

ERIN E. SHAW, Ph.D.

RÉSUMÉ

PROFESSIONAL EXPERIENCE

Northeast Iowa Community College, Calmar, Iowa

Northeast Iowa Community College (NICC) is a public community college with two main campuses, one in Calmar and one in Peosta. NICC, serving eight counties in northeast Iowa and surrounding areas, offers academic programs, customized business and industry training, short-term certification options, and adult education and literacy.

Curriculum Consultant (Remote Position)

August 2021 – Present

Responsibilities as **Curriculum Consultant** include serving as the Title III Project Manager (since March 2023) overseeing monthly grant team meetings, reports to the Federal Program Officer, external evaluator site visits and annual reports, and federal Annual Progress Reports. Additional projects include assisting with accreditation preparation, researching and developing curriculum outlines for content experts, assessing industry training needs, designing eight proposals for new credit or non-credit offerings, overseeing Iowa Energy Center Electric Vehicle grant objectives, analyzing credit for prior learning policies, and advising on best practices based on research and personal experience.

Key Accomplishments:

- Helped streamline the employer sponsorship process for students in CTE academies, apprenticeships, internships, credit programs, and non-credit certificates which resulted in the sponsorship of 66 students and \$250,000 in sponsorship funds committed in its first semester.
- Developed sales training certificates based on industry feedback and in consultation with a content expert from initial idea to delivered training.
- Assessed community needs, identified a qualified instructor, and organized multiple training sessions on Electric Vehicle safety for emergency personnel and first responders.
- Provided research to Cabinet members which persuaded them to decline an opportunity that had colossal negative consequences for other colleges.

North Iowa Area Community College, Mason City, Iowa

North Iowa Area Community College, founded in 1918, is a nationally recognized, two-year college with approximately 3,000 career and transfer students. The College has been recognized by the Aspen Institute as a leading community college in the nation.

Accreditation Consultant (Remote Position)

July 2023 – November 2023

Responsibilities as **Accreditation Consultant** included overseeing the writing, evidence gathering, organization, and uploading of the Higher Learning Commission (HLC) Assurance Argument due in October 2023; collaborating with key Directors and Vice Presidents on the accompanying Federal Compliance Report; and designing HLC visit preparation activities.

Interim Vice President of Academic Affairs and Student Learning**February 2023 – June 2023**

Responsibilities as **Interim Vice President of Academic Affairs and Student Learning** included serving as the Chief Academic Officer, participating in strategic planning and policy development, leading and managing faculty and Academic Affairs personnel, overseeing all educational programming, staffing, instruction, and evaluation, facilitating program review, and filing required annual reports as well as tasks for NIACC's Title III grant and HLC accreditation.

Key Accomplishments:

- Fostered rapid rapport with faculty and staff, ensuring initiative continuity, and a smooth transition between administrators.
- Engaged closely with essential personnel for the Guided Pathways annual update, successfully delivering the report to the State of Iowa ahead of schedule.
- Led efforts to address NC-SARA compliance-related renewal requirements by facilitating collaboration with key stakeholders to draft new policies and procedures.

Washburn University, Topeka, Kansas

Washburn University, a public, municipal, open-access institution founded in 1865, educates 7,000 students enrolled in more than 236 academic programs on a 160-acre traditional residential campus, two technical education campuses, and through distance learning.

Accreditation Consultant (Remote Position)**October 2022 – February 2023**

Responsibilities as **Accreditation Consultant** included supporting Washburn in preparing the HLC Open Pathways 4-Year Assurance Argument due in February 2023, streamlining cloned accreditation documents to accommodate updates within word count limits, restructuring the Assurance Argument to align with the current Accreditation Criteria, addressing Comprehensive Visit Team feedback, identifying and updating evidence sources, and reviewing the document for clarity and completeness across Core Components and subcomponents.

Key Accomplishments:

- Washburn's 4-Year Assurance Argument received all "Met" ratings for all Criteria and Core Components.

Highland Community College, Highland, Kansas

Approximately 4,000 students are enrolled across the main campus in Highland, at regional centers, through HCC Online, or concurrently at one of the thirty-one high schools in HCC's service area. The main campus, located in a small, rural Northeast Kansas community, has apartment-style residence halls and ten sports teams. HCC offers fourteen different associate degrees and sixteen technical certificates.

Accreditation Consultant (Remote Position)**July 2021 – February 2022**

Responsibilities as **Accreditation Consultant** included compiling, updating, and designing the 2021-2023 Catalog, coordinating curriculum updates and approvals for technical programs, filing substantive change updates to HLC for new and existing programs, and drafting a detailed outline for HCC's first Assurance Argument on the Open Pathway for HLC.

Vice President for Academic Affairs**June 2017 – June 2021**

Responsibilities as **Vice President for Academic Affairs** included reporting directly to the President, serving as a member of President's Staff as the Chief Academic Officer with both delegated and direct line administrative responsibilities, coordinating all aspects of college instructional programming, staffing, planning, evaluation, and assessment of student learning, approving all adjunct faculty qualifications, maintaining all website content related to Academics, Accreditation, and Assessment, and serving as the college's HLC Accreditation Liaison Officer (from June 2018 to February 2022).

