O. L. MCAFEE, Ph. D.

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POSITION: Online Professor

PROFESSIONAL SUMMARY:

- Higher Education Executive with 20+ years of experience at university level.
- Served as Chief Academic Officer for public 4-year university with on-ground/on-line programs at Associates, Bachelor and Master degree levels. Supervised 30+ faculty members. Faculty member in College of Business – taught Management courses for general and upper level majors.
- Director of Retention & Academic Advising for 4-year public HBCU, with enrollment of 3500+ in Division of Enrollment Management.
- Significant experience in development and implementation of student-focused services, programming, curricula, and engagement programs for public educational institutions.
- Ensured multicultural environments were supported with initiatives developed and executed to realize mission and vision of organizations through detailed, strategic planning and focus.
- Established and maintained positive relationships with students, faculty, staff and constituents. Engaging interpersonal and negotiating skills; record of planning and executing mission focused initiatives producing results, while furthering the success of team members and champions.
- Problem-solver and decision maker; motivate and encourage others to contribute to a team effort; delivers quality individual performance in a high-pressure environment. Confident, assertive and outgoing.

EDUCATION

2008   **Ph.D., ORGANIZATION & MANAGEMENT**   CAPELLA UNIVERSITY, MINNEAPOLIS, MN

1997   **M.S., EDUCATION**   LEMOYNE-OWEN COLLEGE, MEMPHIS, TN

1993   **B.S., JOURNALISM**   ARKANSAS STATE UNIVERSITY, JONESBORO, AK

SPECIALIZED TRAINING & TECHNOLOGY SYSTEMS

Learning Management Systems: Blackboard
Administrative Systems: EAB, Banner, DegreeWorks, Argos, PeopleSoft HRMS
Operating Systems: Microsoft Office Suite (Excel, PowerPoint, Word, Outlook)

EMPLOYMENT SUMMARY

Ad-Interim Instructor - BAAS-Organizational Leadership   10/2015-Present
Texas A&M-Commerce, Commerce, TX

Responsibilities: Responsible for providing instruction and on-demand assistance with content in data-driven decision making, organizational and leadership theory. The primary role of the instructor is to engage the student during the learning process and provide student-centered approaches to instruction. Provide timely feedback and evaluation/assessment on assignments and issues that might affect student success.

- Deliver online course instruction in accelerated formats, utilizing innovative techniques to engage students and meet their learning needs
- Respond to student inquiries within 24 hours and provide timely feedback on assignments, assessments, and evaluations to ensure student progression through competencies
- Be fully active in creating and maintaining a positive learning environment that fosters student success and completion of activities in a timely manner
- Utilize student metrics/data to provide assistance to individual students regarding progress and evaluation of course activities
- Work with struggling students by providing them with one to one support, collaborating with, and/or referring to academic teams and success coaches, as needed.
- Ensure course materials are maintained, updated, finalized and ready/complete for subject area each term.
- Participate in departmental and program reviews and with members of the advisory committee and program staff regarding curriculum materials for the subject area, individual student needs, and any other program areas, as needed.
- Participate in additional assignments and university-wide initiatives as requested by program and/or department responsibilities:

Significant Accomplishments:
Created Rubrics for courses in the Major

Director of the Academic Advising and Retention Center   8/2015-12/2016
Albany State University, Albany, GA

Responsibilities: Oversight of and administratively accountable for Academic Advising for 42 degree programs, managing staff of XX. Maintained open communication with 5 deans, 25 academic departmental chairpersons and support departments (Admissions, Financial Aid, Student Affairs division including 10 departments and Faculty) and university divisions to ensure academic atmosphere was conducive to student success and learning. Planned staff development efforts to continuously improve learning experience for student population. Continuously assessing student support systems to ensure delivery of distinguished and ongoing improvement in retention and graduation rates, and resolving student concerns.

Significant Accomplishments:
- Utilizes predictive analytics to target and support students towards retention and persistence.
- Provides standardized advising processes for consistent and better student service.
- Ensures academic compliance for accreditation and regional governance.
- Organizes and trains for sustained expertise in advising & retention for professional & advisor faculty advisors.
- Formulates ad hoc taskforces of campus cross-functional teams for efficient implementation of processes and new software deployment(s).
- Supports the administrative mandates for the consolidation with Darton State College
- Collaborates with other colleges and universities across the University of Georgia System to secure grant funding for ensured distribution of best practices.

Director of Adult Degree Completion Programs   10/2012- 7/2013
Asst. Professor of Management
Wiley College, Marshall, Texas

- *Responsibilities:* Led and managed academic programs for graduate, adult, nontraditional, transfer, and international students. Analysis and policy development for unit issues and processes for compliance. Final authority in resolving student concerns for adult students. Faculty member, taught courses in business management, through formats to include face-to-face and online, at graduate and undergraduate levels.

Significant Accomplishments:
- Exceeded recruitment targets for non-traditional students; maintained optimum enrollment goals. Maintained a retention rate of 85% for non-traditional student completers of bachelor degree programs in business administration in the Division of Lifelong Learning.
- Interpreted complex historical data and forecasts using analytics; developed and implemented budgets based on trend analysis; responsible for development and the long term organizational goals of the program.

Dean of Academic Affairs   5/2010- 10/2012
Strayer University, Franklin, Tennessee
Responsibilities: Served as the chief academic officer and Designated School Official (DSO) at new unit campus; accountable for assigned units' academic quality.

