultant/Vetting Manager

- ❖ Oversee the care for the animals in rescue to ensure they are up to date with their veterinary care needs which includes disseminating information to veterinary clinics, fosters, and placement managers
- ❖ Work with affiliated veterinary clinics to maintain quality care for the animals while keeping an awareness of the overall budget and financial status within the rescue
- ❖ Maintain contact with specialty care veterinarians to be able to provide care for the special needs animals within the rescue
- ❖ Keep progressive records of the inventory on hand in order to ensure an appropriate turnover rate of supplies to remain profitable
- ❖ Manage a full vetting team of technicians, veterinarians, and volunteers to assist with the care for the animals

- ❖ Disseminate appropriate information to supervisors and the board of directors in order to establish change within the vetting department
- ❖ Establish protocols and procedures for animal health related concerns within the rescue

Minnesota School of Business

2009-2012

Veterinary Technology Program Chair

- ❖ Oversee all aspects of the veterinary technology program at the Elk River campus. This includes instructors, students, animals, and course scheduling.
- ❖ Ensure that all aspects of the program are in compliance with the following regulatory bodies: IACUC, USDA, AVMA, MDH, and DEA – resulting in minimal minor citations over a four year period.
- ❖ Increase safety awareness on campus through the safety committee and act as the radiation safety officer
- ❖ Collaborate with community members of the program advisory committee
- ❖ Perform in-clinic visits with local veterinarians to discuss hosting internship and preceptorship students, employment opportunities, and applied learning opportunities.
- ❖ Host multiple continuing education opportunities at the Elk River campus which are open to professionals in the veterinary field.
- ❖ Maintain student academic files according to AVMA standards for program enrollment and completion
- ❖ Execute a successful AVMA accreditation visit resulting in provisional accreditation for a five year time frame
- ❖ Participate in the interview process for potential technicians and veterinarians

Rogers Pet Clinic

2005-2009

Certified Veterinary Technician

- ❖ Provided routine care for animals including vaccinations, venipuncture, client education, anesthesia, and radiography
- ❖ Supervised the completion of essential skills for the veterinary technician internship students
- ❖ Organized and entered the veterinarian schedules into the computer system while ensuring that good appointment and surgery flow is maintained.

Metropolitan Veterinary Referral Services

2005

Certified Veterinary Technician

- ❖ Provided emergency care for animals including venipuncture, anesthesia, and specialty procedures
- ❖ Assisted with completion of the veterinary technician schedule
- ❖ Maintained complete animal records for the entirety of their hospitalization
- ❖ Produced up to date billing statements for individual animals

PROFESSIONAL CERTIFICATIONS AND ACHIEVEMENTS

Certified to Teach the MVMA Dog Bite Prevention course

2010 - Present

Certified Veterinary Technician (Minnesota)

2004 – Present

AVTE Bi-Annual Symposium Speaker

2013

Equine Reproduction Short Courses (Colorado State University)

2001

PROFESSIONAL INVOLVEMENT

<i>Minnesota Association of Veterinary Technicians member</i>	<i>2004 - Present</i>
<i>Association of Veterinary Technician Educators member</i>	<i>2009 - Present</i>
<i>National Association of Veterinary Technicians of America member</i>	<i>2009 - Present</i>
<i>Junior Vet Camps Development</i>	<i>2009 - Present</i>
❖ Offered quarterly through the local community education department	
<i>ACICS Evaluator</i>	<i>2013-Present</i>



RENEWAL OF ACCREDITATION VISIT REPORT

BRIGHTWOOD COLLEGE
7833 Indianapolis Boulevard
Hammond, IN 46324
ACICS ID Code: 00010363

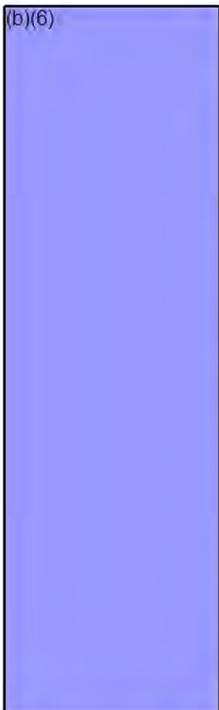
Mr. Christopher A. Artim, Campus Director (christopher.artim@brightwood.edu)
(regulatory.hammond@brightwood.edu)

LEARNING SITES

Kaplan Professional Schools
Bloomington, MN 55425
ACICS ID Code: 00240581

Kaplan Professional Schools
Saint Paul, MN 55108
ACICS ID Code: 00240612

September 21-22, 2106



Chair, Facilities

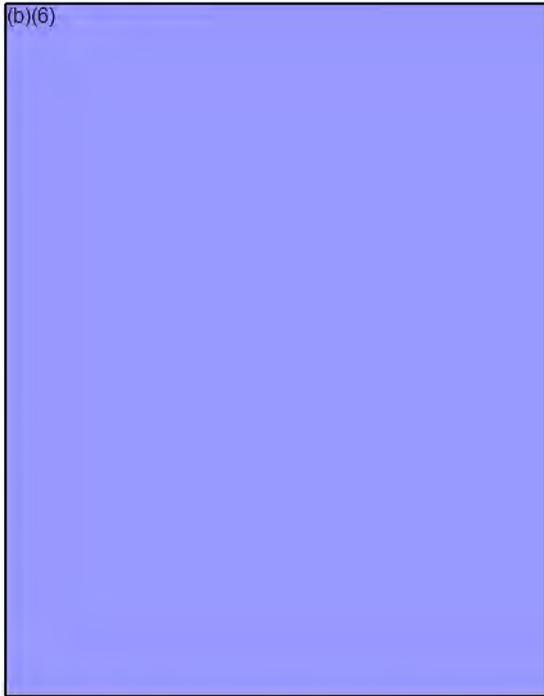
Student-Relations Specialist

Educational Activities

Distance Education

Data Integrity Review, Applied
Business Fundamentals
Specialist

Pharmacy Technician, Medical
Billing and Coding, Medical
Assistant Specialist



Bainbridge
Island, WA

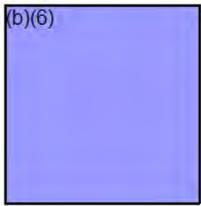
Phoenix, AZ

Richmond, VA

Niantic, CT

Largo, FL

Gadsden, AL



Clinical Massage Therapy
Specialist
Dental Assistant Specialist



Tampa, FL
El Paso, TX

Ms. Katie
Morrison

Staff Representative

ACICS

Washington,
DC



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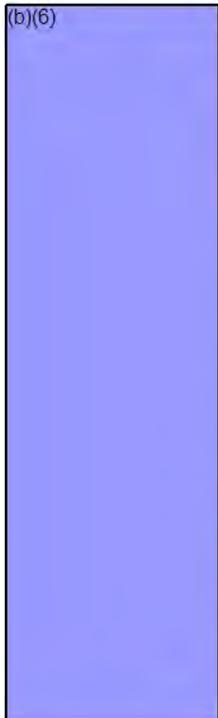
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(b)(6)

Chair, Facilities

Student-Relations Specialist

Educational Activities

Distance Education

Data Integrity Review, Applied
Business Fundamentals
Specialist

Pharmacy Technician, Medical
Billing and Coding, Medical
Assistant Specialist



(b)(6)

Bainbridge
Island, WA

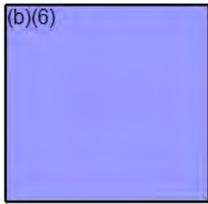
Phoenix, AZ

Richmond, VA

Niantic, CT

Largo, FL

Gadsden, AL



Clinical Massage Therapy
Specialist
Dental Assistant Specialist



Tampa, FL
El Paso, TX

Ms. Katie
Morrison

Staff Representative

ACICS

Washington,
DC



RENEWAL OF ACCREDITATION VISIT REPORT

**THE SALTER SCHOOL
515 Woburn Street
Tewksbury, MA 01876
ACICS ID Code: 00010498**

Ms. Jana Esposito, Campus Director (jesposito@salterschool.com)
(acicstewksbury@salterschool.com)

**MAIN CAMPUS
Salter College
West Boylston, MA
ACICS ID Code: 00010357**

May 18-19, 2015



Ms. Frenika Rivers

Chair
Student-Relations Specialist
Educational Activities/
Massage Therapy Specialist
Medical Specialist
Staff Representative



ACICS

Tucson, AZ
Birmingham, AL
Toledo, OH
Newport, RI
Washington, DC

(b)(6)

PROFESSIONAL HIGHLIGHTS

- Academic leader producing successful graduates through monitoring top notch academic programs.
- Accomplished Director with proven ability to develop and implement curriculum that provides an opportunity to change lives through education.
- Respected leader with the ability to motivate and develop faculty which enhances the learning environment.
- Development and maintenance of Program Budget through projection and monitoring of expenses.
- Serve as Student Advisor by providing Career Guidance and Conflict Resolution within a diverse population.
- Development of community opportunities for students, graduates and faculty.
- Teach at least one class each quarter and substitute on as needed basis.
- Ensure all applicable policies of the college, state and accreditation bodies are adhered to.

EDUCATION

A.T. STILL UNIVERSITY (Mesa, AZ) November 2010

- Master of Science Degree in Human Movement with an emphasis in sports conditioning.
- GPA 3.77

NORTHWEST ACADEMY OF MASSOTHERAPY (Maumee, OH) October 1998

- Completion of 600 hour massage therapy certificate
- Average of 92% in anatomy and 90% in massage theory.

CENTRAL MICHIGAN UNIVERSITY (Mt. Pleasant, MI) May 1983

- Bachelor of Science in Physical Education with emphasis in Sports Medicine
- GPA of 3.33

EXPERIENCE

HEALTH AND WELLNESS DIRECTOR 2004 – Present

- Curriculum development and maintenance.
- Coordinated both Massage/Personal Fitness Associate and Diploma programs
- Recruitment and retention of qualified faculty.
- Maintenance of Program Budget by monitoring expenditures
- Teaching of at least 1 class each quarter and available for substituting

- Developed off- site labs and externship sites for fitness students.
- Following all applicable policies of the college, state board and accreditation bodies.
- Developed community interaction opportunities for students, graduates and faculty.
- Developed contacts within the health and wellness industry for graduate placements.
- Maintaining Massage Therapy Licensure.
- CPR/AED certified.

STAUTZENBERGER COLLEGE
(1796 Indian Wood Circle Maumee, OH 43537)

MASSAGE THERAPY INSTRUCTOR

2003 – 2004

- Course preparation and implementation.
- Provide instruction in post-secondary course work in Massage Theory and Anatomy
- Keeping accurate account of student grades.
- Supervising of Student Massage Clinic.
- Maintaining of Massage Therapy State Licensure.

STAUTZENBERGER COLLEGE
(5355 Southwyck Blvd., Toledo, OH 43614)

CORPORATE SECURITY DIRECTOR/TRAINER

1999 - 2000

- Oversee hiring, training and evaluation of mall security.
- Developed and maintained yearly budget.
- Provide training to newly established accounts in other states on as needed basis.
- Establish and monitor weekly scheduling of security officers and supervisors.

MYDATT SECURITY INC.
(NorthTowne Sq Mall, Toledo, OH.
Company based out of 7135 Charlotte Pike # 100Nashville, TN 37209-5017.)

SUBSTITUTE TEACHER

1983-1985

- Taught classes on as needed basis for all subjects K-12.
- Followed teacher lesson plans as instructed for specific classes.

MONROE COUNTY PUBLIC SCHOOLS
(Monroe, MI)

LICENSURE/CERTIFICATION

OHIO STATE MEDICAL BOARD (Columbus, OH)

- *Limited Practitioner's Certificate for Massage Therapy*
- Issued License (b)(6)

NATIONAL ACADEMY OF SPORTS MEDICINE

- *Performance Enhancement Specialist*
- Issued Certificate (b)(6)
- *Corrective Exercise Specialist*
- Issued Certificate (b)(6)

MEMBERSHIPS

ALPHA BETA KAPPA NATIONAL HONOR SOCIETY

NATIONAL STRENGTH AND CONDITIONING ASSOCIATION



**QUALITY ASSURANCE MONITORING: OUT OF SCOPE REPORT
DIPLOMA IN INDUSTRIAL MAINTENANCE TECHNICIAN**

LAUREL TECHNICAL INSTITUTE

**200 Sterling Avenue
Sharon, PA 16146
ACICS ID Code: 00010838**

Mr. Douglas Decker, Director (ddecke@laurel.edu)
(acics@laurel.edu)

September 8, 2015

Date Program Began: September 22, 2014
Current Total Enrollment: 3
Current CAR Program Retention: N/A

(b)(6)

Ms. Katie Morrison

Specialist

Staff Representative

(b)(6)

ACICS

Mobile, AL

Washington, DC

PROFILE

- Conducted Research in the areas of Materials Synthesis, Mechanical Engineering, and Chemistry that led to 10 peer-reviewed publications and more than 15 presentations. (Other manuscripts in preparation)
- Mentored 9 undergraduate students whose work led to them earning awards in poster/oral symposia.
- Collaborated with project leaders representing (NASA, AFRL, ARL, and other Universities) on multiple research related projects, leading to the following successful results:
 - Funded Research Proposals, Publications, as well as current and future collaborations.
 - Teaching and Workshop facilitation experience in materials science, chemistry, chemical, and mechanical engineering.

EDUCATION

Masters Business Administration	Auburn University	Present
Business Administration Courses	Southern Union State Community College	August 2012
Ph.D., Materials Science and Engineering	Tuskegee University	May 2009
B.S., Chemistry	Miles College	May 2003
Pre-Engineering Courses	Wallace Community College Selma	May 1995

EMPLOYMENT

- 09/12 – Present BAHETH RESEARCH AND DEVELOPMENT LABORATORIES LTD.
MOBILE AL
Senior Research Scientist and Engineer
• Prepare samples for observation and tests. • Conducting research in the areas of Carbon Capture, Water Quality and Environmental Science
• Work with company in attracting new businesses and investors
- 10/12 – Present THINKTANK TUTORING SERVICES MOBILE AL
Tutor
• Tutored in the Areas of Chemistry, Physics, and Math
• Tutored high school students and students with disabilities
- 06/11 – 08/12 INTEGRATED SURFACE TECHNOLOGIES, MENLO PARK, CA
AUBURN UNIVERSITY DEPART. OF CHEMICAL ENGINEERING, AUBURN, AL
Post-Doctoral Associate/Visiting Researcher
• Prepare samples for observation and tests.
• Conducting research in the areas of Superhydrophobic Coatings
• Work with company in attracting new businesses
- 01/09 – 04/11 CORNELL UNIVERSITY SCHOOL OF CHEMICAL AND BIOMOLECULAR
ENGINEERING ITHACA, NY
Diversity Post-Doctoral Fellow
• Prepare samples for observation and tests.
• Conducted research in the area of nanocomposites for the department
• Conducted research in the area of lithium ion batteries for the department.
- 08/03 –05/09 TUSKEGEE UNIVERSITY CENTER FOR ADVANCED MATERIALS, TUSKEGEE, AL
Graduate Research Assistant
• Prepare samples for observation and tests.

- Conducted research in the area of nanocomposites for the department
- Conducted research in the area of rail steel for the department

- 05/03 – 08/03 ROHM AND HAAS AUTOMOTIVE COATINGS, LANSING, IL
Summer Intern - Chemist
- Prepared different paint samples for observation and tests
 - Conducted research in the area of nanoclays for the department.
- 11/97 – 05/03 KINKO'S HOMEWOOD, Birmingham, AL
Key Operator & Computer Services Consultant
- Operate Xerox, Kodak, IBM, and Lanier copiers. • Assist customers with order taking.
 - Assist customers with PC and Macintosh operating systems. • Work in Microsoft Office, Adobe Photoshop, PageMaker, Acrobat, Quark Express, AutoCAD, Corel Draw, WordPerfect, Lotus 1-2-3, Macromedia Freehand, Visual Basic, and other software programs.
- 06/02 – 08/02 CENTER FOR ADVANCED MATERIALS, TUSKEGEE UNIVERSITY, TUSKEGEE, AL
Intern – Student Research Assistant
- Prepare samples for observation and tests.
 - Conducted research in the area of nanocomposites for the department.
- 10/01 – 05/03 MILES COLLEGE, BIRMINGHAM, AL
Student Research Assistant and Peer Tutor
- Prepare samples for observation and tests • Assist with general office duties
 - Conducted research for department. • Tutored in the Areas of Chemistry, Physics, and Math.

RESEARCH AND SKILLS SUMMARY

Research Experience Include:

- Excellent understanding of analytical materials chemistry as they relate to identification of chemical groups and qualitative/quantitative analysis
- Keen understanding of Material Processing-Property-Microstructure-Performance Relationships
- Experience with various Polymer Processing Techniques (Thermosets, Thermoplastics, and Elastomers)
- Investigated the Rheological behavior (flow-behavior) of polymers (thermoplastics and thermosets) and correlated findings to aide in improving processing in composites
- Expertise characterizing Polymer-based Composites (chemical, thermal, and mechanical behavior)

Skill Set Includes:

Skilled in hands-on operation of the following Materials Science and Engineering and Analytical Chemistry

Characterization equipment

- **Thermal Analysis Equipment:** Thermogravimetric Analyzer (TGA), Thermomechanical Analyzer (TMA), Differential Scanning Calorimetry (DSC), Rheology, Dynamic Mechanical Analyzer (DMA).
- **Morphology Equipment:** High Resolution Transmission Electron Microscope (HRTEM), Field Emission Scanning Electron Microscope (FESEM), X-ray diffraction (XRD), Small Angle X-Ray Scattering (SAXS)
- **Materials Synthesis:** Hydrothermal, Solvothermal, and Sonochemical nanoparticle syntheses.
- **Composite processing techniques:** Vacuum Assisted Resin Transfer Molding, Hand-layup, Metallography
- **Chemical Identification Techniques:** Mass Spectrometry (MS), Fourier Transforms Infrared Spectrometry (FTIR), Raman Spectrometry, X-ray Photoelectron Spectrometry (XPS), Dynamic Light Scattering, Electron Dispersive Spectrometry (EDS), X-ray diffraction (XRD)
- **Mechanical Testing Equipment:** Charpy Impact Tester, Hardness Testing, Zwick/Roell Mechanical Testing System, MTS

Computer Related Skills:

- Microsoft Office 2007 Suite, Adobe Acrobat Professional, Microcal Origin 8.0, ChemDraw Ultra 7.0, EndNote, and Igor Pro, Adobe Photoshop, Adobe PageMaker, Quark Express, AutoCAD, and Corel Draw. **Materials Simulations:** Materials Studio

PROFESSIONAL AND SOCIAL MEMBERSHIPS

- National Organization for the Advancement of Black Chemists and Chemical Engineers, member since 2002
- National Association for the Advancement of Colored People, member since 1992
- National Society of Black Engineers, member since 1992
- American Chemical Society, member since 2002
- Society for the Advancement of Material and Processing Engineering, member since 2003
- ASTM International, member since 2003
- American Society for Engineering Education, member since 2010
- Toastmasters International, member since 2010

AWARDS AND HONORS

- Miles College Honors Scholar, 2001-2002, Miles College HBCU Scholarship Recipient 2001-2002
- Miles College President's List Fall 2002 and Spring 2003
- NSF- IGERT Fellow 2004-2008
- NSF- EPSCoR /Alabama Commission Higher Education Fellow 2006-2008
- Cornell University Center for Teaching Excellence Future Faculty Fellow 2009-2010
- **National Science Foundation (NSF) Small Business Post-Doctoral Fellow 2011-2012**

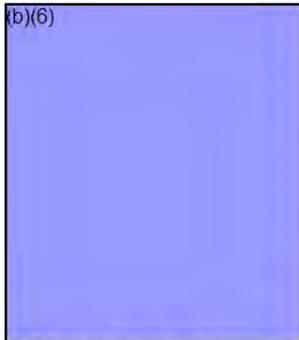


RENEWAL OF ACCREDITATION VISIT REPORT

RIDLEY-LOWELL BUSINESS & TECHNICAL INSTITUTE
116 Front Street
Binghamton, New York 13905
ACICS ID Code: 00011332

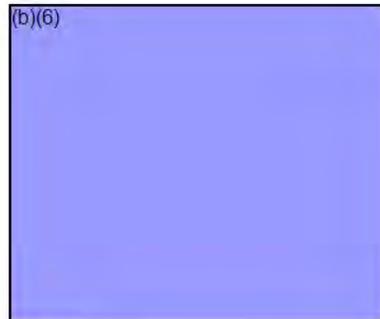
Ms. Rebecca Scales, Campus Director (bgdirector@ridley.edu)
(bingaa@ridley.edu)

October 1 - 2, 2015



Ms. Karly Zeigler

Chair
Student-Relations Specialist
Network & Technical Support
Specialist
Medical Administrative Specialist
Cosmetology Specialist
Staff Representative



ACICS

Morehead, KY
Chicago, IL
Attica, OH
Lakeland, FL
Clarksville, TN
Washington,
DC

(b)(6)

EDUCATION

- *DrPH, Public Health-Epidemiology, Capella University, anticipated graduation May 2013
- *Master of Science, Health Administration, University of North Carolina at Charlotte, Charlotte, NC, May 2003
- *Bachelor of Science, Health Education/Community Wellness, Virginia Commonwealth University, Richmond, VA, May 2001 and

LICENSURE

- *American Heart Association Instructor Level Trainer- Heartsaver First Aid/CPR/AED, Basic Life Support (BLS), 2006-current
- *American Red Cross Instructor Level Trainer- First Aid/CPR/AED (Infant, Child, Adult), 2003
- *National Minority AIDS Council (NMAC), grant-writing certification, 1997

PROFESSIONAL EXPERIENCE

Instructor, Dawn Career Institute, November 2011- present

- *Online facilitation of courses in the following subject matters: Medical Terminology, Introduction to Healthcare Field, Anatomy and Physiology
- *Responsibilities consist of: discussion board participation/management, ongoing evaluation of student coursework and posting of grades, and student retention.
- *All courses are designed to provide an extensive level of competency in preparation for professional work as a Medical Assistant, Medical Office Administrator, or Medical Biller and Coder.

Instructor, Comcourse College (Test Drive College), January 2011-present

- *Online facilitation of an entry-level course in Medical Terminology
- *Responsibilities consist of: discussion board participation/management, ongoing evaluation of student coursework and posting of grades, and student retention.
- *Overall objective is the preparation of students for academic success in a post-secondary institution of learning

Adjunct Faculty, Kaplan University Online, March 2010-present (as needed).

- *Online facilitation of a graduate course in Applied Epidemiology to students enrolled in the Masters of Public Health (MPH) program.
- *Responsibilities consist of: weekly online seminar facilitation, discussion board participation/management, ongoing evaluation of student coursework and posting of grades, and student retention.

Adjunct Faculty, ECPI- Medical Careers Institute, Charlotte, NC, February 2009- present.
Address: 4800 Airport Center Pkwy Charlotte, NC 28208

- *Facilitation of courses in the following subject matters: Anatomy and Physiology I/II, Patho-Physiology, Pharmacology, Medical Terminology, Medical Office Procedures, Medical Office Administration, Medical Billing and Coding, and Medical Law and Ethics.

*All courses are designed to provide an extensive level of competency in preparation for professional work as a Medical Assistant or Medical Office Administrator.

*The above-listed courses are requirements for students specializing in allied health disciplines obtaining an Associate's degree.

*Oversight of the externship process for Medical Administration students: background screening, drug-testing, scheduling, placement, weekly management of progress, assessment upon completion

*Curriculum development, syllabi preparation, and LMS creation/maintenance

Adjunct Professor, Johnson C. Smith University, Charlotte, NC, February 2009- present (as needed).

Address: 100 Beatties Ford Rd. Charlotte, NC 28216

*Facilitation of a Personal Health and Wellness course designed to discuss such topics as: preventative healthcare, nutrition, coping in today's society, decision-making, diseases, drugs, love and the human life cycle, and sexuality

*This course satisfies the general education requirement for majors and non-majors in pursuit of a Bachelors degree

*Provide students the opportunity to examine decision-making skills regarding matters of health, emphasize prevention of health problems, assess health status, and develop a working knowledge of health issues.

Occupational Safety Instructor, Cintas First Aid and Safety, Charlotte, NC, March 2006-August 2008.

Address: 3035-A Horseshoe Ln. Charlotte, NC 28209

*State-wide management of the Occupational Safety Instruction for Cintas First Aid and Safety customers

*Providing facilitation of OSHA regulated safety and wellness training in various topics; (i.e. First Aid/CPR, Powered Industrial Trucks, Respiratory Fit Testing, Lock-Out/Tag-Out, Effective Safety Committees, Bloodborne Pathogens, Hazard Communication, Recordkeeping, Emergency Preparedness, Fire Extinguisher, Ergonomics, Proper Lifting/Back Injury Prevention, Automated External Defibrillators etc..)

*Conduct facility safety assessment for current customers to ensure compliance with OSHA standards

*Creation/design of company safety manuals and job safety analyses

Occupational Health Specialist, Publix Supermarkets, Inc., Lakeland, FL, May 2003-March 2006.

Address: 501 N Galloway Rd. Lakeland, FL 33810

*Management of the Corporate Safety process for complying with the Occupational Health and Safety Administration (OSHA) Bloodborne Pathogen Standard (29 CFR 1910.1030) and the Medical Services and First Aid Standard (29 CFR 1910.151)

*Management of Communicable/Infectious disease interventions in order to safeguard the health of Publix associates (120,000 associates), their families and Publix customers

*Worked in collaboration with Department of Risk Management to process general liability and worker's compensation insurance claims

*Corporate Development and Management of the following Wellness programs: First Responders, AED (Public Access Defibrillation), Office Workstation Ergonomics, Industrial Body Mechanics, and Emergency Oxygen

*Providing First Aid/CPR training for associates at the Child Development Center (Publix associate daycare) in order to maintain compliance

- *Creation and Management of First Aid/Bloodborne Pathogen training and workshop material, conducting quarterly audits on Education, Training, and Development facilitators of workshop
- *Coordinate the process for the bloodborne pathogen/OPIM decontamination product and all biohazardous waste disposal
- *Serve as the Corporate contact for Media Relations involving bloodborne and communicable disease issues and
- *Oversight of an annual budget ranging from \$750,000 to \$2 million.

Project Manager, HealthSTAT Inc., Charlotte, NC, June 2002-April 2003.

Address: 4601 Charlotte Park Dr. Charlotte, NC 28217

*Coordinated health and wellness risk management roll-out for industrial client companies including, but not limited to:

- scheduling of health assessments
- management of laboratory and staffing coverage
- supply/equipment reorders
- facilitation of employee education sessions and
- disposal of biohazardous waste.

*Implemented in-house nurse practitioner clinic set-ups and served as the primary contact for client customer service needs

*Successful implementation of two client (2,000 + employees) contracts simultaneously and Development of Privacy Protection Manual for compliance of HIPAA regulations.

Client Service Advisor, Exult- Bank of America, Charlotte, NC, January 2002-June 2002.

Address: 401 N. Tryon St. Charlotte, NC 28202

*Served as the subject matter expert and counsel to managers and associates on leave of absence

*Reviewed and processed applicable medical documentation to support time away from work

*Served as a consultant to managers and associates on federal regulations surrounding eligibility for the Family Medical Leave Act (FMLA) and state disability benefits

*Utilized the following programs to assist with questions and concerns regarding time away and payroll: Siebel, Peoplesoft, and Filenet systems and

*Initiated, extended, denied, and returned associates from leave of absence in a call center environment.

Intern, Virginia Department of Health-Division of Communicable/Infectious Disease (HIV/STD Programs), September 2000-June 2001.

Address: 109 Governor Street, 3rd floor, P.O. Box 2448, Richmond, VA 23218

*Facilitated health education programs to local high school students and various other community outreach venues

*Performed needs assessments and social marketing programs for targeted populations

*Enhanced team skills as a member of RFP Review Board and Community Planning Group and

*Assisted with the supervision of statewide Community-Based/AIDS Service Organizations receiving government funding.

PUBLICATIONS

*Publix Supermarkets, Inc. Bloodborne Pathogen Exposure Control Plan, 2004

*Publix Supermarkets, Inc. Office Workstation Ergonomics Program, 2004

*Publix Supermarkets, Inc. Facilitator/Student Guide (First Aid/Bloodborne Pathogen Workshop), 2004 and

*Publix Supermarkets, Inc. Public Access Defibrillation (PAD) Program, in preparation.

ACADEMIC SERVICE

*American College of Healthcare Executives (ACHE), graduate chapter Secretary

PROFESSIONAL AFFILIATIONS

*American College of Healthcare Executives (ACHE)

*American Public Health Association (APHA)

*National Advisory Committee on First Aid and Safety, American Red Cross

*American Alliance for Health, Physical Education, and Recreation (AAPHERD)

*AED Instructor Foundation.

CONFERENCES

*National Safety Council Congress, New Orleans, LA, 2004

*National Ergonomics Conference and Exposition (NECE), Las Vegas, NV, 2004

*Food Market Institute (FMI), Orlando, FL, 2004 and

*Florida International Medical Exposition, Miami, FL, 2004.

SKILLS

*Microsoft Office Suite: Excel, PowerPoint, Word, Access

*Moodle, Smartboard, Jenzibar

*Georgia Southern Faculty Training (10 learning modules)

REFERENCES AVAILABLE UPON REQUEST

**QUALITY ASSURANCE MONITORING: OUT OF SCOPE REPORT
CERTIFICATE IN PARALEGAL PROGRAM**

BRANFORD HALL CAREER INSTITUTE

565 Johnson Avenue
Bohemia, NY 11716
ACICS ID Code: 00019180

Mr. Mitchel Soriano, Campus President (msoriano@branfordhall.com)
(acicsbohemia@branfordhall.com)

MAIN

Branford Hall Career Institute
Branford, CT 06405
ACICS ID Code: 00010452

February 23, 2015

Date Program Began: February 3, 2014
Current Total Enrollment: 15
Current CAR Program Retention: 58%

(b)(6)	Paralegal Specialist	Attorney at Law	Pittsburgh, PA
Ms. Frenika Rivers	Staff Representative	ACICS	Washington, DC

(b)(6)

EDUCATION	University of Pittsburgh School of Law J.D. awarded May 1983	Pittsburgh, PA
	Rice University B.A. in English and Sociology awarded May 1977	Houston, TX
EXPERIENCE		
Attorney	Beverly Allen Harchick, Attorney at Law October 1983 – Present Sole practitioner with primary focus on property law and probate law.	Pittsburgh, PA
Evaluator	Accrediting Council for Independent Colleges and Schools May 1991 – Present Served as paralegal and criminal justice specialist and educational activities evaluator Evaluator on more than 180 accreditation evaluation visits. Taught specialist evaluator Training workshop. Participated in accreditation procedural reviews. Awarded Specialist Evaluator of the Year honors.	Washington, DC
Educator	Duff's Business Institute April 1988 – December 1988 and August 1991 – September 1992. Taught law courses required for course of study leading to an Associate Degree in Paralegal Studies.	Pittsburgh, PA
	Computer Systems Institute. December 1984 – March 1988 Taught law courses required for course of study leading to an Associate in Specialized Business Degree/ Legal Assistant.	Pittsburgh, PA
	Indiana University, Continuing Education Program June 1984 – August 1984 Taught law courses included in the Paralegal Certification Program.	Indiana, PA
Law Clerk	Pennsylvania Public Utility Commission January 1982 – October 1983 Drafted Initial Decisions for administrative law judges pursuant to administrative law hearings.	Pittsburgh, PA
Paralegal	Wood, Lucksinger & Epstein, P.C., Attorneys June 1979 – August 1980 Drafted forms required for immigration. Coordinated immigration procedures among client hospitals, aliens and government agencies.	Houston, TX
	Butler, Binion, Rice, Cook & Knapp, Attorneys February 1978 – June 1979 Performed duties related primarily to function of Attorney ad Litem for the Estate of Howard Robard Hughes, Jr.	Houston, TX
PUBLICATIONS	"Electrical Charges," <i>Houston City Magazine</i> (Houston, TX: December, 1978, pp. 10-12. "Who Runs the Banks?" <i>The Texas Observer</i> (Austin, TX: July, 1977), pp. 14-15.	



RENEWAL OF ACCREDITATION VISIT REPORT

CAMPUS
SILICON VALLEY UNIVERSITY
 2010 Fortune Drive
 San Jose, CA 95131
 ACICS ID Code: 00019408

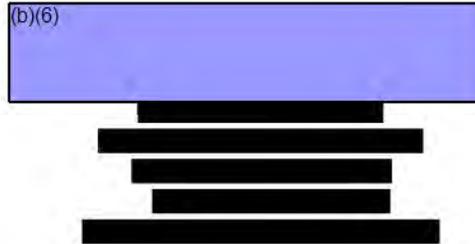
Mr. Kevin Cheng, Interim President (kevin.c@svuca.edu)
 (info@svuca.edu)

February 14-15, 2017

(b)(6)	Chair	(b)(6)	Columbia, MO
	Student-Relations		Newburgh, NY
	Educational Activities and Business Administration		Largo, FL
	Computer Science and Computer Engineering		Jacksonville, FL
	English as a Second Language		Plymouth Meeting, PA
Ms. Cathy Kouko	Accreditation Coordinator	ACICS	Washington, DC

750 First Street, NE, Suite 980 ● Washington, DC 20002-4223 ● t - 202.336.6780 ● f - 202.842.2593 ● www.acics.org

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS



EDUCATION

Aspen University, Denver, CO
Master of Science, Information Technology

The College of New Jersey, Ewing, NJ
Master of Education, International & Overseas School Administration/
English As A Second Language (ESL)

University of the Punjab, Lahore Pakistan
Advance Diploma in Clinical Psychology

University of the Punjab, Lahore Pakistan
Master of Science, Psychology

University of the Punjab, Lahore Pakistan
Bachelor of Arts, Double Major: Psychology and Education

Ali Industrial Technical Institute, Lahore Pakistan
Diploma, Automotive Technology

TEACHING CERTIFICATIONS

The College of New Jersey, Ewing, NJ
School Principal Certification Credentials K-12

Department of Education, NJ
ESL Teacher's Certification

MICROSOFT CERTIFICATIONS

2003	MCSE Windows 2000
2003	MCSA Windows 2000
2002	MCP Windows XP Professional
2000	MCSE NT 4.0
2000	MCP+I, MCP

AUTOMOTIVE SERVICE EXCELLENCE (ASE) CERTIFICATIONS

ASE	Certified Master Automobile Technician
ASE	Engine Repair
ASE	Automatic Transmission/Transaxle
ASE	Manual Drive Train and Axles
ASE	Suspension and Steering
ASE	Brakes
ASE	Electrical/Electronic Systems
ASE	Heating and Air Conditioning
ASE	Engine Performance
ASE	Exhaust System
PA	State Emissions and Safety Inspector's License

IT TRAINING AND CERTIFICATIONS

- 2010 Implementation Strategies for Microsoft Office Communications Server 2007 R2 - Clinic 10053 (MLA)
- 2010 Exchange Server 2010 in an Enterprise – Clinic 6901 (Microsoft Learning Academy-MLA)
- 2010 Introduction to Exchange Server 2010 – Clinic 6900 (Microsoft Learning Academy-MLA)
- 2009 Managing a Virtual Environment Using SCVMM – Course 6321 (Microsoft Learning Academy-MLA)
- 2009 Optimizing Virtual Environment-Server 2008 Course 6323 (Microsoft Learning Academy-MLA)
- 2009 Deploying Systems in Virtual Environment-Server 2008 Course 6322 (Microsoft Learning Academy-MLA)
- 2009 Configuring Virtual Environment - Server 2008 Course 6321 (Microsoft Learning Academy-MLA)
- 2009 Introducing the Hyper-V Technology - Server 2008 Course 6320 (Microsoft Learning Academy-MLA)
- 2009 Building CISCO Multilayered Switched Networks (BCMSN)-IEEE
- 2009 Windows Vista Essentials for Power User (6082)-IEEE
- 2008 Setting up Windows Vista for a Consumer Technology Solution (7041)-IEEE
- 2007 Cisco CCNA 1.2 Interconnecting Cisco Network Devices (ICND)- IEEE
- 2007 Linux Advance System and Network Administration-LPI Certification (Part 2)-IEEE
- 2007 Linux Advance System and Network Administration-LPI Certification (Part 1)-IEEE
- 2007 Linux System Administration-LPI Certification (Part 1); Setting Up a Linux System-IEEE
- 2001 SCO UNIX System Administration
- 1999 Computer System Repair, Center for Technical Studies, PA, USA
- 1999 Quality Assurance Software Testing Softron Systems Inc., NY, USA
- 1998 Network Administration Softron Systems Inc., NY, USA

EMPLOYMENT

Sep. 2003-
Apr. 2010

ITT Technical Institute, PA. USA

Responsibilities:

IT Program Chair (Sep 2004)/Senior Instructor

- Worked closely with the Dean of Academic Affairs. Monitored student attendance and grades, planned orientation for the new faculty and students.
- Network Instructor; teaching the following courses:
 - Red Hat Linux 8.0 / 9.0 / Fedora 4 to 12.
 - Windows 2000-XP Pro
 - Window 2000-2003 Sever Infrastructure
 - Windows 2000-2003 Active Directory
 - Networking Standards and Protocols
 - Operating Systems
 - Introduction to Personal Computers
 - Cisco Basic Switching and Intermediate Routing
 - Network Security

Network Coordinator

Responsible for the administration of the “Admin Network” and the “Student Labs” network.

- Monitored network security, integrity and performance.
- Re-imaged Windows 2000-XP workstations
- Trouble shooting network devices and resources (e.g. switches, hubs, printers, shared resources etc.)
- Administered DHCP, WINS, DNS, IIS and DC servers.
- System Backup/restore & disaster recovery.
- Implemented RAID-1 and RAID-5 redundant data systems.
- Windows 2000-2003 Server/Workstation, & Computer systems repairs.
- Hardware upgrade and maintenance
- Help desk services

Sep. 2001-
2003

Katharine Gibbs School, PA. USA

Responsibilities:

Faculty Coach

Network Instructor; taught the following courses:

- UNIX and Red Hat Linux
- Window 2000 Infrastructure
- Windows 2000 Active Directory
- Designing Windows 2000 Infrastructure
- Designing Windows 2000 Active Directory

Courses (continued)

- Designing Windows 2000 Security
- Applied Networking
- Computer Hardware
- DOS
- Help Desk
- Computer Mathematics and
- Psychology

EMPLOYMENT (Continued)**2000-2001*****Pepboys Auto Repair and Parts, PA. USA******Responsibilities:*****Master Tech;** responsible for vehicle repairs in the shop, included;

- Brake system repair
- Wheel alignments & balancing
- Tire change a repair
- Air conditioning and heating system repair
- Electrical systems repair
- Exhaust system repair
- Steering and Suspension system repair
- Engine performance, diagnosis and tune ups
- Manual drive train and axles repair
- Fuel System repair
- PA State Emissions and Inspection

1997-2000***Softron Systems, Inc. NY. USA******Responsibilities:*****Systems Engineer/Network Administrator**

- Team Leader, Technology Integration and migration (NT 4.0 to MS Windows 2000).
- Supervised the IT staff.
- Network systems administrator; (MS Windows NT 4.0/2000 environment).
- Designed and implemented the LANs.
- Configured, tested and placed new servers/workstations in production.
- Upgraded, configured and repaired hardware.
- Administered systems policies, user accounts, permission and security, set up local and global security groups.
- Shared network resources i.e., printers and application servers, and set up RAS (remote access services).
- Maintained MS Exchange 5.5, IIS 4.0 and Outlook.
- Monitored network security, integrity and performance.
- Administered DHCP, WINS, DNS, IIS and DC servers.
- System Backup/restore & disaster recovery.
- Implemented RAID-1 and RAID-5 redundant data systems.
- Evaluated, tested and upgraded software.
- Designed and conducted training programs for the employees and clients.
- Taught MS Office Suite, MS Windows 9.x, NT4.0 and Windows 2000 Server/Workstation, & Computer systems repairs.
- Principal level 3 resource-person for the company's help desk needs.

1995-1997***The College of New Jersey, NJ, USA******Responsibilities:*****Assistant to the Director of Admissions,****Office of Graduate Studies/Graduate****Assistant Office of International Studies**

- Supervised the staff and graduate assistants.
- Graduate admissions and recruitment.
- Represented Dean of graduate studies in NJ Deans' meetings.
- Handled graduate students problems and concerns.
- Planned and budgeted the office finances.
- Upgraded the technology needs of the office of graduate studies, migrated from the DOS based Frameworks III to MS Windows 95 and MS Office Suite.
- Computer systems upgrade from 386 to Pentium based computers.
- Designed & conducted survey studies to monitor and forecast the graduate students' trend.
- Automated bulk mailing of the graduate admission applications and the office mail.
- Created a database system that imported data from the SIS+ (Student Information System Plus).
- Coordinated between the office of the Graduate studies and the Office of International studies to stream line the services for the overseas graduate students of the college.
- Designed a new admission application package for the graduate students. It helped reduce paper work and application processing time.
- Designed and implemented GRE score automation. Worked as coordinator between ETS (Educational Testing Services, Princeton) and the MIS department of the college to achieve GRE score automation.

- Interviewed and hired new staff and student workers for the office.

1992-1995 Lahore American Society School, Lahore, Pakistan

Responsibilities:

Teacher

- Taught ESL (English as a Second Language) to multicultural, multinational students from K-12.

Clinical Psychologist Consultant

- Conducted psychological, behavioral, and educational assessment.

- Designed and implemented behavior modification programs for students.
- Presented workshops on the psychological needs of the students and behavioral modification techniques.

1989-1995 Center for Clinical Psychology, University of the Punjab, Lahore, Pakistan

Responsibilities:

Consultant Clinical Psychologist

- Provided outpatient assessment and therapy.
- Wrote assessment and therapeutic reports.
- Lecturer/Training Supervisor Clinical Psychology.
- Taught post-graduate courses in Clinical Psychology.
- Data processing and statistical analysis, using fox and SPSS+ (Stat Pack for Social Sciences-Plus).

- Supervised the intern clinical psychologists for their post-graduate diploma in clinical psychology.
- External examiner for the Center for Clinical Psychology's post-graduate diploma program.
- Supervised research projects of the post-graduate students.
- Conducted Psychological research, standardized psychological assessment tools for the local population.

1990-1990 USAID 'Academy for Educational Development'

Responsibilities:

- Coordinated Assessment Center.
- Conducted screening and evaluation of the candidates.
- Made Video archives of the sessions for documentation and assessment review.

PROFESSIONAL DEVELOPMENT

Teaching

- Effective College Teaching
- How to Prepare Exciting Lesson Plans
- Communication Strategies and Techniques
- Classroom Management Techniques
- How to Motivate College Students
- Instructional Techniques
- Evaluation Techniques
- How Adults Learn and Use Knowledge
- Advanced Instructional Techniques
- Questioning Techniques
- Maintaining a Respectful Learning Environment
- Creating Student Success
- Preparing to Teach
- Basic Teaching Skills
- Successful Teaching & Emotional Intelligence
- Reaching All Students
- Successful Online Teaching Strategies
- Learning Resource Center Service Provider Training

Management

- Business Ethics
- Being Prepared for Change
- The Code of Business Conduct and Ethics for Managers
- The Code of Business Conduct and Ethics for Employees
- Managing the Academic Affairs Department
- Sexual Harassment for Supervisors and Managers
- Change Leadership
- Policies & Procedures
- Student Advising

SPECIALIZED COMPUTER SKILLS

UNIX, Red Hat Linux 7.2-9.0, Fedora 4 through 12, MSDOS, Windows 3.x, Windows 9x, Windows NT 4.0, Windows 2000, Windows 2003 Server, Windows Server 2008, Windows XP Professional, Windows Vista, Windows 7, MS Office Suite (Access, Excel, Power-Point, Word), MS Publisher, Fox, SPSS+, SIS+, Norton Utilities, One Care, McAfee Office Suite, Wireless HOSO networks, LAN and WAN design and implementation etc.

OUTSTANDING ACHIEVEMENTS

- Awarded Instructor of the Quarter 2007 at the ITT Technical Institution, King of Prussia campus, PA
- Awarded Instructor of the year 2006 at the ITT Technical Institution, King of Prussia campus, PA
- Awarded Instructor of the Quarter 2006 at the ITT Technical Institution, King of Prussia campus, PA
- Awarded Instructor of the Quarter 2005 at the ITT Technical Institution, King of Prussia campus, PA
- Awarded Employee of the Quarter 2001 at the Katharine Gibbs School, Norristown, PA
- Awarded Employee of the Year 2000-IT department at the Softron Systems Inc. NY
- Presented workshop on "Behavioral Disorders" at Near East South Asian Association of International Schools (NESA) Conference, Athens, Greece. (1995)
- Represented Lahore American Society School at NASA (National Aeronautics & Space Agency) for Aerospace Sciences training program (1994)
- Represented Lahore American Society School at Near East South Asian Association of International Schools (NESA) Conference, Colombo, Sri Lanka (1993)
- Academic Roll of Honor, M.S. Psychology, Government College Lahore, Pakistan (1986)

PROFESSIONAL AFFILIATIONS

- Contributor, course design for Microsoft Official Academic Courses (MOAC) Server 2008, Vista, Windows 7.
- Evaluator/Subject Matter Specialist, The Accrediting Council for Independent Colleges and Schools (ACICS)
- Member, Kappa Delta Phi, an academic Honor Society of The College of New Jersey
- Member, Computer Society-Institute of Electrical and Electronics Engineers (IEEE)
- Contributor, Fedora Linux Project

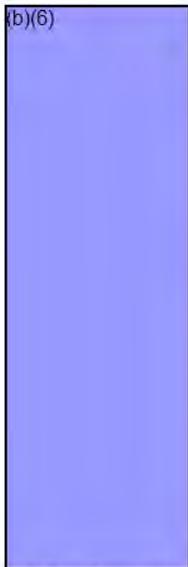


RENEWAL OF ACCREDITATION VISIT REPORT

CAMPUS
CALIFORNIA UNIVERSITY OF MANAGEMENT AND SCIENCES
721 N. Euclid Street
Anaheim, CA 92801
ACICS ID Code: 00021311

Dr. David Park, President (dpark@calums.edu)
(info@calums.edu)

January 18-19, 2017



Chair

Student-Relations Specialist

Business Admin/Business Management/
International Business/Economics/Educational
Activities Specialist

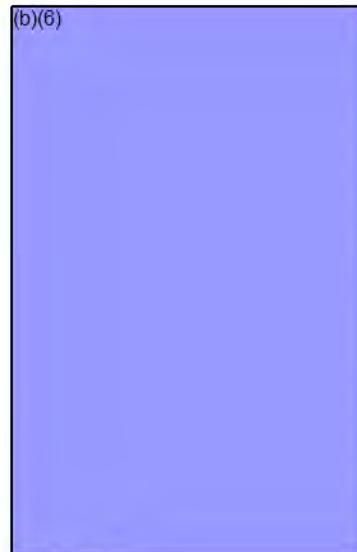
Computer Information Systems Specialist

Healthcare Specialist

Sports Management Specialist

Staff Representative

Ms. Joyce
Strout



ACICS

Coppell, TX

Newburgh,
NY

Manasquan,
NJ

St. Peter,
MN

St. Louis,
MO

Sacramento,
CA

Washington,
DC

Strategic leader offering 38+ years' public safety experience. Over 22 years of administrative experience that advances an organization by increasing the level of service delivery to the community. Extensive leadership experience including 15 years of experience as a Chief Officer providing supervision and management of fire service personnel including the health and welfare of the employees and enhancement of services to the community. Experience in Education development and Management for college, fire and EMS settings. Administrative background including CAAHEP accreditation and reporting. Experienced with leadership role that involves managing multiple personnel and projects. Able to multi-task and accomplish goals and meet deadlines. Effective and organized in demanding roles.