Significant Accomplishments:
- Assured compliance with academic policies, procedures and standards for accrediting agencies.
- Audited course syllabi for faculty, reviewed course learning assessment tools, and ensured quality instruction through observations.
- Recruited, hired, assigned and mentored faculty, created framework for teaching demonstrations, developed new faculty orientation, and monitored instructor certification.
- Conducted and reviewed student evaluation poll data to improve teaching and other performance.
- Compiled and reported student and program data and other activity updates to Vice President.
- Conducted unofficial transcript evaluations to determine prerequisite requirements and optimal course sequencing.
- Conducted departmental initiatives/projects to increase effectiveness and efficiency of academic support systems while aiming to achieve increased retention, persistence, and graduation rates.
- Taught undergraduate and graduate courses; participated in annual graduation ceremonies.

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

Microsoft Office User Specialist Master Certification
Microsoft Train-the-Trainer, Microsoft Office User Specialist Authorized Instructor

Web Design for Trainers, Information Mapping, Distance Learning Certification, Instructional Design for New Designers

Achieving Extraordinary Customer Relations (KASET)
Development Dimensions (DDI) Certified Facilitator in Leadership

TEACHING EXPERIENCE

GRADUATE COURSES
- Women in Leadership
- Business Communication
- Leadership and Organizational Behavior
- Contemporary Business

UNDERGRADUATE COURSES
- Data Driven Decision Making I
- Data Driven Decision Making II
- Leadership Theory
- Introduction to Business
- Business Ethics
- Management Concepts

PREVIOUS EMPLOYMENT

Instructional Designer   1/2009- 5/2010
Institute of Corporate and Public Safety. Bentonville, Arkansas

Director of Business and Industry Training   4/2004-12/2008
Phillips Community College University of Arkansas. Stuttgart, Arkansas

Publisher (Owner)   11/2001- 4/2004
Premier Bride Magazine of Houston. Houston, Texas

Learning Analyst   2/1999- 11/2001
American General Financial Group. Houston, Texas

Computer Software Trainer (Contract)   6/1998- 8/1998
ProStaff. Houston, Texas

Adjunct Professor/Facilitator (Contract)   1/1998- 2/1999
North Harris Community College. Houston, Texas

Assistant Director of EXCEL
(Adult Business Degree Completion Program)   6/1994- 8/1997
LeMoyne-Owen College. Memphis, Tennessee

MILITARY SERVICE

United States Army. Honorable Discharge   8/1989-8/1997
Supply Specialist – Little Rock, AR
Awarded Commendations and Achievement Medals.

INTERNATIONAL ACADEMIC PRESENTATIONS

Aikyna, F., & **McAfee, O**. (2012). "Is Ethics Education Necessary?" *International Handbook of Academic Research and Teaching*. Intellectbase International Consortium (IIC). Academic Conference October.

Aikyna, F., Darrell Burrell, D., & **McAfee, O**. (2012). "The Benefits of E-Learning to Higher Education in Public Health and Public Health Research." *International Handbook of Academic Research and Teaching*. Intellectbase International Consortium (IIC). Academic Conference October.

PEER REVIEWED CONFERENCE PROCEEDINGS

Finch, A., & **McAfee, O.** (2012). "Is Ethics Education Necessary?" Intellectbase International Consortium peer-reviewed conference proceedings, Volume 24, pp. 404-408. October 18-20, 2012, Atlanta, GA.

Finch, A., Burrell, D., & **McAfee, O**. (2012). "The Benefits of E-Learning to Higher Education in Public Health and Public Health Research." Intellectbase International Consortium peer-reviewed conference proceedings, Volume 24, pp. 470-478. October 18-20, 2012, Atlanta, GA.

PUBLISHED DISSERTATION

McAfee, O. (2008). "Current Characteristics of Faculty Development in Public Two Year Colleges in the State of Arkansas" (MS capella:3218).

PROFESSIONAL ACTIVITIES

Presentations
2016.   Co-wrote grant which was funded by the University of System of Georgia—Complete College Georgia. Grant funded Symposium on "Developing Common Learning Outcomes for Academic Advising"

Professional Meetings/Conferences
2016. Academic Life Coaching (Resulting in: Holistic Advising)
2016. National Summer Institute Learning Communities (NSILC). The Evergreen College. Olympia, WA.
2015.   Noel Levitz Conference on Enrollment Management (Resulting in: Freshman Survey Tool on Course National Conference on Student Success and Retention (Resulting in: Workshop for Nursing in Fall)
2015. Gardner Institute Conference on FYE (Resulting in: Student Planners and convocation speaker for Fall) Supplemental Instruction Supervisor Training (Resulting in: Integration of SI best practices into current tutoring sessions)
2015. Hot Springs Technology Institute (Resulting in: Use of technology in tutoring)

Seminars and Workshops
Trainer. Problem Solving – Root Cause Analysis. (Dates)
Trainer. Leadership Skills. (Dates)
Trainer. Conflict Resolution. (Dates)
Trainer. Sexual Harassment Prevention. (Dates)
Trainer. Violence in the Workplace Prevention. (Dates)

Professional Memberships
Member. National Orientation Directors Association (NODA)
Member. National Academic Advising Association (NACADA)
Member. Regents Advisory Committee on Academic Advising (RACAD)

INSTITUTIONAL SERVICE

- Created and shared a baseline plan for the Department of Education audit prep
- Leading the EAB software rollout initiative to the ASU faculty and staff to maximize the use of the Early Alert System and predictive analytics software to better serve students.
- Collaborated with Registrar to eliminate paper add slot forms leading to advent of waitlist to support Deans and departments in determining class scheduling—and the elimination of hundreds of lost and/or unprocessed documents
- Initiated the collaboration of, applied for, and received a Complete College Georgia grant to position ASU to be a leader in academic advising best practices in the USG
- Purchased GACE prep software for the Department of Education to assist with persistence and graduation at ASU
- Serving as Co-chair of Advising, Tutoring, and Mentoring consolidation work group, and member of Gen Ed and Banner Work Groups.