- | | | |
|-----------------------------------|-------------------------|----------------------|
| ✓ EMS Program Director | ✓ Faculty Training | ✓ Team Management |
| ✓ Course & Curriculum Development | ✓ Relationship Building | ✓ Project Management |
| ✓ Faculty Recruiting | ✓ Budget Management | ✓ Problem Resolution |

EXPERIENCE & NOTABLE CONTRIBUTIONS

SMALLWOOD & ASSOCIATES • St. Louis, MO • 2009-Present (Part-Time)

LEAD CONSULTANT

Conducted Hazard Analysis—Risk Assessment of senior living communities: report writing, disaster plan development, training and education, table-top exercises, and resource manual development. Directed Performa development and budget review of new construction projects managed by Smallwood & Associates. Nursing Home Administrators license (6778 - Missouri). OSHA 30 certified.

COLORADO STATE UNIVERSITY • Fort Collins, CO • 2008-Present
GEORGE WASHINGTON UNIVERSITY • Washington, D.C. • 2010; 2014
ANNA MARIA COLLEGE • Paxton, MA • 2013-Present

ADJUNCT INSTRUCTOR

On-line Instructor for Emergency Medical Services management courses at the bachelor degree level. A total of twelve (12) courses, ranging from six (6) to sixteen (16) weeks in length have been taught on the following EMS/Fire topics:

- EMS MANAGEMENT
- INTERNATIONAL COMPARATIVE EMS
- APPLICATION FOR EMERGENCY SERVICE RESEARCH
- CURRENT TOPICS (EMERGENCY HEALTH SERVICES)

SANFORD-BROWN COLLEGE • Fenton, MO • 2005-June, 2014

EMS PROGRAM DIRECTOR

Program Director for all EMS programs held at the college. Develops and delivers courses: EMT, Paramedic, First Responder and Continuing Education program. Hires and coordinates schedules for primary and adjunct faculty and manages the program budget. Collaborates with other department chairs, academic faculty and staff in the development of a quality learning environment. Works closely with program Medical Director on program and course enhancement. Coordinates clinical site rotations and the development of an EMS practical lab.

KEY ACCOMPLISHMENTS:

- Expanded the number of clinical sites from an initial two to 30+ sites.
- Trained as a Site Visitor for both CoAEMSP/CAAHEP and ACICS.
- Supervises the clinical coordinator and part-time faculty.
- In 2013 this program received CAAHEP accreditation.

CONSULTANT • St. Louis, MO • November, 2003 – September, 2005

Fire Service and EMS Consultant

Freelance consultant for established Fire/EMS consulting firms in Missouri, Colorado and California. Involved in the development of a Performance Audit for Nashville Tennessee Fire Department.

HEALTH & SAFETY INSTITUTE (HSI-24/7) • Eugene, Oregon • 2011 to 2012

Consultant/Program Reviewer for Fire and EMS programs Distance reviewer for the development of Fire and EMS educational video programs. Script and content review for both Fire and EMS programs. Involved at times on video shoots and development. Provide review of educational standards for past EMS programs to meet new Educational Standards.

CASTLE ROCK FIRE RESCUE DEPARTMENT • Castle Rock, CO

The Castle Rock Fire and Rescue Department is a combination department comprised of approximately 68 full-time employees and 12 volunteer members providing service from four (4) fire stations. The Division Chief of EMS and SAFETY is an executive staff position reporting directly to the Fire Chief.

- This position is responsible for the on-going EMS operations of the Fire Department.
- Directly involved in the strategic planning and development of this rapidly growing department.
- General management responsibilities of personnel management, budget control, and liaison with other divisions within the Fire and Rescue Department and Town government.
- Responsible for the fire department employee health and workers' comp programs.
- Responsible for Hiring and Promotional operations including paramedics, firefighters, company officers and Battalion Chief, including the coordination of the CPAT process.
- Additional job duties have included working as a shift Battalion Chief and on-call Division Chief responding to emergency calls on a frequent basis.
- Incident command experience on emergency scenes.
- HIPPA Privacy Officer and Infection Control Officer.
- Functioned as Triage Officer during 30+vehicle pileup on Interstate 25. This large scale MCI event was spread out over 1 mile during a snowstorm that resulted in multiple simultaneous extrications of severely injured patients.
- Numerous scene responses to Hazardous Materials incidents, including Meth labs, and bomb threats.
- Responsible for response to customer service related issues.
- Facilitated the in-state EMS grant application process for the fire and rescue department.
- Managed Ambulance Enterprise budget in excess of \$1.5 million dollars.

Division Chief of EMS & Safety

November 2002 to October 2003

Division Chief of Training and Education

May 2002 to November 2002

Battalion Chief (Chief Medical Officer)

December 2000 to May 2002

EMS Lieutenant (Chief Medical Officer)

March 2000 to December 2000

MISSOURI TASK FORCE ONE • BOONE COUNTY FIRE PROTECTION DISTRICT • Columbia, MO

Volunteer member: Urban Search & Rescue Team serving as a **Safety Officer**. (1997 to 2000; 11/2003 to 12/2006) One of 28 national teams trained and equipped to handle structural collapse. Team response capable to provide assistance in the event of a national disaster. Previously served on the team from 1997 until January of 2000. Completed Swift-Water Rescue Awareness program.

Completed FEMA 80 hr. Structural Collapse Technician course in April 2004.

Operation C.A.R.E 1997, Camp Gruber, Oklahoma—Training Deployment

Operation C.A.R.E 1998, Camp Gruber, Oklahoma—Training Deployment

CHESTERFIELD FIRE PROTECTION DISTRICT • St. Louis County, MO • 1988-2000

Battalion Chief/Chief Medical Officer

During this time period there were 105 full time employees operating from five (5) fire stations. The Chief Medical Officer has the supervisory responsibility of all Paramedic and EMT/Firefighter personnel. The Chief Medical Officer coordinates the Advanced Life Support E.M.S. operations. Duties include general management functions of personnel management, liaison with medical control, ambulance maintenance, quality improvement review and operational plans for the EMS Division. The annual fire department budget was in excess of \$12 million dollars.

- Emergency scene response and command functions as a Battalion Chief Duty Officer position with fire ground authority and provide backup for the shift Battalion Chief on a rotation basis with other staff officers.
- Budget management including preparation, evaluation and purchasing authority. The budget for the EMS Division managed was over 3.8 million dollars.
- Specific responsibility for the management of personnel medical records, including overseeing the annual physical exams, and personnel records for exposure to infectious disease or hazardous materials.
- Developed and implemented Rehab Sector guidelines for fire departments in St. Louis County.
- Planned and directed emergency medical operations for major sporting events—The 1992 PGA Championship and LPGA golf tournament from 1994 to 1999.
- Developed an extensive hiring process and served as the coordinator of the Hiring Committee. During the past 12 years the committee reviewed applications, interviewed and evaluated over 700 candidates for 45 new positions.
- Developed strategic long and short range plans for the emergency medical services division of the department.
- Increased citizen awareness through community training programs and presentations.

CHESTERFIELD FIRE PROTECTION DISTRICT • St. Louis County, MO • 1981 to 1988

Paramedic/Fire Fighter

Employed as a Paramedic-Firefighter on an Advanced Life Support Vehicle providing emergency care and treatment to medical and trauma patients in approximately 55 square miles of western St. Louis County until promoted in June of 1988 to Battalion Chief.

ST. CHARLES COUNTY AMBULANCE DISTRICT • St. Charles County, MO • 1978 to 1981

Paramedic

Employed as a Paramedic on Advanced Life Support Unit for a county-wide ambulance service providing pre-hospital care and treatment to medical and trauma patients for 560 square miles.

MARION COUNTY AMBULANCE DISTRICT • Hannibal, MO • 1975 to 1978

Paramedic

Employed as a Paramedic on Advanced Life Support Unit for a county-wide ambulance service providing pre-hospital care and treatment to medical and trauma patients for 444 square miles.

OTHER EMPLOYMENT

St Peter's Hospital	(part-time)	ER Paramedic	1981—1988
DePaul Heath Center	(part-time)	ER Paramedic	1979—1981
Levering Hospital	(part-time)	ER/ICU EMT/Paramedic	1976—1978



EDUCATION

Master of Arts, Health Services Management

WEBSTER UNIVERSITY | St. Louis, MO | 1988

Bachelor of Science, Administration

LINDENWOOD COLLEGE | St. Charles, MO | 1986

Associates of Applied Science

HANNIBAL LAGRANGE COLLEGE | Hannibal, MO | 1979

TRAINING COURSES

IS-001 Emergency Program Manager
IS-100 Introduction to the Incident Command System
IS-200 Incident Command System, Basic
IS-120 An Orientation to Community Disaster Exercises
IS-139* Exercise Design
IS-230* Principles of Emergency Management
IS-235* Emergency Planning
IS-240* Leadership & Influence
IS-241* Decision Making & Problem Solving

IS-242* Effective Communication
IS-244* Developing and Managing Volunteers
***Certificate of Achievement Professional Development Series**

IS-700 National Incident Management System
IS-775 EOC Management and Operations
IS-800 National Response Plan, an Introduction

Completed Swift-Water Rescue Awareness program.

Completed FEMA 80 hr. Structural Collapse Technician course in April 2004.

Operation C.A.R.E 1997, Camp Gruber, Oklahoma—Training Deployment

Operation C.A.R.E 1998, Camp Gruber, Oklahoma—Training Deployment

PROFESSIONAL DEVELOPMENT

PROFESSIONAL LICENSES

Missouri Nursing Home Administrator #6778, Expires June 2016

Licensed Paramedic—Missouri DM 564 (P-10061) May 1977 to present, expires 9/30/2015

Licensed Paramedic—Florida PMD 523805 September 2012, expires 12/1/2014

Certified Firefighter I & II - St. Louis County 1989 No expiration

Certified Firefighter I & II - State of Missouri 1990, 1996 No expiration

INSTRUCTOR CERTIFICATIONS

- EMS Instructor
- ACLS Instructor
- PALS Instructor
- PHTLS Instructor

COMPUTER EXPERIENCE

- Web-based research
- MS Office (Word, Excel, PowerPoint, Outlook, Publisher)
- Adobe Acrobat
- Blackboard
- Go-to-Meetings
- RAM/CT Blackboard
- Engage

PROFESSIONAL CERTIFICATIONS

- OSHA 30 Certified
- Executive Fire Officer Program (EFO)-NFA (1994)
- Certified Fire Officer III—Colorado May 2001 (IFSAC)
- Chief Fire Officer Designation—2003 to 2006 (CPSE)

PROFESSIONAL EXPERIENCE

- Book Reviewer for Brady Prentice-Hall (since 2000)
- Wrote successful Colorado State EMS grant application - Awarded \$7,500 (2001)
- Registered Lobbyist (former) in State Missouri.
- Expert Witness experience.
- Numerous Public Speaking Appearances

CONFERENCE PLANNING EXPERIENCE

- Conference planning experience for local, regional and national conferences.
- Program Planning Chair for International Association of Fire Chiefs EMS Section Fire Rescue Med Conference 2012-2013

SITE VISITOR EXPERIENCE

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS (ACICS)

FORTIS COLLEGE - ERIE, PA	SEPTEMBER, 2011
ANTELOPE VALLEY UNIVERSITY-LANCASTER, CA	MARCH, 2012
UNITEC COLLEGE—AQUADILLA, PUERTO RICO	OCTOBER, 2013
UNITEC COLLEGE—CAMUY, PUERTO RICO	OCTOBER, 2013
INSTITUO DE BANCAY COMERCIO—PONCE, PUERTO RICO	OCTOBER, 2014
INSTITUO DE BANCAY COMERCIO—BAYAMON, PUERTO RICO	OCTOBER, 2014
INSTITUO DE BANCAY COMERCIO—CAGUAS, PUERTO RICO	OCTOBER, 2014
INSTITUO DE BANCAY COMERCIO—HUMACAO, PUERTO RICO	OCTOBER, 2014

COMMITTEE ON ACCREDITATION FOR THE EMS PROFESSIONS (COAEMSP)

LANSING COMMUNITY COLLEGE- LANSING, MI	MARCH, 2012
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ON-LINE TEACHING EXPERIENCE

TOTAL OF ON-LINE CLASSES TAUGHT (12) AS OF OCTOBER 2014

SUBJECTS TAUGHT: EMS MANAGEMENT
INTERNATIONAL COMPARATIVE EMS
APPLICATION FOR EMERGENCY SERVICE RESEARCH
CURRENT TOPICS (EMERGENCY HEALTH SERVICES)

CLASS LENGTHS: RANGE FROM EIGHT (8) TO SIXTEEN (16) WEEKS



COMMUNITY VOLUNTEER EXPERIENCE

Mid East Area Agency on Aging (MEAAA)

Assisted with the MEAAA Trivia Night to raise funds for Meals on Wheels program for home bound seniors. (2010/2009)
Delivered Meals on Christmas Day for participants of Meals on Wheels program. (2013 - 2010)
Appointed to the MEAAA Foundation Board, May 2014.
Appointed to MEAAA Board as the Foundation Board Representative, October 2014.

Chesterfield Chamber of Commerce

Assisted with Winter Festival Senior Social Tea and Chamber Auction (1999/1998)

Willowick Subdivision—St. Louis, County

Appointed as a subdivision trustee June, 2014

SENIOR HOUSING PROFESSIONAL EXPERIENCE

PRESENTATIONS

“Are You Really Ready?”, and “Critical Issues Concerning Comprehensive Health and Safety Programs” Critical Issues for Long-Term Care Professionals, Brentmoor Retirement Community, St. Louis, MO May, 2013

“Are You Really Ready?” Leading Edge Conference, Lake of Ozarks, MO, September, 2012

SENIOR HOUSING PROJECTS

Lutheran Senior Services (2013)

Completed a Risk Assessment and Hazard Analysis of ten (10) senior living communities in Missouri and Illinois.

Developed a Comprehensive Draft Disaster Plan designed to provide continuity of operations during emergencies and disasters.

BIBLIOGRAPHY

ARTICLES WRITTEN - ENEWS —INTERNET —WEBSITE

2009 EMS on the Hill, Vol.3 No. 2 April 2009
"Chiefs looking Out for EMS in the Fire Service"

2008 JEMS Monthly on-line Column THE EMS MANAGER

"Are You Ready?" January 2008
"An Ambulance is not a Bus" March 2008
"Backdraft: Effectively Fight Management Fires" June 2008
"Do You Train? Being a Training Agency has Positives and Negatives" August 2008
"Managing Political Activity at Work" October 2008
"EMS Personnel Can Strive for the Ideal Life" December 2008

JEMS Monthly on-line Column THE EMS MANAGER

"EMS Officers JUNTO Society" January 2007
"The Heart of Your Community" February 2007
"Juggling Made Easy" March 2007
"Is Your EMS Service Privatization Proof?" April 2007
"EMS Manager, Are You a Professional?" May 2007
"Candidate Assessment for Hiring a New EMS Manager" June 2007
"The Age of Moral Ambiguity", August 2007
"Capture Your EMS History for Future Generations", October 2007
"Red Alert", November 2007

EMS Chief Advisor—The Official Newsletter of the IAFC EMS Section
Editor Fall 2007 to present

Articles Written:

"EMS Section Launches Updated Web Site", Fall 2007, Vol. 2, No. 3.
In the Spotlight "Fire Rescue Med 2008", Fall 2007, Vol. 2, No. 3.
"2007 James O. Page EMS Achievement Award Given by EMS Section" Summer 2007, Vol. 2, No. 2..
"Treasurer's Report for 2007", Summer 2007, Vol. 2, No. 21.
"Committee Reviews & Updates 2006 EMS Section Bylaws" Spring 2007, Vol. 2, No. 1.
"Treasurer's Report for 2006", Spring 2007, Vol. 2, No. 1.
"James O. Page EMS Achievement Award" Winter 2006, Vol. 1, No. 2.

2006 JEMS Monthly on-line Column THE EMS MANAGER

"EMS—It's a Wonderful Life", January, 2006
"Workplace Issue: Tattoos & Body piercing", February, 2006
"Traditions Ease Grief", March, 2006
"Critical Thinking and Literacy Skills", April 2006
"The Godfather" Approach", May, 2006
"Get Carded: Emergency Contact Procedures", June, 2006
"In the Line of Duty", July 2006
"In the Line of Duty, Part 2", July 2006
"Proactive Interference", August 2006
"Commitment Can Change the World", September, 2006

"Driving the Bus or Riding on It, October", 2006
"Coaching and Playing for a Winning Team", November, 2006
"Believe in the Impossible", December, 2006

2005 JEMS eNews

"New Year's Resolutions: How to Keep Your Word" JEMS eNews, January 4, 2005
"Control the Chaos" JEMS eNews, January 18, 2005
"Top Ten Ways to Turn Off a New Employee" JEMS eNews, February 1, 2005
"Designing an Effective Orientation Program" JEMS eNews, February 15, 2005
"Is a Criminal Background Insurmountable?" JEMS eNews, March 1, 2005
"From the Deck of Noah's Ark: EMS Leadership and Management" JEMS eNews, March 15, 2005
"From the Deck of Noah's Ark: EMS Leadership and Management, Part 2" JEMS eNews, March 22, 2005
"Is Your Agency Prepared for a School Shooting?" JEMS eNews, April 5, 2005
"EMS Manager 301: Conflict Management with the Medical Director" JEMS eNews, April 26, 2005
"Emergency Scene Rehab Operations" JEMS eNews, May 10, 2005
"EMS Star Wars—Use the Force" JEMS eNews, May 24, 2005
"Check the Specs: Prevent Problems with your new ambulance" JEMS eNews, June 7, 2005
"Fighting Dragons and Tilting at Windmills" JEMS eNews, June 21, 2005
"EMS Leadership a la President Truman" JEMS eNews, July 5, 2005
"The Next Generation", JEMS eNews, July 19, 2005
"Resume Tips", JEMS eNews, August 2, 2005
"Mid-Manger Case Study: Verbal Abuse", JEMS eNews, August 16, 2005
"Running On Empty", JEMS eNews, August 30, 2005
"Getting Help in a Disaster", JEMS eNews, September 13, 2005
"What they don't teach you in Paramedic School", JEMS eNews, October 5, 2005
"EMS Education Needs a Permanent Revolution", JEMS eNews, October 18, 2005
"I Dare you", JEMS eNews, November 1, 2005
"How Safe Is Your Organization? ", JEMS eNews, November 15, 2005
"Checklist for Success in EMT/Paramedic School", JEMS eNews, November 29, 2005
"Life at the Halfway Mark", JEMS eNews, December 13, 2005

2004 JEMS eNews

"Career Talk: Can You Read the Signs?" JEMS eNews, June 8, 2004
"Career Talk: Looking for Another Job" JEMS eNews, June 22, 2004
"Career Talk: Assessment Center Performance" JEMS eNews, July 7, 2004
"Career Talk: The Interview Process" JEMS eNews, July 20, 2004
"Career Talk: Tough Interview Questions" JEMS eNews, August 3, 2004
"Career Talk: Questions You Need to ask at Your Interview" JEMS eNews, August 17, 2004
"Employee Background Checks: Look Before You Hire" JEMS eNews, August 31, 2004
"Character of an Ethical Boss" JEMS eNews, September 15, 2004
"Low-Cost Annual Medical Exams, Part 1" JEMS eNews, September 28, 2004
"Low-Cost Annual Medical Exams, Part 2" JEMS eNews, October 13, 2004
"Get Involved in the Future of EMS" JEMS eNews, October 26, 2004
"Step Out of Your Comfort Zone" JEMS eNews, November 9, 2004
"Be Prepared" JEMS eNews, November 23, 2004
"Holiday Special Events" JEMS eNews, December 7, 2004
"End of the Year Checklist" JEMS eNews, December 28, 2004



BOOKS WRITTEN/PUBLISHED

"Company Officer Promotional Case Studies". Brady, Prentice-Hall, 2004

TRADE MAGAZINE ARTICLES / RESEARCH PAPERS / FIRE ACADEMY EFO RESEARCH PAPERS

"Work with Your Billing Company To Optimize Revenues" EMS Insider, September, 2003

"3 Main Areas that hold solutions for your Budget Troubles" EMS Manager & Supervisor, June 2003 *Interview*

"Cutting the "Fat" from your Budget" EMS Manager and Supervisor. October, 2002

"Budget Basics" *EMS Manager & Supervisor*. April 2001

"Promotion Motion: Preparing for the Interviews" *Fire Insider*. March 2001

"Fielding the Tough Questions" *Fire Insider*. April 2001

"Rehab Ops" *JEMS*. November, 2000

"Putting Motion into Promotion" *Fire Insider*. September, 2000.

"Keeping Track of It All." *Fire Chief*. February, 1998.

"Health and Safety Officer " National Fire Academy Course Student / Instructor Manual 1994

"The Future of Fire Service EMS" National Fire Academy 1994 Executive Fire Officer Program

"Rehab Operations on the Fireground" National Fire Academy 1993 Executive Fire Officer Program

Published in the March 1993 issue of JEMS magazine under the Prehospital Care Research Forum "An Evaluation of Back Injuries in Fire Department Paramedics."

"The Use of Tactical Worksheets and Checklist by Incident Command"

National Fire Academy 1992 Executive Fire Officer Program

Material submitted to the US Fire Administration on Rehab procedures for inclusion in "Emergency Incident Rehabilitation" guidelines from the USFA, 1992

"A Guide to Help Fire Departments Prepare for A Line of Duty Death"

National Fire Academy 1991 Executive Fire Officer Program

"A Proactive Approach for Dealing with HIV Infected Fire Fighters"

National Fire Academy 1991 Executive Fire Officer Program

PRESENTATIONS

"The Future of EMS", EMS Symposium Peterborough Fire Department, Peterborough, New Hampshire, September, 2013

"Are You Really Ready?", and "Critical Issues Concerning Comprehensive Health and Safety Programs" Critical Issues for Long-Term Care Professionals, Brentmoor Retirement Community, St. Louis, MO May, 2013

"The Future of EMS", 1st Annual Fire EMS Symposium, Anna Maria College, Paxton, MA, April, 2013

"Managing Fire-Based EMS Systems, JEMS Conference, Washington, D.C., March, 2013

"Are You Really Ready?" , Leading Edge Conference, Lake of Ozarks, MO, September, 2012

Firehouse World Exposition & Conference

"Fireground EMS Rehab"

San Diego, CA, February, 2007

"Developing A Company Officer Promotional Process"

San Diego, CA, February, 2005

"Company Officer Promotional Case Studies"

San Diego, CA, February, 2005

"Role-Playing Exercises for Company Officer Promotional Assessment Centers"

San Diego, CA, February, 2005



"Rehab Operations on the Fireground"

Monsanto Fire School	St. Louis, Missouri	December 1990
10 th Annual JEMS Today Conference	Albuquerque, New Mexico	March 1992
University of Missouri	Columbia, Missouri	March 1992
International Association of Fire Chiefs Annual Fire Conference	Dallas, Texas	August 1993
NDMS Conference -	San Antonio, TX	August 1993
University of Missouri - Winter Fire School - Associate Faculty	Columbia, MO	Feb. 1993, 95, 96, 97
2 programs for Fire and Emergency Television Network FETN		October, 1991
3 programs for Working Fire Video		July - Sept 1995
Fire Rescue Med Conference "EMS Rehab Operations"	Las Vegas, NV	May, 2002
"Working with a Billing Company: How to Optimize Your Revenue" Section Las Vegas, NV		Fire Rescue Med Conference IAFC EMS May, 2003

Other presentations Co-presenter:

Fire Rescue Med Conference "Fire Service Agenda for the Future"	Las Vegas, NV	May, 1999
Fire Rescue International "EMS Trends and Hot Issues Forum"	New Orleans, LA	August, 2001
Fire Rescue International "EMS Trends and Hot Issues Forum"	Kansas City, MO	August, 2002
University of Missouri - Winter Fire School "Developing Company Officer Promotional Processes"		February 2002

COURSE DEVELOPMENT

Rehab Operations		1 hour presentation
Rehab Operations		4 hour presentation
Developing A Company Officer Promotional Process		4 hour presentation
Developing A Company Officer Promotional Process		1.5 hour presentation
Company Officer Promotional Case Studies		1.5 hour presentation
Role-Playing Exercises for Company Officer Promotional Assessment Centers		1.5 hour presentation
Working with a Billing Company: How to Optimize Your Revenue		1.5 hour presentation
<u>Technical Writer-Content Expert</u>		
Health and Safety Officer Program (1994)	National Fire Academy	16 hour course
EMS Management	Colorado State University, Fort Collins, CO	16 week on-line course
EMS Management	George Washington University, Washington, D.C.	16 week on-line course
International Comparative EMS	Anna Maria College, Paxton, MA	8 week on-line course



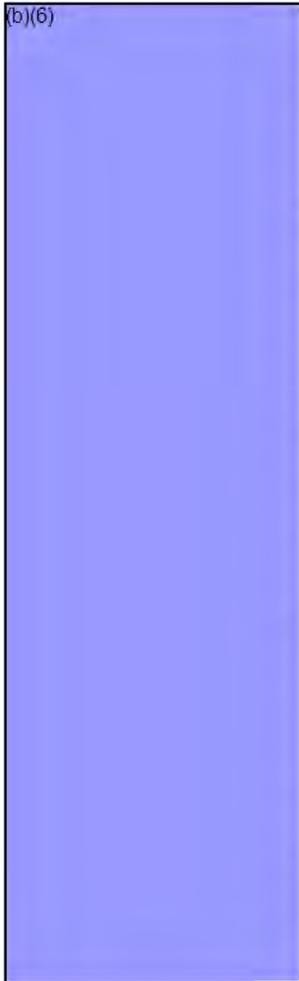
RENEWAL OF ACCREDITATION

**Virginia International University
11200 Waples Mill Road
Fairfax, VA 22030
ACICS ID Code: 00023099**

Mr. Isa Sarac, PhD, President, (isarac@viu.edu)
(acicsinfo@viu.edu)

**LEARNING SITE
4401 Village Drive
Fairfax, VA 22030
ACICS ID Code: 00250026**

February 9-11, 2015



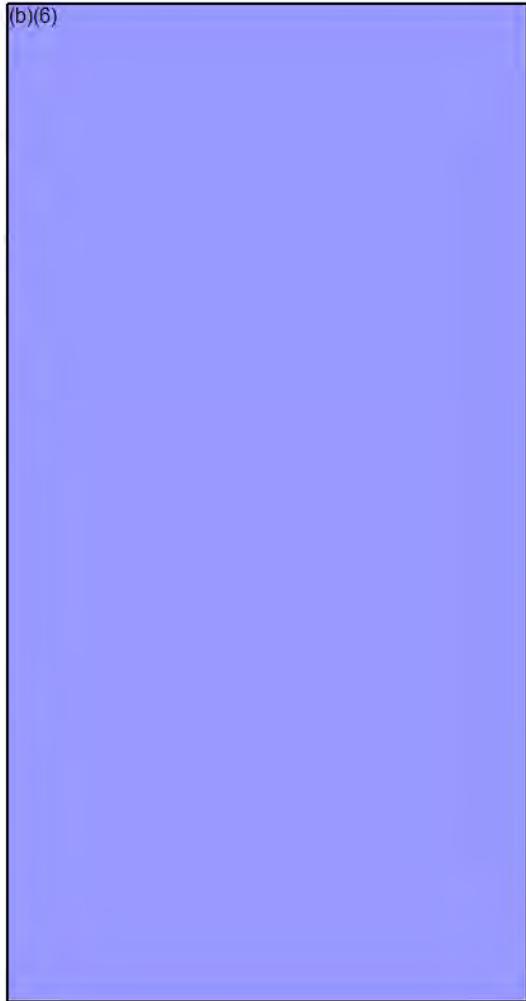
(b)(6)

Chair

Student Relations Specialist

Educational Activities/
Computer Science Specialist
Information Technology
Specialist
Business/
Accounting/Project
Management Specialist
Education
Specialist/Distance
Education Expert
International Business
Specialist
ESL/T.E.S.O.L Specialist

Public Administration
Specialist
Software Engineering
Specialist
Applied Linguistics



(b)(6)

Charleston, SC

Cincinnati, OH

San Antonio, TX

Tinton Falls, NJ

Attica, OH

Schaumburg, IL

Bay City, MI

Plymouth
Meeting, PA
Las Vegas, NV

Saratoga, CA

Wilberforce, OH

(b)(6)

Specialist

(b)(6)

Ms. Shameka Erby

Staff Representative

ACICS

Washington, DC

(b)(6)

Summary

Over 20 years of software product development and management experiences in large scale projects of business intelligence, content management, database management, multimedia and video streaming

Skills

- Software Development Life Cycle Management, Project Management, Product Management, Scrum Master
- Data Modeling, Content Management, Distributed Systems, Data Integration, Search, Security, Digital Media, Standards Compliance
- Windows, UNIX, Java, J2EE, C++, SQL, RDBMS, LDAP

Experience

March 2006 – March 2010 Business Intelligence Solutions, HP

Senior Software Engineering Manager

- Responsible for managing the development of software products in SQL Catalog & Metadata Management, Database Utilities, Database Security, Database Replication, User Management, LDAP support and Manageability clients as part of a large scale business intelligence system.
- Responded to changing customer requirements effectively and incorporated the committed features in products by collaborating with product managers and executives closely.
- Successfully delivered the products on schedule with high quality.
- Provided customer support responsively and delivered critical service packs to ensure timely problem resolution and customer satisfaction.
- Improved development process by employing agile and scrum development methodology for speedy product development cycle.
- Managed global development teams distributed across North America, China, India and Europe.

December 2005 – February 2006 Industrial Technology Research Institute, Taiwan

Research Planning Director

Responsible for technical research strategies and planning in the Electronics Research Services Organization

March 2001 – August 2005 Content Management Strategy and Planning, IBM

Senior Technical Product Manager

- Responsible for technical product strategies, planning and the full lifecycle management of Enterprise Content Management product portfolio, including Content Manager, Enterprise Information Portal, Video Server and Records Management.
- Defined and prioritized product requirements by collaborating with Marketing, Sales, Business Partners, customers and Development closely.

- Provided the technical guidance and defined realistic product release plans to balance both market requirements and resource constraints by working with the product development teams closely.
- Defined application programming interfaces with external development groups and business partners to ensure the external dependencies are aligned in the product plans
- Developed the process and managed the product commitments for off-cycle urgent customer requirements and product repairs by bringing all stakeholders together to make triages.

August 1999 – February 2001 Content Management Lab Services, IBM

Senior Solution Architect and Project Manager

- Responsible for architectural design and project management of Content Management solutions for customer services engagements, which were about analyzing and building solutions to meet the customer's business needs in managing and searching diverse types of data, documents and multimedia contents.
- Developed services assets for Enterprise Information Portal in supporting federated search across multiple repositories
- Evaluated and responded to a number of customer RFPs

July 1997 – July 1999 Multimedia Database Development, IBM

Senior Software Development Manager

- Managed the development of DB2 UDB Multimedia (Image, Audio and Video) Extenders on UNIX, Windows and z/OS and their Internationalization Support
- Delivered the product on schedule on budget

July 1994 – June 1997 Multimedia Database Development and Digital Library Architecture, IBM

Technical Lead and Senior Architect

- Architect and led a team in the development of DB2 UDB Multimedia (Image, Audio and Video) Extenders for managing the multimedia contents in DB2
- Responsible for the architecture and strategies of DB2 Digital Library, a large scale client/server system of a Library Server and multiple Object Storage Servers with hierarchical storage management.
- Architected the Enterprise Information Portal, data integration and federated search infrastructure across multiple data sources.
- Provided application development support to business partners in developing solutions on DB2 Digital Library and DB2 Multimedia Extenders
- Evaluated various new multimedia, digital library and encryption technologies for product incorporation

July 1992 – June 1994 Ultimeia Server & Client Development, IBM

Software Development Manager

- Managed the development of the multimedia and video streaming server on AIX via an innovative Multimedia File System.
- Managed vendors building the Window and Mac clients for the streaming server and ensured the product delivery on schedule on budget and meeting the functional and quality acceptance criteria.

November 1990 – June 1992 OSI Protocols and Management Development, IBM

Software Development Manager

- Managed the OSI/CS Rel 2 development of the OSI communication protocol stack, network management and application programming interfaces.
- Represented the company in various international networking standards and compliance committees
- Managed the project and skill transfer of OSI/CS to the Rome lab

Education

- Ph.D. in Computer Science, UC Berkeley.
- M.S. in Computer Science, Stanford University.
- M.S. in Computer Engineering, National Chiao-Tung University, Taiwan
- B.S. in Mathematics, National Taiwan University, Taiwan

Patents

- Relational Database Extenders for Handling Complex data Types, Anderson, et al, 8/25/1998 and 4/4/2000
- Computer Program Product for Database Relational Extenders, Anderson, et al, 6/20/2000
- Federated searching of heterogeneous datastores using a federated query object, Chang, et al, 5/15/2001
- Federated searches of heterogeneous datastores using a federated datastore object, Chang, et al, 7/17/2001 and 6/10/2003
- Managing results of federated searches across heterogeneous datastores with a federated collection object, Chang, et al, 8/7/2001
- Common Thread Server, Cheung, et al, (pending 9/2002)

References Available upon request.

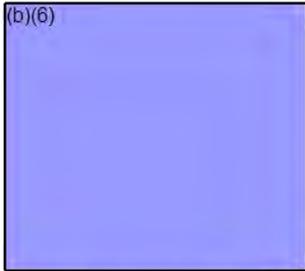


RENEWAL OF ACCREDITATION VISIT REPORT

BERGIN UNIVERSITY OF CANINE STUDIES
5860 Labath Avenue
Rohnert Park, CA 94928
ACICS ID Code: 00023888

Ms. Bonita Bergin, President (bonnie@berginu.edu)
(acics@berginu.edu)

June 22-24, 2015



Mr. Derrick Ware
Mr. Maurice
Wadlington

Chair
Student-Relations Specialist

Educational Activities
Specialist
Canine Specialist
Staff Observer
Staff Representative



ACICS
ACICS

Tucson, Arizona
Newburgh, New
York
Olathe, Kansas

Lafayette, Indiana
Washington, DC
Washington, DC

Sheryl L. Walker

Current Address

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Academic Record

2014 Ph.D., Purdue University
2009 M.A., Western Michigan University
2006 B.S., Michigan State University

Employment

January 2015 – Present WAGS: Wonderful Animal Guidance Services
Self-employed, Lafayette, IN

July 2010 – August 2014 Graduate Research Assistant, Maddie’s® Shelter
Medicine Program, Department of Veterinary
Clinical Sciences, College of Veterinary Medicine,
Purdue University, West Lafayette, IN

May 2008 – June 2010 Research Auditor I, Quality Assurance Department,
MPI Research, Mattawan, MI

June 2007 – May 2008 Research Associate II, Reproductive Toxicology
Department, MPI Research, Mattawan, MI

June 2006 – June 2007 Research Associate I, Reproductive Toxicology
Department, MPI Research, Mattawan, MI

Awards and Honors

2012 SAFER Re-certification, ASPCA
2011 SAFER Certification, ASPCA

2010	Graduate Student Research Assistantship, Purdue University, West Lafayette, IN
2010	Registered Quality Assurance Professional-Good Laboratory Practices (RQAP-GLP) Certification, SQA
2009	Graduate Student Research Grant, Western Michigan University, Kalamazoo, MI
2008	National AALAS Meeting Scholarship, Xigma Engineering Services/MI-AALAS
2008	Laboratory Animal Technologist (LATG), AALAS
2008	Laboratory Animal Technician (LAT), AALAS
2007	Assistant Laboratory Animal Technician (ALAT), AALAS

Memberships in Academic, Professional, and Scholarly Societies

2014 – Present	American Veterinary Society of Animal Behavior
2014 – Present	The Pet Professional Guild
2013 – Present	Association of Professional Dog Trainers
2012 – Present	Association for Behavior Analysis International
2011 – Present	International Society for Applied Ethology
2011 – Present	International Society for Anthrozoology
2009 – Present	Animal Behavior Management Alliance
2008 – 2010	Michigan-branch, American Association for Laboratory Animal Science
2007 – 2010	National, American Association for Laboratory Animal Science

Lectures, Workshops, Abstract and Poster Presentations

1. Dog Training Tricks to Increase Adoptability. A New Leash on Life, Clinton County Sheriff, Frankfort, IN, July 2014.

2. Dog Training Tricks to Increase Adoptability. Purdue Veterinary Medicine Fall Conference, Purdue University, West Lafayette, IN, September 2013.
3. Introduction to Implementing Match-Up II in Your Shelter. Purdue Veterinary Medicine Fall Conference, Purdue University, West Lafayette, IN, September 2012.
4. Comparison of SAFER™ Aggression Assessment Results in Shelter Dogs at Intake and After a 3-Day Acclimation. Purdue University Summer Research Fellows Program, Purdue University, West Lafayette, IN, August 2012.
5. How to Clicker Train Your Dog. Indiana State Fair, Indianapolis, IN, August 2011.

Publications

Peer Reviewed Publications

1. Bennett, S.L., Weng, H-Y., Walker, S.L., Placer, M., *Litster, A. Comparison of SAFER™ behavior assessment results in shelter dogs at intake and after a 3-day acclimation period. *J App Anim Welf Sci*. In press, 2014.
2. Bennett, S.L., Litster, A., Walker, S.L., *Luescher, A.U. Investigating behavior assessment instruments to predict aggression in dogs. *App Anim Behav Sci*. 2012;141(3-4):139-148.
3. *Baker, L.E., Panos, J., Killinger, B., Peet, M., Bell, L., Haliw, L. Walker, S. Comparison of the discriminative stimulus effects of salvinorin A and its derivatives to U69,593 and U50,488 in rats. *Psychopharm*. 2009;203(2):203-211.

Ph.D. Thesis Title

Human and Canine Personality Assessment Instruments to Predict Successful Adoptions with Shelter Dogs. Purdue University, 2014.

M.A. Thesis Title

Salvinorin A Establishes Conditioned Place Aversion in Male Sprague-Dawley Rats

Professional Meetings and Courses Attended

- | | |
|----------------|---|
| December 2013 | Visit, Share, Learn Day. Michigan Humane Society, Rochester, MI |
| September 2013 | Purdue Veterinary Medicine Fall Conference. Purdue University, West Lafayette, IN |

May 2013	Good Clinical Practices and Good Documentation. Purdue University, West Lafayette, IN
September 2012	Purdue Veterinary Medicine Fall Conference. Purdue University, West Lafayette, IN
May 2012	Animal Behavior Management Alliance National Conference. San Francisco, CA
September 2011	Purdue Veterinary Medicine Fall Conference. Purdue University, West Lafayette, IN
July/August 2011	International Society for Applied Ethology 45 th Congress. Indianapolis, IN
July 2010	SAFER Certification Preparatory Course. American Society for the Prevention of Cruelty to Animals, Holland, OH
April 2010	Animal Behavior Management Alliance National Conference. Pittsburgh, PA
April 2009	Animal Behavior Management Alliance National Conference. Providence, RI
November 2008	American Association for Laboratory Animal Science National Conference. Indianapolis, IN
April/May 2008	American Association for Laboratory Animal Science District 5 Conference. Newark, OH

Current Research Interests

Keywords: Dog behavior, behavior modification, operant conditioning, positive reinforcement, force-free training, clicker training, animal shelters

Graduate Student Advising

Major Advisor

Ph.D.

- 2013 – 2014 Dr. Niwako Ogata: Department of Veterinary Clinical Sciences, Purdue University. Proposed thesis title: Human and Canine Personality Assessment Instruments to Predict Successful Adoptions with Shelter Dogs. Dr. Ogata is currently an Assistant Professor of Animal Behavior at Purdue University, West Lafayette, IN.
- 2012 – 2013 Dr. Annette Litster: Department of Veterinary Clinical Sciences, Purdue University. Dr. Litster left Purdue University December 2013, and is currently the Senior Veterinary Specialist, CAD Veterinary Operations for the US Companion Animal Division of Zoetis, West Lafayette, IN.
- 2011 – 2012 Dr. Annette Litster: Department of Veterinary Clinical Sciences, Purdue University; Dr. George Moore: Department of Comparative Pathobiology, Purdue University. Dr. Moore left his position as co-advisor in 2012, and is currently a Professor of Clinical Epidemiology, Department of Comparative Pathobiology, Purdue University, West Lafayette, IN.
- 2010 – 2011 Dr. Andrew Luescher: Department of Veterinary Clinical Sciences, Purdue University. Dr. Luescher retired from Purdue University June 2011.

M.A. (Thesis)

- 2007 – 2009 Dr. Lisa Baker: Department of Psychology, Western Michigan University, Kalamazoo, MI. Thesis title: Salvinorin A Establishes Conditioned Place Aversion in Male Sprague-Dawley Rats. Dr. Baker is currently a Professor at Western Michigan University, Kalamazoo, MI.

Committee Members

Ph.D.

- 2010 – 2014 Dr. Alan Beck: Department of Comparative Pathobiology, Purdue University. Dr. Beck is currently the Director of Center of the Human-Animal Bond at Purdue University, West Lafayette, IN.
- 2010 – 2014 Dr. Christopher Eckhardt: Department of Psychological Sciences, Purdue University. Dr. Eckhardt is currently an Associate Clinical Professor at Purdue University, West Lafayette, IN.
- 2012 – 2014 Dr. Hsin-Yi Weng: Department of Comparative Pathobiology, Purdue University. Dr. Weng is currently an Assistant Professor of Clinical/Analytical Epidemiology at Purdue University, West Lafayette, IN.
- 2012 – 2014 Dr. Sheila D’Arpino: Maddie’s® Fund. Dr. D’Arpino is currently the Director of Maddie’s Animal Care Center at Maddie’s Fund®, Pleasanton, CA.
- 2010 – 2012 Dr. George Moore: Department of Comparative Pathobiology, Purdue University. Dr. Moore left the Advisory committee in 2012 to be replaced by Dr. Weng. Dr. Moore is currently a Professor of Clinical Epidemiology at Purdue University, West Lafayette, IN.

M.A. (Thesis)

- 2008 – 2009 Dr. Bradley Huitema: Department of Psychology, Western Michigan University. Dr. Huitema is currently a Professor at Western Michigan University, Kalamazoo, MI.
- 2008 – 2009 Dr. Richard Spates: Department of Psychology, Western Michigan University. Dr. Spates is currently a Professor at Western Michigan University, Kalamazoo, MI.

Engagement

- 2013 – Present Board of Directors, Clinton County Humane Society, Frankfort, IN

2012 – 2015

Behavior Specialist Volunteer, Clinton County Humane Society, Frankfort, IN



QUALITY ASSURANCE MONITORING: OUT OF SCOPE REPORT
ACADEMIC ASSOCIATE'S IN AVIATION: CONCENTRATION IN FIXED WING
ACADEMIC ASSOCIATE'S IN AVIATION: CONCENTRATION IN ROTOR
ACADEMIC ASSOCIATE'S IN COMMERCIAL AVIATION: CONCENTRATION IN FIXED WING
ACADEMIC ASSOCIATE'S IN COMMERCIAL AVIATION: CONCENTRATION IN ROTOR

CAMPUS

Charter College - Oxnard
2000 Outlet Center Drive, Unit 150
Oxnard, CA 93036
ACICS ID Code: 00024798

Ms. Christina Vaja, Campus President (christina.vaja@chartercollege.edu)
ACICS_OXR@chartercollege.edu

MAIN

Charter College - Vancouver
Vancouver, WA 98683
ACICS ID Code: 00035142

June 2, 2016

Date Program Began: April 20, 2015
Current Total Enrollment: 6
Current CAR Program Retention: N/A

(b)(6)	Aviation Specialist	(b)(6)	Cheyenne, WY
Niana Moore	Staff Representative	ACICS	Washington, DC

Anthony (Tony) Luis Aparicio, Sr.

SUMMARY OF QUALIFICATIONS

- Eighteen years of military and civilian leadership and management experience
- Director of Academics – faculty hiring authority (including credentialing and placement), supervisor, trainer, and evaluator for Seattle and Tacoma Campuses from Jan 2011 through June 2013. Faculty member from 2006 to present (College of Business). Currently exercises evaluation authority over faculty members on behalf of the Dean
- Instructed Distance Education courses since 2009 and managed/trained DE instructors since 2011
- Completed Bachelor's, Master's, and Doctoral courses (except residencies) through DE
- Held the position of Lead Acquisition Trainer (2007-2011) – developed curriculum and executed program for nearly 40 Contract Administrators and representatives
- PhD in Organizational Psychology (ABD) – Doctoral Candidate (pending review)
- Master's degree in International Management with heavy coursework in Human Resources
- Perusing second Master's degree in Project Management
- Has taught 18 different courses with Embry-Riddle Aeronautical University (ERAU) in classroom, online, blended, and video teleconference type instructional methods over a period of eight years
- Currently serves as Instructor of Business Administration and previously held elected position of Faculty Senator on university's representative shared governance system
- Completed courses and implements concepts in instructional and research pedagogy

EXPERIENCE

Teaching Skills/Experience

- Employed with ERAU since 2006; continued to remain on leading edge of technological advances
- Exemplary work experience: Designated as #1 of 22 Directors of Academics in the Western Region
- Embraces new technologies by earning certifications to teach in all five instruction modalities
- Completed all applicable training on FERPA, Sexual Harassment, Diversity, Instructional Use of Blackboard, Blended Learning, and Teaching Pedagogy Introduction
- Maintains certifications to instruct Business Law, International Business, Human Resource Management, Organizational Behavior, Social Responsibility and Ethics in Management, Leadership, Strategic Management, Aviation Labor Relations, Management of the Multicultural Workforce, Public Administration, Management of Production and Operations, Introduction to Aeronautical Science, Management for Aeronautical Science, Principles of Management, Aviation Maintenance Management, and the Aeronautical Science Capstone Course. Previously taught Strategic Management of Technical Operations and Life Cycle Analysis for Systems and Programs in Aviation/Aerospace
- Instructs Leadership and Motivation for ERAU's Office of Professional Education
- Training Manager and Course Developer for 90th Contracting squadron (2007-2011) – developed curriculum and executed two-year program for nearly 40 Contract Administrators/representatives

Communication Skills

- Collaborates with directors, faculty, students (including international), and departments
- Accomplished public speaker; emceed recognition ceremony with over 250 people including Senators, State Representatives, and Congress people; conferred degrees with 700+ audience
- Maintained proficiency in all Microsoft Office suite applications; developed spreadsheets to reduce 2 hour multi-year completion date computation to under 3 minutes
- Panel member for Aviation Business and Career Forum
- Guest Speaker for Northwest Aviation Conference and Trade Show
- Developed written/verbal skills through proficient instruction and reports to all levels of leadership

Business/Military/Aviation Experience

- Earned Honorable Mention (second place) during first year as Director of Academics, #1 by second year on the job!
- Business owner - registered Government Contractor
- Western Region Faculty Senator in university's shared governance – Co-chaired pilot study research program on blended learning methods within the university (possible grant funding also)
- Elected to position as Chair of Ethics Board for local municipality
- Nominated for City Councilmember slot to fill vacancy after member promotion to state level
- Held position as Exercise Evaluation Team (of Procurement personnel) for Inspector General
- Accumulated approximately 4,300 flying hours including instructor and evaluator ratings
- Completed Private Pilot Ground School with ERAU's Office of Professional Education
- Led 33 people as Superintendent; worked efficiently with senior executives and military officials
- Tactfully dealt with sensitive personal situations; intermediary during vulnerable family situation - resolved conflict in three days and allowed employee to continue with minimal work time missed
- As Director of Academics, facilitated cooperation and teamwork through developing, organizing, and implementing training workshops and recognition ceremonies—morale greatly improved
- Consistently maintains positive professional image and composure under pressure; diagnosed various in-flight emergencies and provided direction for corrective action, saving \$56M aircraft/crew
- Provided excellent customer service; lauded by senior leadership during numerous visits
- Demonstrated excellent ability to learn; quickly mastered new career during military retraining

Organizational Skills

- Displays excellent multi-tasking ability; managed many aspects of \$50M utility privatization initiative while simultaneously supervising up to five Contract Administrators and assigning/reviewing all of their workloads
- Problem-solving expert! Developed hybrid contracting method to bridge old contract with new one for wind generation turbines; multi-million dollar equipment did not go one day without maintenance support

EDUCATION

- PhD in Organizational Psychology through Walden University – all coursework and residencies completed, dissertation stage
- Master of Science in International Management – Troy University, 2004 (3.8 GPA)
- Bachelor of Science in Business and Management – University of Maryland University College, 2002 (3.8 GPA – Cum Laude)
- Associate of Applied Science in Contracts Management – Community College of the Air Force
- Associate of Applied Science in Aircrew Operations – Community College of the Air Force
- Acquisition Professional Development Program Level III (Advanced) Certification in Contracting
- Acquisition Professional Development Program Level I Certification in Program Management
- Certificate in Professional Photography – New York Institute of Photography



RENEWAL OF ACCREDITATION VISIT REPORT

CAMPUS

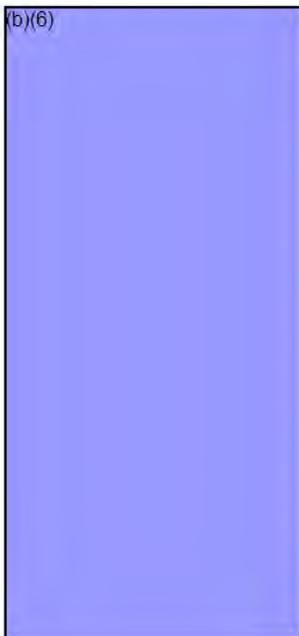
ART INSTITUTE OF INDIANAPOLIS
3500 Depauw Boulevard
Indianapolis, IN 46268
ACICS ID Code: 00032160

Ms. Wendy Butler, President (wlbutler@aii.edu)
(aiindaccreditation@aii.edu)

MAIN CAMPUS

ART INSTITUTE OF PHOENIX
Phoenix, AZ 85201
ACICS ID Code: 00016228

February 7-9, 2017
February 27, 2017



(b)(6)

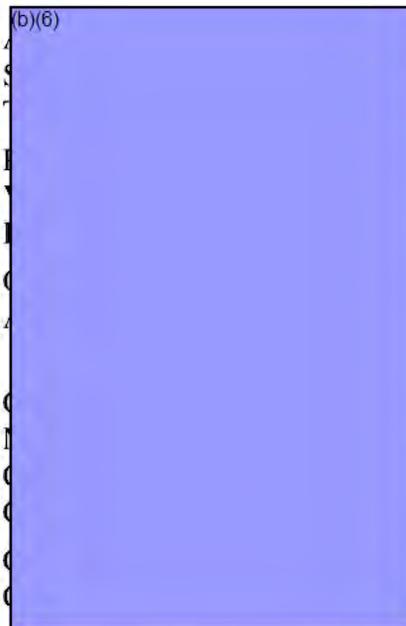
Chair

Relations with Students

Educational Activities/Interior
Design

Baking and Pastry/Hospitality
Food and Beverage
Management

Culinary Arts and Culinary
Management



(b)(6)

Edgewater, MD

Frederiksted, VI

Lone Tree, CO

Columbus, OH

Miramar, FL



Ms. Cathy Kouko

Digital Photography/Media
Arts and Animation
Fashion and Retail
Management
Graphic Design/
Graphic and Web Design/Web
Design and Interactive Media
Fashion Design
Accreditation Coordinator



ACICS

Burleson, TX

St. Augustine, FL

Newark, NJ

Bowie, MD

Washington, DC

(b)(6)

**BACHELOR'S OF FINE ARTS, TEXAS CHRISTIAN UNIVERSITY, MAGNA CUM LAUDE,
DESIGN, COMMERCIAL GRAPHIC DESIGN/ILLUSTRATION**

**MASTER'S OF SCIENCE, TEXAS A&M/COMMERCE, MAGNA CUM LAUDE,
PHOTOGRAPHY, DESIGN**

DOCTORATE OF HUMANE LETTERS (H), JONES COLLEGE, ARTS AND HUMANITIES

**FIELDS OF EXPERTISE: GRAPHIC DESIGN, VIDEO/ FILM PRODUCTION, INTERIOR
DESIGN, COMMUNICATIONS, FILM/SOUND EDITING, STUDIO ARTS, ILLUSTRATION,
ADVERTISING DESIGN, PHOTOGRAPHY, DRAFTING AND DESIGN, COLOR DESIGN AND
BOOK DESIGN, DIGITAL ARTS, IN REGARD TO PHOTOSHOP, ILLUSTRATOR, GREEN
SCREEN VIDEO PRODUCTION, MOTION CAPTURE, DIGITAL PHOTOGRAPHY, ADOBE
EDITING**

PROFESSIONAL EXPERIENCE:

**ART DIRECTOR, PBS, 51 EPISODES, "WISHBONE", PEABODY AWARD, 1993-2000,
DESIGNER OF 51 EPISODES, OVERSAW 14 DESIGNERS, BUILDERS,**

**ART DIRECTOR: MOVIES OF THE WEEK, CBS, NBC, HBO, SHOWTIME, PBS, 20
YEARS**

ART DIRECTOR: LOS ANGELES 360 FILM FESTIVAL, 2009

ART DIRECTOR: "TALK RADIO", 1989, DIRECTOR: OLIVER STONE

ART DIRECTOR: "BARNEY", PBS, ASST. PRODUCTION DESIGNER

PRODUCER TV, "THIS IS TEXAS" 5 YEARS, CBS TELEVISION

PRODUCER TV, "STATE OF THE ART", 6 YEARS

**ILLUSTRATOR/ DESIGNER: READER'S DIGEST, LOS ANGELES MAGAZINE, DR PEPPER,
COCA-COLA, CONTINENTAL AIRLINES, PLAYBOY, NFL (NATIONAL FOOTBALL
LEAGUE), ST. LOUIS CARDINALS, MAGNAVOX, AMERICAN AIRLINES, HANG TEN
INTERNATIONAL, BANTAM BOOKS, WARNER BROS, CAPITOL RECORDS (25 YEARS)**

SKETCH PAD STUDIO, ILLUSTRATOR DESIGNER, 5 YEARS

KILLER B'S STUDIO, DESIGNER, CREATIVE DIRECTOR, 4 YEARS

RASSAI AGENCY, CREATIVE DIRECTOR, 1 YEAR

TEACHING/SPEAKING EXPERIENCE:

SOUTHERN METHODIST UNIVERSITY, ADJUNCT INSTRUCTOR, ADVERTISING DESIGN, 2 YEARS

TEXAS CHRISTIAN UNIVERSITY, ADJUNCT INSTRUCTOR, ORAL BUSINESS/PORTFOLIO PRESENTATION, 2 YEARS

TEXAS A&M/COMMERCE: ADJUNCT INSTRUCTOR, PAINTING/ILLUSTRATION, 2 YEARS

COLLEGE/UNIVERSITY LECTURE, GUEST SPEAKER:

BAYLOR, 2016

TCU, 2014, 2005, 2006

AWARDS/RECOGNITIONS:

TWO EMMY AWARDS FOR "OUTSTANDING ART DIRECTION IN A DAYTIME SERIES OR SPECIAL" 1998, 1999

ART DIRECTOR, "WISHBONE", PBS, PEABODY AWARD, 1998

TCU OUTSTANDING ALUMNI, 2000

JUROR, EMMY AWARDS

JUROR, FORT WORTH, TX MAIN ST. ARTS FESTIVAL, 4 TIMES, (3RD LARGEST IN U.S.) 2015

JUROR, NEW YORK VIDEO FILM FESTIVAL

JUROR, FORT WORTH BIZARRE FILM FESTIVAL, 2016

HEAD JUDGE, 2005 MISS AMERICA PAGEANT



RENEWAL OF ACCREDITATION VISIT REPORT

CAMPUS

ART INSTITUTE OF INDIANAPOLIS
3500 Depauw Boulevard
Indianapolis, IN 46268
ACICS ID Code: 00032160

Ms. Wendy Butler, President (wlbutler@aii.edu)
(aiindaccreditation@aii.edu)

MAIN CAMPUS

ART INSTITUTE OF PHOENIX
Phoenix, AZ 85201
ACICS ID Code: 00016228

February 7-9, 2017

February 27, 2017

Ms. Lynn R. Johnson	Chair	Associate Dean School of Education (retired) Trinity Washington University	Edgewater, MD
Dr. Bob Palmatier	Relations with Students	President (retired) Virginia College of Birmingham	Frederiksted, VI
Ms. Moema C. Shortridge	Educational Activities/Interior Design	Owner Architecture by Design	Lone Tree, CO
Ms. Carol Kizer	Baking and Pastry/Hospitality Food and Beverage Management	Chair Emeritus, Hospitality Management Department Columbia State Community College	Columbus, OH
Mr. Kevin Miles Mitchell	Culinary Arts and Culinary Management	Campus President Career Education Corporation	Miramar, FL

Mr. Barry Phillips	Digital Photography/Media Arts and Animation	Art Director/Designer	Burleson, TX
Ms. Jeanne Johns	Fashion and Retail Management	Realtor Endless Summer Realty	St. Augustine, FL
Mr. Sean Glasgow	Graphic Design/ Graphic and Web Design/Web Design and Interactive Media	President D&G Systems Technologies Consulting Inc.	Newark, NJ
Ms. Michelle Taylor	Fashion Design	Lecturer, Howard University	Bowie, MD
Ms. Cathy Kouko	Accreditation Coordinator	ACICS	Washington, DC

MOEMA CUNHA SHORTRIDGE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

SUMMARY OF QUALIFICATIONS

Higher Education, administration, management, curriculum development, and instruction

Goal-oriented manager excelling in education industry with a strong commitment to student, faculty, and school growth. Outstanding planning, organizational development, and leadership qualifications. Successful problem solving and conflict resolution management with a person and team concerns. Significant teaching experience and curriculum development with consistent excellent survey results for courses taught. High-impact negotiator and client service manager. Independent Contractor Evaluator for Accrediting Council for Independent Colleges and Schools (ACICS).

EDUCATION

MBA- WESTWOOD COLLEGE July 2012

REAL ESTATE LICENSE - 1996

M.A. UNIVERSITY OF COLORADO AT DENVER, Denver CO

August 1984-December 1986

Master of Architecture, Solar Architecture December 1986

B.A. UNIERSIDADE GAMA FILHO, Rio de Janeiro, Brazil

March 1975-December 1979

Bachelor of Architecture, January 1980

PROFESSIONAL ACHIEVEMENTS

March 2016 to Present

National American University, Aurora CO.

Adjunct Faculty teaching for CAD/Architectural Drafting program classes in Autodesk Revit software and Construction Management program classes.

August 2003 to March 2016

Westwood College- DNS, Aurora CO.

Department Design Program Chair, Associate degree CAD/Architectural Drafting, Graphic Design, Bachelor of Interior Design, and Game Art

Directed the program operations, including oversight of faculty, scheduling, advising students, program development, curriculum and meetings with the Program Advisory Committee. Meet the school retention goals and integrated campus accreditation (ACICS) requirements and policies through the program.

Instructor Classes: Autodesk software: AutoCAD and Revit, History & Theory of Human Environment, History of Graphic Design, Color Theory, Drawing and Perspective, Residential and Commercial Construction documents, Interior Finishes, Space Planning, Commercial Interiors, Project and Construction management.

Curriculum development: Residential and Commercial Architectural classes,
Introduction to Interior Design, Professional Practices Adjunct
Faculty of the Term- January 2004 and March 2007

January 2008 to present

Owner- Architectural by Design LLC

Consultant Architectural, Interior Design, and Real Estate.

July 2012 Master in Business Administration- Westwood College

May 2012 to present

Accrediting Council for independent (ACICS) Evaluator- Independent

Contractor

January 2006 to present

Consultant Architectural, Interior Design, and Real Estate for Dabus Arquitetura- Sao Paulo, Brazil

January 2006 Spec Home in Heeney, CO. Design for Shortridge Builders Inc.

January 2003 Planning, design and drawing a RV/Boat storage, Douglas county, Colorado. For Shortridge Builders Inc.

January 2002 Planning, design, and drawing a Vacation Home in Heeney, CO. for Shortridge Builders Inc.

February 2001 Real Estate Management for Applause Realty Inc.

October 2000 Planning, design and Drawing for an Industrial Building for Shortridge Builders Inc.

March 1999 Planning, managing and sales a Duplex in West Villa Park. for Shortridge Builders Inc.

January 1996 Jones Real Estate
Broker Associate License

April 1996 Real Estate License

April 1996 Renovation, Marketing and sales -Applause Realty Inc.

April 1990 to Denver Technical College, Denver CO

Dec 1995 Instructor/Architectural Drafting Program and curriculum development
Classes: Drafting, AutoCad, Architectural AutoDesk, Architectural Residential and Commercial design and technology, Building materials

August 1993 Planning, design and drawing a Spec. Home in Aurora, CO.

February 1992 Interior Renovation Design and Drawings Medividofsky's Residence

July 1991 Dorn Interior Renovation Drawings

Summer 1989 CMC Group, Inc., Denver CO, Construction Documents

October 1988 Ramon Martinez Office, Denver CO, Draftsman

1984-1986 "Master in Architecture". University of Colorado at Denver, Colorado

July 1986 Palizzi Residence- Design and AutoCad Drawings.

August 1986 Dulaney Architecture, Englewood CO Draftsman, Construction Documents and Details

Summer 1985 University of Colorado at Denver, Planning Office Draftsman

1980-1984 Office of Architecture Joao Alberto Guerra, Brazil

1980-1986 Architect/Professor at Universidade Federal de Uberlandia, Brazil

SPECIAL PROJECTS AND INSTRUCTION WHILE A PROFESSIONAL ARCHITECT

Volunteer:

- *Chanel 9 - health fair - 2014 and 2015
- *Bear Valley Goodwill- Denver, CO- work shop in "LinkedIn" April 2013
- *Bear Valley Library- Denver, CO- work shop in "Home Staging" Feb 2013
- *Bear Valley Library- Denver, CO- work shop in "Career Management"
Dec.2012

ACICS – Campus Visits – May 2012 – ITT South Bend,
June 2012 – ITT Huntington, WV
September 2013- Douglasville, GA
September 2014- Charter College, CA

MBA- WESTWOOD COLLEGE July 2012 with higher award.

Dale Carnegie Course, February 1994, Denver CO;

Received an outstanding performance award.

- * YWCA Art Gallery, March 1992, Denver CO;
Architectural Drawings in ASG software
- *Women in Architecture, April 1988, Denver CO
Speech on Brazilian Architecture and Architectural Practice
- * University of Colorado at Denver, Denver CO
"COMPUTER AID DESIGN" (CAD)
Spring 1988-Fall 1988
- * University of Colorado at Denver, Denver CO
"MASTER OF ARCHITECTURE"
July 1984-December 1986
- * University of Colorado at Denver, Denver CO
GRAPHICS Spring 1985
- * "INTERIOR DESIGN" (Prof. Sergio Rodriques)
July 1983
- * "LA PRODUCTION DEL HABITAT Y EL ROL DEL ARQUITETO"
(Prof. Oscar Yujnosky)
October 1982
- * "XI BRAZILIAN CONGRESS OF ARCHITECTS", Bahia, Brazil
October 1982
- * "COMPUTER SYSTEMS-COBOL"
September 1982
- * "ART EDUCATION METHODOLOGY" (Prof. Lucia Brito)
June 1982
- * "DESIGN OF THE URBAN SPACE"
Offered by Brazilian Association of Landscape Architects May 1982

* "AESTHETIC FOUNDATIONS OF EDUCATION"

Specialization in Art Education

Universidade Federal de Uberlandia, Brazil

July 1981-March 1982

* "INTERIOR DESIGN"

Offered by the Club of Interior Designs of Rio de Janeiro 1977-1978

INTERNSHIP DURING STUDIES AT RIO DE JANEIRO, BRAZIL

1978-1980:

OFFICE OF ARCHITECTS ASSOCIATES

Paulo Case, Luiz Aciolli e L.A. Rangel

Gloria, RJ, Brazil

Draftsman. All architectural phases:

Shopping Centers, Banks, Churches, Hotels and Residential Buildings.

A certificate of participation was awarded from the above office, for the following:

SHOPPING CENTER-JERONIMO MONTEIRO/Vitoria, ES Brazil

SHOPPING CENTER-EDIFICIO CENTRAL DE UBERLANDIA, Brazil

BANCO NACIONAL S.A., Rio Comprido, Rio de Janeiro

MINISTERIO DA FAZENDA (MINISTRY OF FINANCE) Acre, Brazil

BANCO FINIVEST, Rio de Janeiro, Brazil

BANCO SAFRA S.A., Rio de Janeiro, Brazil

RELIGIOUS UNION CHURCH, Rio de Janeiro, Brazil

1976-1977:

H. CAMARGO'S OFFICE, Tijuca, Rio de Janeiro, Brazil

Architect. Urban Planning and Landscape

Participation in the Design of Landscape of AUTODROMO

of Rio de Janeiro, and other projects

MARCH/JULY 1976:

DR. GORON'S OFFICE, Gloria, Rio de Janeiro, Brazil

Architect. Urban Planning, with participation in restoration of DR.

KAPLIN ISRAE'S HOUSE.



RENEWAL OF ACCREDITATION VISIT REPORT

RIDLEY-LOWELL BUSINESS & TECHNICAL INSTITUTE
44 Shelter Rock Road
Danbury, CT 06877
ACICS ID Code: 00033448

Ms. Lauren Kuzara, Campus Director (lkuzara@ridley.edu)
(dbdirector@ridley.edu)

MAIN CAMPUS
Ridley-Lowell Business & Technical Institute
New London, CT
ACICS ID Code: 00011303

October 5-6, 2016

Ms. Kim Peck	Chair	Senior VP of Operations and Compliance, Dorsey Schools	Madison Heights, MI
Dr. Richard Murphree	Student-Relations Specialist	Professor, Boise State University	Torrington, WY
Mr. Thomas Phillips	Educational Activities/Information Technology Specialist	Retired Administrator, Gibbs College	Tinton Falls, NJ
Mr. Jared Chrudimsky	Massage Therapy Specialist	Owner/Massage Therapist, Revitalize Massage Therapy	Holden, MA
Mr. Richard Harvey	Electrical Systems Engineer Specialist	Retired School Administrator	Saint Louis, MO
Ms. Rochelle Redding	Medical Administrative Assistant/Medical Billing and Coding Specialist	Adjunct Faculty, Pierce College	Philadelphia, PA
Mr. Chad Hartman	Staff Representative	ACICS	Washington, DC

Jared Chrudimsky NCTMB LMT

MASSAGE EXPERIENCE

03/2003 – Present

Revitalize Massage and Yoga – Worcester, MA

Own and operate a successful massage business that has grown from one massage therapist to six massage therapists, three receptionists and two yoga instructors.

04/2004 – Present

Worcester Fitness - Worcester, MA

Provide Seated Chair Massage for health fairs in addition to performing 10+ weekly hour long deep tissue, trigger point therapy, and Swedish massages.

09/2006 – Present

Accrediting Council of Independent Schools and Colleges (ACICS) – Washington, DC

Evaluate massage programs for accreditation

04/2004 – 08/2010

Salter College - Worcester/West Boylston, MA

Director of the Massage Therapy program. Teach Massage Therapy Techniques I, II, and III, Pathology, Muscle Structure and Function, Clinical Applications, and Ethics.

04/2004 – 03/2009

Masterman's - Auburn, MA

Provide 15-20 fifteen minute table and chair massages one day per week to the employees.

07/2003 – 05/2006

A Body in Balance - Holden, MA

Worked on a wide variety of clients for everything from relaxation to rehabilitation. Performed chair massage for local health clubs, corporate events, health fairs, and conventions.

02/2000 – 04/2003

A Kneaded Touch - Minneapolis, MN – Atlanta, GA

Provided clients with deep tissue and Swedish massage primarily for stress relief.

04/1999 – 01/2000

Urban Chiropractic - Minneapolis, MN

Performed primarily deep tissue massage to compliment clients' (mostly car accident victims) Chiropractic care.

05/1998 – 01/2000

Inside Three Hands Bodyworks - Minneapolis, MN

Provided on-site chair massage to local businesses.

03/1997 – 01/1998

Color Me Tan Plus - Willernie, MN

Predominately used Swedish relaxation massage on a wide variety of clients.

08/1997 – 11/1997

Macalester College - Saint Paul, MN

Worked on members of the cross-country team, using Trigger Point Therapy, cross-fiber friction, and other specific deep tissue techniques. Several integrative stretching approaches were also utilized.

LICENSES AND CERTIFICATIONS

National Certification for Therapeutic Massage and Bodywork (NCTMB), MA Massage License, Member of Associated Massage and Bodywork Professionals (ABMP), Licensed Massage Therapist in Massachusetts

OTHER MASSAGE RELATED

Best Massage Therapist – 2006, 2007, 2009, 2010, 2012, 2013 Worcester Magazine, AMTA Sports Massage Team, Volunteered massage for charity events including: Grandma's Marathon, FANS 24 Hour Run, Minneapolis/Chicago AIDS Bike Ride, and City of Lakes 10K, Worked for the Florida State swim team at the 1996/1997 NCAA Nationals.

EDUCATION

01/1996 – 01/1997

Northern Lights School of Massage Therapy, (now Centerpoint) Minneapolis, MN
Comprehensive Massage Program (600 hours)

01/2006 – 5/2009

Worcester State College, Worcester, MA
BS Business Administration

09/2002 – 05/2003

Georgia State University, Atlanta, GA
International Business Major

04/2005

Myofacial Mobilization Training

09/1994 – 12/1996

University of Wisconsin at LaCrosse, WI
Biology/Art Major

References Available Upon Request



RENEWAL OF ACCREDITATION VISIT REPORT

CAMPUS
LAURUS COLLEGE
2351 Lockwood Street
Oxnard, CA 93036
ACICS ID Code: 00060414

Ms. Cecelia Mortela, Vice President Student Programs (cecelia.mortela@lauruscollege.edu)
(adminoxnard@lauruscollege.edu)

MAIN CAMPUS
Laurus College
San Luis Obispo, CA 93401
ACICS ID Code: 00023501

January 30-31, 2017

Ms. Mercedes N. Alafriz	Chair	DOE Solutions	Phoenix, AZ
Ms. Susan Mago	Student Relations Specialist	Globe University	Minneapolis, MN
Ms. Judith Bernstein	Educational Activities/Professional Business Systems/Office Support Specialist	Retired Education Advisor	Denver, CO
Ms. Shannon O'Keefe	Medical Billing and Coding Specialist	Associate Dean and Curriculum Designer for Informatics, Independence University Online	Newport, RI
Mr. David (Eli) Hoehn	Information Technology and Service Professional/Computer Networking Specialist	Former Instructor, Brown College	Saint Peter, MN
Mr. Barry Phillips	3D Animation and Digital Arts Specialist	Art Director/Designer - PBS, NBC, Showtime	Burleson, TX
Mr. Mark Hatlee	Web Design/Non-traditional Education Specialist	Director of Information Technology, Maria College	Albany, NY
Ms. Anne Bennett	Staff Representative	ACICS	Washington, D.C.

MERCEDES N. ALAFRIZ-GORDON

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

PROFESSIONAL EXPERIENCE

Medical Express, Louisville, CO: Traveling Surgical Technologist (01/02-01/03)

Set-up Operating Room supplies and equipment for a variety of surgical procedures.

Assisted the surgical team during surgery by passing instruments and sterile supplies as needed.

Assignments –Hoag Memorial Hospital-Newport Beach, CA (04/02-Present)- Supervisors- David Everheart RN Manager, Dana McKinnon RN Manager. Desert Samaritan Hospital- Mesa, AZ (01/02-04/02) Supervisor-Amy Sharpe RN

SSI-Surgical Staff, Inc., Sacramento CA: Surgical Technologist (10/01 - present)

Set-up Operating Room supplies and equipment for a variety of surgical procedures.

Assisted the surgical team during surgery by passing instruments and sterile supplies as needed.

Assignments - Sutter General Hospital.

Supervisor-Pat Crawford RN, Kim Naicker RN

STI Clinical Staffing, Sacramento CA: Traveling Surgical Technologist (03/01 - 10/01)

Set-up Operating Room supplies and equipment for a variety of surgical procedures.

Assisted the surgical team during surgery by passing instruments and sterile supplies as needed Assignment-California Pacific Medical Center-Davies Campus

Supervisor-Marion McMillan

High-Tech Institute, Sacramento CA: Program Manager-Surgical Technology (11/00 - 05/01)

Managed staff of eight Instructors and Lab Aides. Responsible for the overall direction, coordination, and evaluation of ST Program. Responsibilities included hiring, and training employees; planning and assigning work; performance appraisals, addressing complaints, and problem solving.

Hoag Memorial Hospital, Newport Beach CA: Lead Surgical Technologist (02/96 - 07/00)

Set-up Operating Room supplies and equipment for a variety of surgical procedures.

Assisted the surgical team during surgery by passing instruments and sterile supplies as needed. Member of the Orthopedic, Neurosurgery Spine Team. Resource surgical technologist for department. Preceptor for surgical tech students, and new employees.

Irvine Medical Center, Irvine CA: Surgical Technologist II (02/93 - 02/96)

Set-up Operating Room supplies and equipment for a variety of surgical procedures.

Assisted the surgical team during surgery by passing instruments and sterile supplies as

needed. Scrubbed variety of cases, mainly Ortho, Neuro, and Spine. Manager/Coordinator General Surgery Services.

Coastal Communities Hospital, Santa Ana CA: Surgical Tech (10/90 - 05/96)

Set-up Operating Room supplies and equipment for a variety of surgical procedures. Assisted the surgical team during surgery by passing instruments and sterile supplies as needed Scrubbed variety of cases, including Labor & Delivery. Instrument processing and sterilization. Call.

Baptist Hospital and Health Systems, Phoenix AZ: Surgical Tech (5/88 – 10/90)

Set-up Operating Room supplies and equipment for a variety of surgical procedures. Assisted the surgical team during surgery by passing instruments and sterile supplies as needed Scrubbed variety of surgical cases. Duties included instrument processing, materials management for operating room supplies. Scheduling surgical cases and call.

EDUCATION

Bachelor of Science Degree-Healthcare Management, Anthem College, Phoenix, AZ (September -2005)

Associates of Science Degree – Surgical Technology, High-Tech Institute, Nashville, TN (October - 2003)

CERTIFICATIONS

TS-C Tech in Surgery Certified National Center for Competency Testing (NCCT) 3/2001-3/2006

CST- Liaison Council on Certification for the Surgical Technologist (LCC-ST) – Passed Examination on 6/25/05



**QUALITY ASSURANCE MONITORING: HIGHER CREDENTIAL
VISIT REPORT**

DOCTOR OF ACCUPUNCTURE AND ORIENTAL MEDICINE

CAMPUS

**TEXAS HEALTH AND SCIENCE UNIVERSITY
4005 MANCHACA ROAD
AUSTIN, TX 78704
ACICS ID Code: 00103319**

Ms. Lisa P. H. Lin, President (lisalin@thsu.edu)
(thsu@thsu.edu)

October 7, 2016

Ms. Pamela K. Bennett	Chair	Former Director of Library Services and Campus Compliance	Dallas, TX
Dr. Celia Hildebrand	Acupuncture and Oriental Medicine	Northwestern Health Sciences University	Bloomington, MN
Mr. Maurice Wadlington	Staff Representative	ACICS	Washington, D.C.

Celia Hildebrand

Education

Doctor of Acupuncture and Oriental Medicine Oregon College of Oriental Medicine (Portland, OR)	2015
Master of Science, Oriental Medicine International Institute of Chinese Medicine (Santa Fe, NM)	2002
Bachelor of Arts, Urban Affairs and Community Development University of Pittsburgh (Pittsburgh, PA)	1981

Skills

- Recognized leadership in creative problem solving, delivery of didactic and clinical education, academic assessments and innovation, strategic planning, community research, project management, motivational support, practicing resiliency, mentoring adult students, and maintaining humor.
- Extensive experience with multi-cultural and integrative healthcare delivery, practice, and research.
- Successful grant-writing, legislative writing and testifying to state and national Legislative bodies.

Relevant Experience

Northwestern Health Sciences University Bloomington, MN **April 2016 - present**

Chair of Clinical Education, Associate Professor. Administrator and faculty focused on clinical education. Coordinating over 12 external and two internal clinical sites including hospital inpatient and rehabilitation sites, community clinics, and integrative medicine sites. Developing competency-based assessments, fellowships, and supervisor training. Clinical supervision and faculty as needed.

Virginia University of Oriental Medicine Fairfax, VA **June 2015 – April, 2016**

Academic Dean. Administrator with responsibility for didactic and clinical experience for 95 international, multi lingual students and 15 multi-cultural faculty and clinical supervisors. Revising clinical education and assessments; led curriculum mapping and syllabi development. Pivotal in application process for ACICS accreditation and ACAOM changes. Responsible for clinic and academic performance measures, policy development, faculty recruitment, development and evaluation, updating assessment tools and measures, and improving scholastic achievement and rigor. Proficient in Student Information Systems (Populi). Oversight of Distance Learning using Moodle. Clinical supervision and faculty as needed. Classes taught:

- Basic Theory of Oriental Medicine I
- Orientation to Clinic
- Treatment of Orthopedic Disorders
- Oriental Medicine - Internal Medicine III
- Clinical Communications II – The Student
- Independent Study

Daoist Traditions College of Chinese Medical Arts, Asheville, NC **August 2014 – June 2015**

Academic Dean. Administrator for didactic and clinic education for over 80 students and more than 18 faculty and clinical supervisors. Responsibilities included curriculum oversight, syllabi development and faculty evaluations, updating clinic performance measures and integrating with curriculum, and clinic supervision. Classes taught:

- Oriental Medicine Theory I
- Research and Library Studies
- Adjunct Therapies
- Oriental Medicine Internal Medicine II
- Practice Management I and II
- Oriental Medicine - Treatment of Disease

Part-time Faculty. Educator in low-residency Masters and Bachelors' degree program. Created prototype of Collaborative Learning Group in Health Arts Studies. Team member in strategic planning and inaugural launch of new B.A. program in Port Townsend, WA (Fall, 2012).

TEACHING AND EDUCATIONAL ACTIVITIES – REPRESENTATIVE COURSEWORK

- Cross Cultural Health Care & Practices
- Traditional Chinese Medicine Concepts
- Cultures of Health and Well Being
- Critical thinking and writing
- Goal setting & Study Planning
- Cultures of Trauma
- Politics of Medicine
- Grant writing

OTHER APPOINTMENTS

- Faculty Council (2009 – 2011)
- Union Steward (2012-2014)
- Chair of Progress Review Committees (2007- 2011)
- Faculty Development Fund Committee (2008 –2011)
- Assessment of Prior Learning Committee (2009)
- Regional Accreditation (NEASC) Committee (2008); Faculty assessment and credentials.

Clinical Practitioner, New Mexico (tribal), Arizona, North Carolina

2002 - 2015

Part-time Oriental Medicine practice with focus on cultural perspectives and practices that integrate mental health and western medicine, with emphasis in PTSD, cardiology, stroke recovery, and pain. Organized a pilot refugee trauma clinic project at Tucson International Rescue Committee.

CL Associates, Inc, New Mexico

2003 – 2015

Principal / Owner. Built health care facilities and programs. Produced reports to U.S. Congress on health care needs of Native Americans. Specialized in strategic planning, capacity development, assessments, protocols, policies, regulations, and budgets for tribal administrations and accreditation of integrative health care delivery systems, including research protocols. Consultant to various Native American tribes, the Albuquerque Area Indian Health Service, and New Mexico Department of Health. Work included project development, oversight & financing; successful grant writing; federal grant administration and reports, administrative capacity development and staff training.

- Practitioner of Oriental Medicine in Integrative Medicine Clinic serving 8,000 tribal members.
- Navigated the process for AZ tribal health department with 280 employees, 5000 clients and \$13 million budget to acquire Public Health Accreditation, and assume operations for all ambulatory and behavioral health care.
- Wrote handbooks with protocols and policies on clinical procedures and Infectious Control for tribal Health Department overall, and Operating Handbook for the Integrative Medicine Clinic.
- Completed the Albuquerque Area Indian Health Service and Facilities Master Plans for six Service Units including 25 tribes, 25,000 people, and 16 facilities. Facilitated meetings and conducted research with tribes, Indian Health Boards, and medical / administrative staff to prioritize health care needs for 2006 situation and projected to year 2015. Produced report for U.S. Congress to articulate unmet health care needs in Native American communities in Southwestern U.S.
- Trained staff in quality improvement, operations and capacity development in health care delivery systems management, protocols, policies, services, and administration.

- Overall project management, including design, development and financing of a \$6.5 million, 13,000 sq. ft. health facility with attached 8,200 sq. ft. dialysis center.

Pueblo of San Felipe, New Mexico

November 2008 – October, 2009

Director, Health and Wellness Department. Planning, oversight and administration of \$4.4 million budget, 13 programs and 44 staff involving direct ambulatory and emergency medical services, public health nursing, diabetes prevention & education, pharmacy, insurance billing, dental operations, and mental health programs funded by state, federal, and private funding sources.

Relevant Presentations & Publications

- September 2015 Natural Living Expo, Fairfax, VA. The Heart of the Matter: How your heart rules your health.
- October, 2015 Goad Shepherd Center, Arlington, VA. Acupuncture Through the Ages.
- June, 2012 Oregon College of Oriental Medicine, Portland, OR. The Role of Oriental Medicine in Public Health.
- July 2015. OCOM Capstone: The Heart of the Matter: The role of Oriental Medicine in cardiac recovery.
- May 2012 International Rescue Committee, Tucson, AZ. Benefits of Acupuncture for PTSD.
- April 2011 Indigenous Well Being Conference, Albuquerque, NM: Pathways of Similar Medicine: Indigenous and Oriental Views of Health and Well Being.
- Prior professional work, presentations and publications in Recycling and Economic Development available upon request.

Research

- 2014 and 2003. Developed and implemented community health research projects to identify health needs of southwestern tribal communities. Twice done (1) Pascua Yaqui Tribe, Tucson, Arizona in 2014 (coordinated with University of Arizona – Department of Family Medicine) and (2) Santo Domingo Pueblo, New Mexico in 2003. Wrote the survey instrument, protocols, processes, and conducted trainings. Coordinated teams of up to 22 volunteers and employees deployed over four to five months to obtain information from over 400 households. Analyzed results, assessed the process, wrote and presented final reports to Tribal Councils.
- 2012-2014. Wrote and then implemented a research grant funded by Centers for Disease Control, to work in collaboration with El Rio Health Centers and the Arizona Department of Health to develop capacity in infectious disease identification, surveillance, case management and treatment using Hepatitis C as the disease to "exercise" this process. Coordinated efforts between tribal, public and private interests to develop protocols for research, patient identification, identify and prepare treatment options, and program evaluation.
- 2012 – 2014. Co-leader to develop and implement the Pascua Yaqui Tribe's Public Health Accreditation process which included department-wide program evaluations, community research, standards evaluation, quality assessment and improvement.
- 2002 – 2006. U.S. Public Health Service /Indian Health Service Region VI. Public health research and statistical analysis to investigate health care status and need for facilities and providers for 20,000 Native Americans projected to the year 2015. Produced reports detailing health care burden and delivery projections for nine IHS Service Units, submitted to U.S. Congress.

Other Experience

Rural Community Assistance Corporation, New Mexico

Rural Development Specialist. Provided technical assistance to rural communities and tribes throughout New Mexico, Arizona, Utah and Colorado regarding the development, selection and financing of infrastructure projects, community facilities and health care facilities.

- Assisted community leaders to identify development needs, create utility boards, ordinances and regulations, and customer rates for utilities.
- Facilitated community decision-making processes and community meetings.
- Developed grants and packaged funding applications for successful project financing.

State of Hawaii Department of Business, Economic Development, and Tourism, Honolulu, HI

Director, Clean Hawaii Center. Led a coalition of business, environmental and government leaders in creation of the innovative Clean Hawaii Center, providing resources to small environmental businesses.

- Managed all aspects of the small Center including administrative oversight; writing legislation and delivering testimony; coordinating a Governor-appointed board; budget development, implementation, technical and financial assistance to new and expanding businesses; review of business plans, and funding recommendations to state and private funders.
- In 18 months time attracted three new environmental businesses to Hawaii; redefined recycling to allow lower tax bracket; won passage of a Special Fund to leverage funding for new programs, and raised more than \$2.5 million for grants.

Dole Foundation for Employment of Persons with Disabilities, Washington, DC.

Program Manager

Managed \$1 million grant making program for new national foundation, resulting in 33 grants and two loans in a one-year period. Assisted in raising funds from corporate and individual donors, to capitalize the funding corpus. Worked with high-level political and corporate leaders as members of the board and committees to develop grant making programs, policies and procedures. Conducted proposal review and on-site evaluation of applicants and programs. Developed and implemented methods for program and group evaluations. Monitored grants, conducted due diligence on reports. Handled all aspects of grant correspondence and oversight.

Zacchaeus Medical Clinic, Washington, DC.

Co-coordinator. Developed and implemented patient programs, coordinating volunteer staff, procuring donated medical supplies, fundraising and medical triage as necessary.

License, Certifications

- Diplomat in Acupuncture, National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) #R070410A19.
- Licensed Acupuncturist, Virginia Medical Board. *Previous licenses in North Carolina and Arizona*
- National Acu Detox Association (NADA) Certification
- Bioenergy Practitioner
- Reiki Master – Teacher

Community & Volunteer

- **Federal Policy Subcommittee** Integrative Healthcare Policy Consortium (IHPC)

- **Board of Directors and Trainer:** Acupuncturists Without Borders.
- **Board of Directors:** Slavic and Eastern European Folklore Association, Treasurer / Secretary.

Additional Education and Coursework

- Master Tung's Acupuncture
- Women's Health / OB-GYN
- Craniosacral Therapy (Upledger)
- Nutrition (Biotics Blood Biochemistry Seminars; Standard Process Seminars)
- Heated Stone Massage
- Bioenergy Healing & Reiki Master Teacher
- Substance Abuse Studies – Biological Aspects of Substance Abuse
- Academic interest and on-site research in Indigenous, Native American, and Eastern European traditional health approaches.
- Summit of Integrative Medicine – Online coursework
- Pain and Osteopathy
- Cardiology
- Geriatrics and Aging
- Tui Na and Lomi Lomi
- Jeffrey Yuen CEUs
 - Spirit of the Practitioner
 - Exploring Primary Meridians
 - The Art of Needling
 - Aspects of 8 Extraordinary Meridians: The First Ancestry
 - Wen Bing Tradition & Epidemics
 - Navigating the Pulses & Classical Roots of Herbal Medicine
 - Chinese Medicine & Psycho Neurology

BRANCH INCLUSION VISIT REPORT**BRANFORD HALL CAREER INSTITUTE**

**1100 North Broadway
Amityville, NY 11701
ACICS ID 00178224**

Ms. Sally Ramos, Campus Director (sramos@branfordhall.com)
(acicsamityville@branfordhall.com)

MAIN CAMPUS

**Branford Hall Career Institute
Branford, Connecticut
ACICS ID Code: 00010452**

February 16-17, 2015

Mr. William Winger	Chair	American International College of Arts and Sciences Antigua	Denver, CO
Ms. Stacey Ahmed	Student-Relations Specialist	Rhythm Revolutions	Jacksonville, FL
Mr. David Kostiak	Educational Activities and Library	McCann Business School	Dickson City, PA
Ms. Rochelle Redding	Medical Assisting and Medical Billing and Coding	Pierce College	Philadelphia, PA
Ms. Frenika Rivers	Staff Representative	ACICS	Washington, DC

STACEY AHMED

M.Ed

EDUCATION

2010 - American InterContinental Univ.

Master of Education

With Concentration in

Leadership of Educational Organizations

2009 - American InterContinental Univ.

Bachelor of Business Administration

With Concentration in

Healthcare Management

2008 - American InterContinental Univ.

Associate of Business Administration

With Concentration in

Healthcare Administration

AREAS OF EXPERTISE

Assistant Compliance Officer

Education Management

Strategic Planning

Organizational Development

Start-Up & Established Experience

Budget Management

Educational Technology

Curriculum Development

Coaching & Developing

Empowering Teams

Microsoft Office

Peoplesoft

SACS Document Writing

SACS Site Visits

SACS Reporting

Faculty & Staff Development

Learner Centered Thinking

ACICS Document Writing

ACICS Site Visits

ACICS Reporting

Quarterly and Annual Auditing

Hiring & On-boarding

Annual Reporting to Government Agencies

Annual Reporting to Accrediting Agencies

Managing Diverse Departments

Critical S.W.O.T. Analysis

Yearly & Quarterly Report Writing

Veteran Affairs Certifications

EXECUTIVE SUMMATION

For the last fourteen years I have served in numerous key management roles for several higher education institutes in the State of Florida. Some of these roles have been Registrar, Lead Instructor, Program Director, Externship Coordinator and Assistant Compliance Officer as well as Veteran Affairs Coordinator. Through these various positions I have developed the essential job functions of a Compliance Officer including reporting to state and national agencies, developing and leading accreditation teams, continuously monitoring and updating collegiate catalogues and monitoring agency guidelines to ensure compliance. I am now seeking a Compliance Analyst position in which I can utilize my dynamic skill set at the next level of my career.

MILESTONES & ACHIEVEMENTS

- Currently Chief Executive Officer of my own company
- 14 Years of SACS & ACICS experience
- Zero negative compliance findings at any school I've been a part of
- Responsible for all student academic record keeping
- Supervise records management of active and archived student records
- Responsible for the integrity of the data in the student information system
- Ensure the campus is compliant with the Family Educational Rights and Privacy Act
- Applying for, developing, leading the initial visit and receiving campus-wide ACICS accreditation for Sanford-Brown
- Established strong working relationship with the Department of Veterans Affairs during annual auditing and received congratulatory email from the Regional Director on their lack of findings
- Lead academic team on receiving reaffirmation for SACS accreditation on both a programmatic level and tri-campus level

EXPERIENCE

Rhythm Revolutions, LLC, **Chief Executive Officer**

February 2014 - Present

- Setting strategy and directing overall vision.
- Maintains strong relations with vendors, clients and local/regional businesses.
- Manages finances of accounts receivable and payable .

The Art Institute of Jacksonville, **Registrar**

May 2011 - June 2014 (3 years 2 months)

- Compiled, maintained, and tracked student academic information and records for internal and external analysis and/or use.
- Shared responsibility with the Dean of Academic Affairs and Academic Department Directors for the successful enrollment and persistence of both on-line and on ground students.
- Generated reports in requested formats for in-house, support staff and external agency use.
- Processed student grades and enforced Satisfactory Academic Progress Policy (SAPP).
- Served as the Designated School Official for the Veterans Administration.
- Review degree candidates and graduation ceremony.

Kaplan College, **Allied Health Department Chair/Externship Coordinator/Instructor**

October 2010 - March 2011 (6 months)

- Program organization; staffing; training of faculty and staff; evaluating education program faculty, staff and student performance.
- Assisted with developing and maintaining the master schedule and program budget.
- Continuously monitored and evaluated instructional performance methodology, materials, and textbooks used to ensure achievement of educational objectives.
- Ensured program compliance with state Department of Education, accreditation,

EXPERIENCE, CONTINUED

- regulations, and policies.
- Conducted and/or monitored and properly documented individual and group training sessions, in-service activities, and regular department meetings to ensure expected performance and growth standards.
- Continuously evaluated program of study to ensure the program meets or exceeds current market and employer demands. Recommended program updates as needed and continuously assessed the viability and retention of the program.
- Conducted and properly documented regular and timely performance evaluations of program personnel and taking appropriate corrective action as necessary.
- Assisted with directing, implementing, and improving the student retention program and meeting or exceeding the student retention and attendance goals of the school.

Kaplan College , **Registrar**

March 2010 - December 2010 (10 months)

- Maintained open channels of communication and developed relationships with the managers of each department in order to perform the job accurately and efficiently. Provided excellent service to students and staff.
- Processed student data, provided overall analysis of student and faculty data, and prepared reports. Ensured compliance with administrative policies and procedures.
- Assisted students with the completion of forms. Reviewed and verified forms for completeness and accuracy.
- Served as a principal source of information on administrative, academic, and procedural matters to students, prospective students, faculty, and staff.
- Worked with CampusVue for education, Inputted schedules and other education related matters on a timely basis into database and maintain all active and archived records. Maintained logs and records.
- Summarized data in reports for analyses.
- Ensured that appropriate documentation was obtained for student files.
- Participated in assessment activities assuring quality and service to all constituencies.
- Determined eligibility for graduation in conjunction with Academic Officials.
- Monitored and tracked all school attendance on a daily basis and inputting information into database.

Keiser University, **Registrar**

November 2008 - March 2010 (1 year 5 months)

- Served as custodian of student academic records; assuring proper entry, storage, retrieval, mailing and maintenance of all academic records of the University.
- Collection and maintenance of grade information.
- Served as a principal source of information on administrative, academic, and procedural matters to students, prospective students, faculty, and staff.
- Worked with CampusVue for education, Inputted schedules and other education related matters on a timely basis into database.
- Summarized data in reports for analyses and completed annual reports for accrediting agencies.
- Determined eligibility for graduation in conjunction with Academic Officials.
- Manage employees assigned to the Registrar's office.
- Adhering to federal guidelines as stated in FERPA.

Sanford-Brown Institute, **Associate Registrar**

April 2002 - November 2008 (6 years 8 months)

- Oversaw all operational activities of the registrar's office.
- Supervised records management of active and archived student records.
- Responsible for the integrity of the data in the student information system.
- Managed the registration process; Oversaw the development of course schedules while ensuring efficient use of resources.
- Participated in the catalog review process.
- Determined student eligibility for graduation in conjunction with academic officials.
- Provided weekly, monthly and quarterly reports to management.
- Responsible for evaluating transfer credit.
- Ensured the campus was compliant with the Family Educational Rights and Privacy Act (FERPA).
- Managed employees and student workers in the Registrar's office.
- Annual budget planning, development and review.
- Reviewed departments to ensure compliance with state and accrediting regulations.
- Annual accreditation reporting and Self-study creation for accreditation.

INITIAL GRANT VISIT REPORT

**Inter-American Defense College
210 B Street SW, Building 52
Ft. Lesley J. McNair
Washington, DC 20319**

ACICS ID Code: 000228039

Rear-Admiral Martha Herb, Ed.D., US Navy, Director
(InstACICS@jid.org)

February 4-6, 2015

Dr. John R. Jones	Chair	Corinthian Colleges, Inc., (Retired)	Palm Harbor, FL
Mr. Edward H. Krissler	Relations with Students Specialist	Krissler Business Institute (Retired)	Newburgh, NY
Dr. Andrea Olson	Educational Activities/ Library Specialist	Globe University	Aitkin, MN
Mr. Patrick J. Bennett	Inter-American Defense Specialist	Colonel, U. S. Army (Retired)	Thornton, PA
Ms. Karly Zeigler	Senior Coordinator, Institutional Development	ACICS	Washington, DC

Patrick J. Bennett

Business Executive, Army Veteran, Educator

Objective – Participate in the on-site evaluation of business management and finance academic programs at all levels.

Education

B.A. - History - St. Mary's University of Minnesota, Winona, Minnesota

M.A. – Management - Webster University, St Louis, Missouri

Graduate, Military Science - US Army Command & Staff College

Graduate, Strategic Studies - National War College, Washington, DC

Management Experience

President, Managing Solutions, LLC – (Small Business-Veteran Owned Company – Responsible for the development of analytic data support contracts; and conducting annual seminars at the US Army War College on the Defense-Industry procurement and support relationships. (3 years)

Boeing Executive – Positions included the responsibility for the management and evaluation of a 300+ person workforce. Primary mission was to manage all logistics activities for the Army's major acquisition program, and development of support contracts for total life-cycle support for both US and UK aircraft programs. Areas of responsibility included training of individuals, financial sections, and organizations to achieve company standards. (11 years)

Military Career – Successful year career of results-oriented experience in positions of increasing responsibility for the management of personnel and functional areas under my command. Ensured facilities and qualified instructors provided a realistic environment for training units to meet required standards. Retired US Army Colonel. (30 years)

Educational Experience

1. Have presented the following workshops and seminars:
 - a. Development of performance objectives, guidelines, and evaluation metrics;
 - b. Budget development including the tracking and reporting of financial metrics;
 - c. Business and personal ethics;
 - d. EEOC guidelines and compliance; and,
 - e. Development and accomplishment of departmental objectives.
2. Currently presenting annual military/industry seminars at the US Army War College.

BRANCH INCLUSION VISIT REPORT**STRATFORD UNIVERSITY – VIRGINIA BEACH****555 South Independence Blvd****Virginia Beach, VA 23452****ACICS ID Code: 00230405**

Ms. Aisha Newsome, Campus Director (anewsome@stratford.edu)

ACICSvirginiabeach@stratford.edu

MAIN CAMPUS**Stratford University – Falls Church****Falls Church, VA****ACICS ID Code: 00019411****January 26-27, 2015**

Ms. Elizabeth M. Guinan	Chair	Retired, former President The Art Institute of Charlotte	Charlotte, NC
Ms. Jeannine Coursen	Student-Relations Specialist	Retired, former Director DuBois Business College	Ft. Lauderdale, FL
Dr. Patricia Talbert	Educational Activities Specialist	Director of Public Health/Healthcare Management, Ustawi Research Institute	Apple Valley, MN
Dr. Richard Murphree	Business Administration Specialist	Consultant, Effectual Business Services	Eagle, ID
Dr. David Teneyuca	Information Technology and Information Assurance Specialist	Lecturer, University of Texas San Antonio	San Antonio, TX
Mr. William Mather	Culinary Specialist	Retired, Director of Education, Le Cordon Bleu	Melbourne, FL
Mr. Robert Donato, Jr. MBA	Hospitality and Culinary Specialist	Business Consultant	Miami, FL
Ms. Rosalind Collazo	Healthcare Administration Specialist	Retired, former Chairperson ASA Institute	Glen Burnie, MD
Ms. Lakeisha Wardlaw, MA	Pharmacy Technician Specialist	Program Director, Virginia College	Columbia, SC

Dr. Roblena Walker, PhD	Healthcare Administration Specialist	Instructor, Capella University	Mableton, GA
Dr. Terry Donn	Information Systems and Software Engineering Specialist	IT Consultant	Saratoga, CA
Ms. Frenika Rivers	Staff Representative	ACICS	Washington, DC

Roblena E. Walker, PhD

EDUCATION

Doctor of Philosophy - Public Health

Walden University, June 2012

Doctor of Philosophy - Biology – 30 credits

Clark Atlanta University, Atlanta, GA

Bachelor of Science in Biology, May, 2006

South Carolina State University, Orangeburg, SC

PUBLIC HEALTH AND EPIDEMIOLOGICAL RESEARCH EXPERIENCE

- Writes and publishes research findings
- Conducts analysis including statistics and longitudinal analysis of outcomes using a variety of data analysis tools, such as SPSS and SAS
- Identifies and analyzes public health issues and their impact on public policies or scientific studies or surveys
- Consults, monitors, and measures the outcome of assigned programs through studies that evaluate the effectiveness of subject activities in meeting the needs of program participants.
- Analyzes project implementation procedures for improvement, while working with program specialists and/or scientists
- Provides scientific advice and technical assistance to various public, private and/or nonprofit health and/or health-related agencies and organizations for specific programs or issues
- Participates in the syntheses of social science and epidemiologic data to be applied toward designing effective prevention programs and practice guidelines
- Utilizes statistical techniques commonly used in epidemiologic evaluations

WORK AND RESEARCH EXPERIENCE

Capella University – Minneapolis, MN

July 2013 - Present

Faculty/Dissertation Mentor/Scientific Merit Reviewer - Public Health

- Serves as a dissertation mentor and committee member for Professional Doctorates and PhD learners
- Serves as a Scientific Merit Reviewer for Professional Doctorates and PhD learners to ensure the quality and integrity of dissertation research
- Teaches a minimum of two online public health courses (*Biogenetics in Epidemiology and Fundamentals of Public Health Research*, demonstrating knowledge of adult learning theory and practices, to include learning contracts, collaborative learning, and active learning strategies

- Builds an online community conducive to the spirit of learning and continuous improvement in a positive, learner-focused environment
- Responsible for ensuring that learners receive quality educational experiences consistent with stated course and specialization outcomes
- Assess learning through feedback, coaching, and interpersonal skills
- Makes a positive impact on learner retention and persistence
- Contribute to curriculum and course development
- Assists in preparation, coordination and tracking of materials for all initial, modification and continuing review of IRB submissions for research studies
- Adhere to quality and engagement standards as articulated by the University, School of Public Service Leadership

Accrediting Council for Independent Colleges and Schools (ACICS) –
Washington, DC
Program Evaluator

February 2014 – Present

- Serves as a Subject Specialist of the Evaluation Accreditation Review Panel
- Evaluates each new program being offered by an institution.
- Performs site visits of ACICS-accredited institutions colleges and schools
- Works independently on assigned sections during site visit
- Ensures staff and institution representative interprets the *ACICS Accreditation Criteria*
- Possess a plethora of knowledge about the current thinking within the various program types, appropriate curricula, conventions and current trends in literature

Centers for Disease Control and Prevention - Atlanta, GA.

June 2009 – December 2012

Division of Preparedness and Emerging Infections National Center for Emerging and Zoonotic Infections Diseases

Molecular Biologist/Research Scientist

- Executed research into the development of diagnostic real-time polymerase chain reaction (PCR) detection assays and reverse transcription polymerase chain reaction (RT-PCR) for bioterrorism threat agents such as Ebola and Marburg Viruses
- Performed serological testing; Serum antibody testing Staphylococcal Disease, *Bacillus anthracis* (anthrax) antibodies, *Rickettsia*, and Francisella tularensis
- Authored scientific manuscripts for research studies related to diagnostics for bioterrorism agents;
- Assessed scientific manuscripts and standard operating procedures (SOP's) for biological threat agents through the use of writing and editing
- Served as project leader on the evaluation of three Real-time PCR Chemistries for the detection of *Bacillus anthracis* Spores
- Ensured compliance with federal regulatory requirements for biosafety laboratories 2 and 3.
- Prepared Standard Operating Procedures (SOPs)
- Included data analysis and management concepts to include a basic knowledge of principles and techniques related to the analysis, presentation, and exchange of data.
- Communicated with a variety of lab/organizations in the scientific community.
- Assessed and developed materials designed to communicate to the scientific community.

- Trained summer students on the components of Real-time PCR & the functionality of the lab equipment through the use of training materials and hands-on-training
- Ensured the lab maintained cleanliness and order by creating a lab clean up log that ensured trash was properly stored, freezers were defrost as necessary and refrigerators were cleaned of expired samples
- Developed reports, charts, summaries through the use of Microsoft Office suites and other computer software packages
- Analyzed data through calculations, interpreted data and reported results through data management procedures
- Utilized a variety of specialized tools, equipment, and materials to carry out procedures, methods, and practices in support of one or more of the biological sciences
- Performed biological science work or support work in various scientific and public health areas associated with numerous biological agents.
- Performed experiments in accordance with approved and validated analytical methods and procedures.
- Assisted in the day-to-day management of the laboratory.
- Composed written communications to prepare responses for inquiries, reports, proposals, etc.
- Provided program consultation and respond to inquiries.

Clark Atlanta University – Atlanta, GA
 Cancer Center for Research and Therapeutic Development (CCRTD)
Research Associate - GRA Eminent Scholar Endowment - TEMP

October 2012 – January 2013

- Executed cutting edge research in prostate cancer with the application of serology, genotyping, molecular biology, cell biology, protein purification and related techniques
- Performed cell culture and Western Blot from prostate cancer samples
- Collaboratively worked with research investigators affiliated with the CCRTD in the areas of growth factor signaling, transcriptional regulation, genomics, prostate cancer invasion, metastasis and angiogenesis
- Identified methods and procedures to collect data, and conducts experiments and studies, making adjustments in methods and procedures as appropriate during the course of the studies or experiments
- Applied knowledge of the technical rules and procedures applying to scientific projects and programs to document and prepare analyses and reports of findings for tests and studies
- Participated in innovative workforce and professional development sessions focused on biomedical science

Williamsburg Technical College - Kingstree, SC
Biology Adjunct Instructor

September 2009 – September 2011

- Taught online courses per established guidelines
- Performed all aspects of instruction for academic courses
- Delivered effective instruction
- Ensured adherence to college requirements in classrooms by following established procedures
- Correctly assessed the educational needs and class progress of students
- Selected and obtained appropriate educational materials for courses

- Prepared reports on the current status of students in the program indicating whether performance is aligned with performance indicators, program goals and progress schedule
- Ensured consistency in syllabi, lesson plans, tests and other appropriate materials
- Followed designated and approved lesson plan(s) using appropriate techniques and aids
- Prepares instructional reports for submission to supervisor within specified time frames of request
- Evaluated students' progress in attaining goals and objectives
- Established criteria and test the students in order to measure each student's progress
- Communicated students' progress to student and appropriate personnel in accordance to established guidelines
- Accurately records pertinent information in students' records as required
- Prepared and maintained all required documentation and administrative reports.
- Collaborated with peers and the School of Arts, Health, and Sciences in regard to development, implementation, and evaluation of the program of learning, teaching in the classroom
- Participated in academic advising and counseling and maintains accurate records of students' progress
- Assisted in the development of standards for admission, progression, and graduation of healthcare students

Messages of Empowerment Productions, LLC - Atlanta, GA.
Behavioral Health Evaluation Intervention Specialist - Internship

January 2010 – January 2011

- Managed SAS datasets for a variety of projects
- Conducted data analyses and reported results through the use graphic tables and charts to communicate results.
- Conducted serological surveys to determine the prevalence of HIV and syphilis among a certain population
- Utilized a variety of methods, such as ELISA and Western Blot to diagnose chronic infection with human immunodeficiency virus (HIV).
- Evaluated public health programs or issues and the application of the knowledge of behavioral and social science theories, methods and techniques to the analysis of public health issues and formulation of policy or program development and evaluation
- Designed, lead, implemented and conducted major scientific surveys/studies, research or projects to identify and solve public health problems
- Researched, synthesized and interpreted information relevant to public health
- Provided technical advice and assistance to national, state, and local health agencies and to various other organizations
- Developed and implemented standard and recommendations;
- Gathered data and coordinated with others to develop program guidelines, goals, plans, and strategies;
- Developed qualitative and quantitative methods and strategies for planning, evaluating, and documenting program activities;
- Make presentations and/or conduct training; prepared project papers, reports, articles, publications, and other substantive materials; responded to inquiries and request for information.
- Served as Project Coordinator for Girls Empowered and Motivated to Succeed (GEMS)
- Coordinated and developed GEMS program tasks
- Developed Modules for implementation use for GEMS
- Wrote and developed quarterly reports and final reports

- Managed GEMS program database
- Coordinated evaluation data collection
- Administered comprehensive Pre – and Post Assessments
- Provided technical assistance to GEMS Communication Specialists through the use of training materials and hands-on-training
- Provided technical assistance and evaluation data support for GEMS sites through the use of training materials and hands-on-training
- Wrote master list of all GEMS participants
- Coordinated weekly GEMS conference call meetings
- Participated on monthly GEMS program meetings with the U.S. Department of Health and Human Services Office on Women’s Health

Clark Atlanta University – Atlanta, GA.
Biology Instructor

August 2006 – August 2008.

- Provided instruction for students that enabled them to learn and achieve to the maximum of their abilities
- Exhibited professionalism in all job related situations and followed professional ethics in all work related activities
- Communicated responsibly with all individuals and groups and assumed a fair share of outside-the-classroom school responsibilities
- Adhered to local school procedures and regulations in a supportive manner and demonstrated loyalty to the school and its leadership
- Avoided behaviors that detract from staff morale and worked cooperatively with colleagues and the community
- Promoted a positive school environment that enhanced students learning
- Wrote course curricula, course materials, and delivered lectures orally to undergraduate students
- Planned, evaluated, and revised/edit curricula, course content, and course materials and methods of instruction
- Assessed and graded students ‘class work, laboratory work, assignments, papers, and examinations
- Supervised students’ laboratory work
- Maintained student attendance records, grades, and other required records
- Initiated, facilitated, and moderated classroom discussions
- Advised students on academic and vocational curricula, and on career issues
- Trained undergraduate and graduate students on methods and laboratory techniques through hands-on-training
- Conducted scientific research which utilized a variety of serological testing such as ELISA on the OAS1 cancer genome
- Utilized laboratory equipment such as autoclaves and incubators to per standardized, repetitive tests

PUBLICATIONS

- **Walker, R.E.,** Petersen, J.M., Stephens, K.W., and Dauphin, L.A. Optimal swab processing recovery method for detection of bioterrorism-related *Francisella tularensis* by real-time PCR. 2010 *J Microbiol Methods*. doi: 10.1016/j.mimet.2010.07.015.

- Dauphin, L.A., **Walker, R.E.**, Petersen, J.M. and Bowen, M.D. Comparative evaluation of automated and manual commercial DNA extraction methods for detection of *Francisella tularensis* DNA from suspensions and spiked swabs using real-time PCR. *Submitted. Diag Microbiol Infect Dis* (2010)
- **Walker, R.E.**, Evans, A., Ghogomu, T., and Chaudhary, J. 2', 5'-Oligoadenylate Synthetase 1 (OAS1) expression and function in prostate cancer. *AACR Meeting Abstracts, Apr 2008; 2008: 4562.*

SKILLS SET FROM EXPERIENCE

Public health research & evaluation • mixed methodology • project management • data management and analysis • infectious disease and cancer research • research methodology • survey design and implementation • statistical analysis • scientific, technical, & report writing • oral presentations • module development • planning and implementation of studies • grant and proposal writing • innovative tool development and problem solving

SOFTWARE SKILLS

Statistics and Surveys—NVIVO, SPSS, SAS,
Developmental surveys Publishing - Adobe Acrobat
Microsoft Office—Word, Excel, Access, PowerPoint, Outlook, Publisher

VOLUNTEER SERVICE

- The Georgia Campaign for Adolescent Power & Potential - (GCAPP)
GCAPP addresses the *whole* youth and works to bring more focus to their overall health and wellness through 3 focus areas: Teen Pregnancy Prevention, Physical Activity & Nutrition, and Healthy Relationships.
- 7 Bridges to Recovery – Atlanta, GA
A Christian ministry that ministers to those persons who are homeless and less fortunate. 7 Bridges to Recovery assists with breaking the binds of homelessness, alcohol, drugs, sexual addictions, prostitution, and abuse.
- Jerusalem House – Atlanta, GA
Serves low-income and homeless single mothers and families living with HIV/AIDS.
- AID Atlanta – Atlanta, GA
A non-profit organization that provides testing, education and support services for people living with HIV/AIDS.
- United Way – Atlanta, GA
A non-profit to drive sustainable change in education, income, health and homelessness while continuing to address urgent and basic human care.

AWARDS/HONORS

- Capella University School of Public Service Leadership Phenomenal Award, 2014

- Who's Who in Black Atlanta, 2014
- Who's Who in Black Atlanta, 2012
- CDC Division of Preparedness and Emerging Infections (NCEZID) Certificate of Appreciation, 2011
- CDC Division of Preparedness and Emerging Infections (NCEZID) Honor Award, 2010

PRESENTATIONS/SEMINARS/PUBLIC SPEAKING

- American Public Health Association 142nd Annual Meeting – Public Health and HIV/AIDS – 2014
- Carver Junior High Black History Program – 2014
- Unionville Church – HIV/AIDS Awareness Day - 2011
- Greater Travelers Rest Baptist Church – HIV/AIDS Prevention Seminar - 2011
- Carver Junior High Public Health Career Day, Spartanburg, SC - 2010
- Walden University, Madrid Residency – Public Health Seminar - 2010
- Walden University, Hawaii Residency – Public Health Seminar - 2009
- 4th Annual National Symposium on Prostate Cancer at Clark Atlanta University – 2008
- Biomedical Research Journal Club, Clark Atlanta University - 2008
- Congressman James E. Clyburn Meeting on Environmental Institute's Policy Planning Group - 2006

PROFESSIONAL ASSOCIATIONS

American Public Health Association • American Society for Microbiology • Alpha Kappa Alpha Sorority, Inc.
 • Association for Prevention Teaching and Research • Beta Kappa Chi National Scientific Honor Society •
 wWorldwide Who's Who



INITIAL GRANT VISIT REPORT

JERSEY COLLEGE
3625 Queen Palm Drive
Tampa, FL 33619
ACICS ID Code: 00257314

Ms. Maggie Garberg, Campus Administrator (mgarberg@jerseycollege.edu)
(tampa@jerseycollege.edu)

MAIN CAMPUS
Jersey College
Teterboro, NJ
ACICS ID Code: 00251591

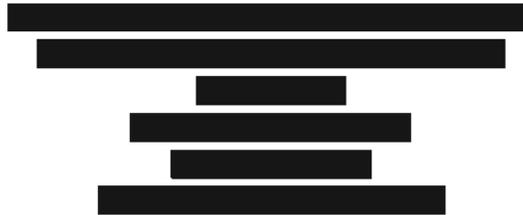
June 15-16, 2015

Ms. Pamela Bennett	Chair/Library Specialist	Dallas Nursing Institute	Coppell, TX
Ms. Susan Mago	Student-Relations Specialist	Globe University/Minnesota School of Business	Andover, MN
Ms. Deborah Byrd	Nursing Specialist	Stevens-Henager College	San Diego, CA
Dr. Norbert Thomes	Educational Activities/Facilities	Winona State University	Winona, MN
Ms. Chinita Obi	Staff Representative	ACICS	Washington, DC

750 First Street, NE, Suite 980 • Washington, DC 20002-4223 • t – 202.336.6780 • f – 202.842.2593 •
www.acics.org

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

Curriculum Vitae



EDUCATION:

Doctorate in Nursing
University of San Diego, PhD Nursing Program (9/2009- present)

Master of Science in Nursing
University of Phoenix, San Diego, CA. Degree awarded

Bachelor of Science in Nursing
University of Phoenix, San Diego, CA. Degree awarded

Associate of Applied Science in Nursing
William Rainy Harper College, Palatine, Ill. Degree awarded.

LICENSURE:

California RN 379125
Arizona RN102474

PROFESSIONAL CERTIFICATIONS:

DSD Director of Staff Development
CDMS Certified Disability Management Specialist
CCM Certified Case Manager
CRRN Certified Rehabilitation Registered Nurse
PHN Public Health Nurse
ACLS Provider (Advanced Life Support)
BCLS Provider (Basic Life Support)
ABDA American Board of Disability Analysts (Fellow)

PREVIOUS PROFESSIONAL CERTIFICATIONS:

ACLS Instructor
CEN (Certified in Emergency Nursing)
MICN (Mobile Intensive Care Specialist)
Chemotherapy certification (Institutional)
Advanced case management training (State of California)
CPDM (Certified Professional Disability Manager)

PROFESSIONAL NURSING EXPERIENCE:

Current

Administrator PN Program, Brown Mackie College, Tucson AZ

2010-2012

Administrator & Director of Patient Care Services, Apreva Hospice, San Diego, CA
Admission Coordinator, Clinical Supervisor, Apreva Hospice, San Diego, CA

2009- Current

Online Nursing Instructor/ Kaplan Higher Education Programs
Case Management Clinical Preceptor MSN Program University of Phoenix
Online Mentor ICU/CCU Preceptor- Tri City Regional Medical Center. Oceanside, CA

2009

Team Manager/ Vitas Hospice, San Diego CA

1991- Current:

Independent Nurse Medical Case Manager & Consultant
Independent Nurse Legal Consultant, Bird Medical Consulting/ DBA Bird & Associates

2008-2009

Director of Nursing, College of Medical Arts, El Cerritos, CA
(LVN/ CNA/ CHHA/ HDT Programs)
Clinical Instructor

2006-2008

Director of Nursing, Kaplan College, San Diego & Vista CA
Didactic & Clinical Duties required

2004- 2006

Nursing Instructor (ADN & LVN) Theory & Clinical, Kaplan College, San Diego, CA

1988-2004

Clinical Coordinator, Case Manager, IV Therapy Supervisor, Clinical Educator & QAPI
Home Life Nursing Co. Riverside/ Palm Springs branch

OTHER PERTINENT EXPERIENCE:

2003: Vice President Nursing Honor Society, Sigma Theta Tau, Omicron Delta

2002: Appointed by CA Governor to Area 13 California Board of Disabilities

2002: Inducted into Sigma Theta Tau, National Honor Society for Nurses

ADDITIONAL SKILLS:

Moderate Spanish, high tech clinical systems, writing, editing, marketing and publishing techniques, hospital & Hospice chart audits review, medical malpractice review and expert testimony.

Revised 5/12



INITIAL GRANT REPORT

ROCKFORD CAREER COLLEGE
1130 S. Alpine Road
Rockford, IL 61108
ACICS ID Code: 00262833

Mr. Michael O'Herron, Campus President (moherron@rockfordcareercollege.edu)
(acics.rcc@rockfordcareercollege.edu)

MAIN CAMPUS
Madison Media Institute
Madison, WI
ACICS ID Code: 00262761

June 8-9, 2015

Ms. Mercedes N. Alafritz	Chair	DOE Solutions	Phoenix, AZ
Dr. Darlene A. Minore	Student-Relations Specialist	Minore Educational Strategies	Bainbridge Island, WA
Dr. Jack Phan	Educational Activities Specialist	Southern Arkansas University	Olathe, KS
Dr. Virgine Thomes-Cotter	Distance Education/Library Specialist	Vice President Academic Affairs (ret.)	Phoenix, AZ
Dr. Norbert Thomes	Information Technology Specialist	Winona State University	Winona, MN
Mr. Brian Balsavage	Business Administration/Accounting/Pharmacy Technician Specialist	Lincoln Technical Institute	Morrisville, PA
Dr. Ravi Rathnam	Medical Assistant/Medical Billing and Coding/Medical Office Assistant Specialist	Stratford University	Glen Allen, VA

Dr. Judith Bernstein	Paralegal Specialist	Westwood College	Denver, CO
Ms. Carmen B. Volpe	Veterinary Technician Specialist	UCLA	Los Angeles, CA
Ms. Tracee Derra	Massage Therapy Specialist	Massage South	Scottsdale, AZ
Mr. Maurice Wadlington	Staff Representative	ACICS	Washington, DC

UCLA
Division of Lab Animal Medicine
(DLAM)

Carmen Bryant Volpe

[REDACTED]

[REDACTED]

[REDACTED]

Work Experience:

2004 – Present

Division of Laboratory Animal Medicine /UCLA

Animal Health Technician 4

- Rodent health surveillance (multiple housing and satellite facilities)
- Procedural services for investigators
- Maintain the DLAM contact lists
- Study area inspections
- Training of rodents, covered species, and aseptic technique
- Supervisor (performance evaluations, scheduling, disciplinary actions)
- Create rodent training material for staff

2002 – 2004

Apollo College/ Veterinary Assistant Program

Instructor

- Teach 9 courses on a rotating basis each year
- Organize hands on labs for courses, and field trips to veterinary sites
- Create testing material for each course
- Assist with job placement of students
- After hour tutoring and mentoring

2000– 2002

SPCALA/Veterinary Staff

Veterinary Technician

- Physical exam on all incoming animals
- Give vaccinations, create health records for each animal
- Diagnostic tests performed (perform and prepare slides for skin scraps, ELISA tests, prepare and read fecal slides)
- Preparing animals for surgery
- Assistance in surgery
- Daily treatment of all animals (oral, injectable, medicated baths)
- Record keeping

Education:

UCLA
Division of Lab Animal Medicine
(DLAM)

Colorado State University
Bachelor's degree in Liberal Arts
Concentration in psychology
Bel-Rea Institute
Associates degree in Animal Science

Committees/Societies/Professional Organization:

National AALAS member since 2004
Southern California Branch AALAS member since 2004
Currently serving as a board member
Registered Veterinary technician in California
Accrediting Council for Independent Colleges and Schools (ACICS)
Evaluator since 2002

Awards/Honors:

#Publications/#Presentations/#Patents:

Trans-intestinal efflux of the anti-inflammatory drug 4F and the modulation of TICE- Supporting author

Accepted by the Journal of Lipid Research May 10, 2016. I provided technical support- tail vein injections.

Functional screen identifies kinases driving prostate cancer visceral and bone metastasis- Supporting author

Published in PNAS January 12, 2016

<http://www.ncbi.nlm.nih.gov/pubmed/?term=Functional+screen+identifies+kinases+driving+prostate+cancer+visceral+and+bone+metastasis> I provided technical support- tail vein injections.

Treatment Matrix for Murine Dystocia of Primiparous versus Multiparous in a Breeding Facility- Primary author

Poster presented at National AALAS 2015, awarded second place in the clinical abstract section

UCLA
Division of Lab Animal Medicine
(DLAM)

Efficacy of Treatments in Murine Dystocia- Primary author

Poster presented at National AALAS 2014, awarded second place in clinical abstract section

A comprehensive method for monitoring individual rodent health cases in a research setting- Supporting author

Poster presented by primary author at National AALAS 2013

Identification and Characterization of Kinases Driving Prostate Cancer Metastasis- Supporting author

Presented by primary author at conference in 2014

Galectin-1 inhibits immunogenic dendritic cell tissue exit

The latest version is at <http://www.jbc.org/cgi/doi/10.1074/jbc.M115.644799>

JBC Papers in Press. Published on July 27, 2015 as Manuscript M115.644799

<http://www.jbc.org/content/early/2015/07/27/jbc.M115.644799.full.pdf+html> – Provided technical support (surgery preparation and follow up care)

Professional Education Activities/Relevant Training:

National AALAS 2012: Attendee, 25 CEU

National AALAS 2014: Poster presenter, attendee, 25 CEU

Spring Symposium 2015: Rodent lectures, 4 CEUs

National AALAS 2015: Poster presenter, attendee, 25 CEU

SCB AALAS Holiday meeting: Attendee, 2 CEU

SOP internal trainings: All that apply to animal care, health checks, documentation for GLP, calibration of scale and weighing, and tail vein injections.



INITIAL GRANT OF ACCREDITATION VISIT REPORT

THE PUERTO RICO SCHOOL OF NURSE ANESTHETISTS

Avenida Ponce de Leon #728, Suite 201

San Juan, PR 00918

ACICS ID Code: 00263809

Mr. Carlos Borrero, President (cborrero@eeapr.org)
(acicspuertorico@eeapr.org)

June 15-16, 2016

Dr. Richard L. Lynch	Chair	University of Georgia	Athens, GA
Ms. Mercedes Alafriz	Student-Relations Specialist	Concorde Career Colleges	Phoenix, AZ
Ms. Lisa Bynoe-Plaskett	Educational Activities/Library/ Data Integrity Reviewer	Argosy University	Charlotte, NC
Mr. Francois Hopkins	Nurse Anesthesia	Ambulatory Anesthesia Services & ProMedica Children's Toledo Hospital	Detroit, MI
Ms. Jan A. Chambers	Staff Representative	ACICS	Washington, DC

Francis L. Hopkins

Extremely motivated nurse anesthetist with strengths in technical procedures, patient/family communication and quality health care. Flexible under changing situations and works well under fast-paced emergency situations. Diverse proficiency and competence in IV/Regional Anesthesia, OB/GYN, General Surgery, Vascular, Pediatric, Thoracic and outpatient services. Looking for a consulting position as a certified registered nurse anesthetist.

Summary of Qualifications

- ✓ Certified Registered Nurse Anesthetist (CRNA) with experience in critical and intensive care
- ✓ Deep knowledge in anesthesia principles, techniques, and procedures.
- ✓ Sound knowledge of medical terminology, anatomy, and concepts of disease
- ✓ Outstanding knowledge of first aid and cardiopulmonary resuscitation
- ✓ Skilled in providing effective anesthesiology services
- ✓ Outstanding ability to prepare safe and appropriate drug concentrations
- ✓ Ability to instill confidence in patients/families
- ✓ Ability to evaluate health problems, and making recommendations based on observations
- ✓ Amazing ability to collect and organize information, identify problems and trends, formulate and implement corrective plans
- ✓ Detailed oriented with strong work ethic, problem-solving, communication, interpersonal and teamwork
- ✓ Great fluency in spoken and written communication

Work Experience

Certified Registered Nurse Anesthetist

- Henry Ford Health System, Detroit Michigan June 2011- June 2014 (FTE)
 - Ambulatory Anesthesia Services (Agency Staff), Aug 2014 - Current (FTE/Per Diem)
 - ProMedica Children's Toledo Hospital, Toledo Ohio May 2015 - Current (Contingent)
 - Garden City Hospital, Garden City Michigan July 2015 – Current (FTE/Contingent)
-
- a) Worked with a wide age-range of patients in support of medical/surgical staff.
 - b) Administered anesthesia to render patients insensible to pain during surgical, obstetrical and other medical procedures; examine patients to determine degree of surgical risk and type of anesthetic and sedation to administer.
 - c) Discussed findings with physicians and other nurses, when relevant.
 - d) Administered local, intravenous or other anesthesia according to prescribed medical standards.
 - e) Instructed medical students, residents or new nurses in characteristics and methods of administration of anesthetics, signs and symptoms of reactions and complications, and emergency measures to employ when necessary.

Student Nurse Anesthetist, North Tampa Anesthesia Consultants Sept 2009 – Feb 2011

- Heart Of Florida, Davenport FL
- Bartow Medical Regional Medical Center, Bartow, FL
- Regional Medical Center Bayonet Point, Hudson, FL
- Heart Institute Oak Hill Hospital Regional Medical Center, Brooksville, FL

- (a) Performing and documenting a pre-anesthetic assessment and evaluation of the patient, including requesting consultations and diagnostic studies; selecting, obtaining, ordering, or administering pre-anesthetic medications and fluids; and obtaining informed consent for anesthesia.
- (b) Developing and implementing an anesthetic plan.
- (c) Selecting and initiating the planned anesthetic technique, which may include: general, regional, and local anesthesia and intravenous sedation.
- (d) Selecting, obtaining, or administering the anesthetics, adjuvant drugs, accessory drugs, and fluids necessary to manage the anesthetic, to maintain the patient's physiologic homeostasis, and to correct abnormal responses to the anesthesia or surgery.

(e) Selecting, applying, or inserting appropriate non-invasive and invasive monitoring modalities for collecting and interpreting patient physiological data.

(f) Managing a patient's airway and pulmonary status using endotracheal intubation, mechanical ventilation, pharmacological support, respiratory therapy, or extubation.

(g) Managing emergence and recovery from anesthesia by selecting, obtaining, ordering, or administering medications, fluids, or ventilatory support in order to maintain homeostasis, to provide relief from pain and anesthesia side effects, or to prevent or manage complications.

(h) Releasing or discharging patients from a post-anesthesia care area, and providing post-anesthesia follow-up evaluation and care related to anesthesia side effects or complications.

(i) Ordering, initiating or modifying pain relief therapy, through the utilization of drugs, regional anesthetic techniques, or other accepted pain relief modalities, including labor epidural analgesia.

(j) Responding to emergency situations by providing airway management, administration of emergency fluids or drugs, or using basic or advanced cardiac life support techniques.

Nursing Staffing Agency Nurse, Henry Ford Health System, Detroit MI

(Medical/ Neurosurgical ICU)

August 2002-2008

Caring for the acutely and critically ill patients:

- Neuro - population include neurosurgical craniotomy for tumor, aneurysm, vascular repair, hemorrhage, stroke, seizure, or trauma.
- Extra-cranial vascular disease.
- Complex spine and spinal cord disorders. Status Epilepticus, Myasthenia Gravis, and Guillian-Barre Syndrome.
- Neuro-trauma related to gunshot wounds, stab wounds, and motor vehicle accidents.
- Medical- population is made up of respiratory failure/arrest, COPD or asthma exacerbation, Sepsis, Diabetic and Metabolic disorders along with GI bleeds.
- Collecting relevant data pertinent to the patient's health or situation.
- Analyzes the assessment data in determining diagnosis and care issues.
- Identifies outcomes for the patient or the patient's situation.
- Develops a plan that prescribes interventions to attain outcomes.
- Implements the plan, coordinates care delivery, and employs strategies to promote health and a safe environment.
- Evaluates progress toward attaining outcomes.

Critical Care Staff Nurse, Henry Ford Health System, Detroit MI

(Surgical/Cardio-Thoracic ICU)

June 1998-2002

Caring for the acutely and critically ill patients:

- Patient populations include trauma, neurological-trauma, vascular, liver, kidney and pancreas transplant, and general surgical patient populations. Including all surgical patient modalities and medical co-morbidity.
- Cardiothoracic surgical patients include acute myocardial infarction, severe heart failure, CABG, heart valve replacements, heart/lung transplants, and management of IABP/LVAD.
- Collecting relevant data pertinent to the patient's health or situation.
- Analyzes the assessment data in determining diagnosis and care issues.
- Identifies outcomes for the patient or the patient's situation.
- Develops a plan that prescribes interventions to attain outcomes.
- Implements the plan, coordinates care delivery, and employs strategies to promote health and a safe environment.
- Evaluates progress toward attaining outcomes.

Education

Master of Science in Nurse Anesthesia (Feb, 2011)

Wolford College, Naples FL

Bachelor of Science in Nursing (April, 2005)

Oakland University, Rochester MI

Bachelor of Applied Science (August, 1999)

Siena Heights University, Adrian MI

Associate of Applied Science in Nursing (April, 1998)

Wayne County Community College, Detroit MI

Licenses / Certificates

- Michigan Registered Nurse Anesthetist/Nurse license
- Ohio Registered Nurse Anesthetist/Nurse License
- BLS (expires/Feb 24, 2017)
- ACLS (expires/Feb 24, 2017)

No.

No.

(b)(6)

(b)(6)

Association/Memberships

- American Association of Nurse Anesthetist (AANA) (b)(6)
- Community Presentation to Detroit Public High School students on health-care activities: Careers



INITIAL GRANT OF ACCREDITATION VISIT REPORT

STEVENS-HENAGER COLLEGE
755 South Main
Logan, UT 84321
ACICS ID Code: 00268142

Mr. Jimmy Birman, Executive Director (james.birman@stevenshenager.edu)
(LoganACICS@stevenshenager.edu)

MAIN CAMPUS
Stevens-Henager College
West Haven, UT 84401
ACICS ID Code: 00268575

February 16 - 17, 2016

Mr. William Winger	Chair	American International College of Arts and Sciences Antigua	Denver, CO
Ms. Kathryn Sellers	Student-Relations Specialist	Corinthian Colleges (Online)	St. Augustine, FL
Dr. Judith Bernstein	Educational Activities and Library	Educator/Advisor	Denver, CO
Mr. Jim Grabe	Business and Accounting	Geneva Institute for Leadership and Public Policy	Orlando, FL
Mr. Chris Stagl	Web Design and Development, Graphic Arts	EDMC (former instructor)	Jackonsville, FL
Miss Lisa Bynoe	Distance Education and Medical Specialties	Argosy University	Charlotte, NC
Ms. Jan A. Chambers	Staff Representative	ACICS	Washington, DC

James R. Grabe

[REDACTED]

[REDACTED]

[REDACTED]

Summary of Qualifications:

- Proficient in leading personnel to achieve institutional goals. Provides direction and focus for organizational teams. Adept at understanding current and emerging Information Technologies and their relevance to administering higher education. Career Naval Officer with practical leadership skills.

Experience:

3/12 – Present COO, Geneva Institute for Leadership and Public Policy, Geneva, Switzerland
Leads a team of professionals to host an annual conference for leaders of developing countries, instilling transformational leadership motivation, sound economic principles, and meaningful public policy initiatives that directly improves development in their home countries.

6/06 – Present Accreditation Evaluator, Accrediting Commission of Independent Colleges and Schools
Conduct site visits of Colleges to evaluate compliance with all applicable industry standards and regulations. Emphasis on Business and Technology program areas.

5/11 – 2/12 Dean of Academics, Fortis Institute
Academic oversight of 8 medical technologies programs. Lead teams to successful outcomes.

8/07 – 4/11 Dean of Academics, Provo College
- Improved retention to best of 5 campuses. Prepared campus for successful accreditation visits by ACCSC and CAPTE. Administers academic functions for 12 academic programs, including hiring, training, development, and evaluating staff and faculty, retention initiatives, student satisfaction, accreditation processes, and regulatory compliance (IPEDS).

8/99 – 8/07 Adjunct Instructor, Metropolitan State College of Denver
- Instructor of computer science courses, including “Database Management Systems with SQL”, “Introduction to Computer Sciences”, “Computer Applications for Business”, “Business Problem Solving with C”, and “WWW and The Internet”.

01/07 – 5/07 Adjunct Lecturer, University of Colorado at Denver, School of Business, CU Succeed Program
– “Introduction to Business” course.

10/05 – 01/07 Academic Dean, Everest College, formerly Parks College
- Administers Academic functions for 12 academic programs. This involves hiring, training, development, and evaluating staff and faculty, full academic P&L budgeting, retention programs, regulatory compliance (SOX) and student satisfaction.
- Originally served as Business, Accounting, and Computers Department Chair where I hired instructors and administered four academic programs for this large, proprietary school.

1/00 – 11/05 Adjunct Associate Professor, Colorado Technical University
- Instructor of graduate and undergraduate computer science and business courses, including “Strategic Planning for IT”, “Intro to IT”, “International Business”, “Intro to Business”, “Intro to Computer Science”, “Science and Technology”, “Foundations of Financial Management”, “Marketing”, “E-Marketing”, “Intro to Networking”, and “Intro to Problem Solving with C++”.

10/99 - 11/05 Adjunct Instructor, DeVry University (formerly Denver Technical College) and Keller Graduate School of Management, Denver, CO

- Instructor of graduate and undergraduate courses, including "Managerial Applications of Information Technology", "Business Systems Analysis", "Database Management Systems", "Project Management", "Managerial Accounting", "C++ Programming", "Internet Development", "Introduction to Programming Logic", "Algebra I", and "Computer Science Introduction."

8/96 - 10/99 Asst. Officer in Charge, Naval Reserve Recruiting Command, Aurora, CO

A 3 time "Detachment of the Year", 10-state regional headquarters focused on exceeding recruiting goals for the United States Naval Reserve.

- Focused command goals and inspired inter-departmental teamwork throughout the 10 state region.
- Applied automated information systems (AIS) to every area of staff operations, improving efficiency. Managed the implementation of a recruiter information system for the field recruiters.
- Principle advisor for AIS issues and human resource management. Information Systems Management subspecialty.
- Managed headquarters office, directly supervising 20 civilian and military staff from IT, operations, supply/procurement, training, and administrative.

5/94 - 8/96 Officer and Enlisted Programs Officer, NR Recruiting Command, Alameda, CA

A 5-state regional headquarters focused on managing recruiting for the U. S. Naval Reserve.

- Provided leadership, training, team building, and mentoring to officer and enlisted recruiting professionals to achieve 104% of goal.

8/91 - 5/94 Adjunct Instructor, Hawaii Pacific University, Honolulu, HI

- Part-time instructor in Computer Science and Mathematics for HPU's off-campus programs.
- Taught "Introduction to Computer Sciences", "Introduction to Business Computer Systems", and Mathematics series up to Calculus.
- Provided instruction into DOS/Windows, word processing, spreadsheets, and databases using various popular software suites.

2/88 - 5/94 Officer and Medical Officer Recruiter, Recruiting Command, Honolulu, HI

- Matched personnel from civilian technical and medical fields to equivalent positions within the Naval Reserve.
- Developed a field recruiter database that became the model for a technology upgrade throughout the command.

5/79 - 2/88 Department Head and Division Officer, 4 afloat commands

- Served in Engineering Department, Combat Information Center, Electronic Warfare, Electrical, Repair, and Damage Control areas.

Education:

Hawaii Pacific University, Master of Science in Information Systems, with Distinction.

U. S. Naval Academy, Bachelor of Science, Chemistry major.