Key Accomplishments:

- Oversaw 60-64 full-time faculty and supervised the Director of Technical Education, Director of eLearning, Director of Instructional Services, Director of Concurrent Education, Perry Center Director, Wamego Center Director, Western Center Director, Director of Institutional Research, and the Director of the Library.
- Co-led the Statewide Council of Chief Academic Officers (SCOCAO) Committee for the Kansas Board of Regents (Spring 2020 – Summer 2021) which includes the public university provosts/VPAAs and representatives from the community colleges and technical schools. SCOCAO formulates recommendations relating to the implementation of the Higher Education Coordination Act and addresses instructional, academic, or related issues that affect higher education system-wide in Kansas.
- Orchestrated a successful HLC Multi-Location Visit in May 2021, encompassing two additional locations.
- Wrote a compelling application for HLC's Assessment Academy, leading to HCC's acceptance into the Summer 2021 cohort.
- Successfully wrote an Interim Monitoring Report due in April 2020, which HLC accepted without further monitoring.
- Led a multi-year reboot of HCC's academic assessment efforts from defining values and laying the groundwork in Summer/Fall 2018 to the implementation of a Comprehensive Assessment Plan in Fall 2020 in collaboration with faculty and assessment-related committees.
- Guided faculty through a mid-year transition to Moodle Learning Management System for all on-ground courses in January 2018 and a second transition to Canvas Learning Management System for all on-ground and online courses in partnership with IT, the Director of eLearning and the Director of Instructional Services including fully remote training during the COVID-19 stay at home order, for on-time implementation in June 2020.
- Played integral role in the Comprehensive Quality Review site visit by HLC (March 2018), including compiling the Federal Compliance Report and helping write the Quality Highlights Report and AQIP Portfolio Category Three.
- Participated in Accreditation Commission for Education in Nursing Initial Accreditation, Perkins Onsite Review, and ASE Foundation (NATEF) Re-Accreditation Visits.

Perry Center Director**October 2014 – June 2017**

Responsibilities as **Perry Center Director** included organizing, facilitating, supervising, and delivering academic courses/programs and related student services to current and potential students at the HCC Perry Center. Oversaw all Center activities and operations related to marketing, recruitment, admission, advising, payments and textbook rentals, continuing education, community events, and facilities maintenance and repair.

Key Accomplishments:

- Co-wrote AQIP Portfolio Category Three: Valuing Employees section for HLC.
- Redesigned the textbook checkout process to better prepare students for transfer experience in a university environment.
- Initiated facility improvements including bathroom upgrades, sidewalk repairs, HVAC improvements, and establishment of an adjunct instructor lounge.
- Attended and hosted Washburn University/Highland Community College partnership visits (Highland – November 2015, Washburn – April 2016, Perry – October 2016).
- Attended and hosted Topeka Public Schools Education Summit including school district administrators, regional universities, and community college partners (Topeka – July 2015, Perry – February 2016).

Truman State University, Kirksville, Missouri

Truman State University, located in northeast Missouri, is the state's only public, liberal arts university with approximately 4,000 students. Truman has been ranked by U.S. News & World Report as the #1 public school in the Midwest region for 26 years running.

Academic Advisor, Center for Academic Excellence**July 2007 – September 2014**

Responsibilities as **Academic Advisor** included working with first-year students, transfer students, international transfers, and English as a Second Language concurrently-enrolled students; assisting students in course scheduling and understanding academic regulations; working collegially with faculty to provide comprehensive academic planning services; and offering academic support activities designed to enhance student learning and to foster personal, social, and academic development and success.

Key Accomplishments:

- Coordinated Transfer Student Orientation with the Admissions Counselor for Transfer Programs.
- In February 2010, added duties of updating articulation agreements and transfer course equivalencies for Registrar's Office.
- Represented Truman in Kuala Lumpur and Penang, Malaysia, on a solo recruiting and international transfer agreement trip in February 2014. Also assisted the International Student Affairs Office with the creation and updates of international transfer agreements.
- Served as a Truman Leadership Scholar Mentor (2012-2013).
- Developed and implemented a Transfer Adjustment Program in Fall 2012. Provided vision, leadership, and supervision to the two to five-student team of former transfers who served as Transfer Adjustment Liaisons to incoming transfer students.

RELEVANT EARLY CAREER EXPERIENCE**University of Oklahoma, Norman, Oklahoma**

Graduate Resident Director
Intern – Housing Facilities
Volunteer – Financial Aid Services

August 2005 – May 2007
January 2006 – July 2006
Summer 2006, Spring 2007

Covenant House Alaska, Anchorage, Alaska

Community Affairs Coordinator

June 2003 – August 2005

Prince William Sound Community College, Valdez, Alaska

Coordinator of Marketing and Special Events
Assistant Housing Manager

August 2002 – June 2003
May 2002 – June 2003

EDUCATIONAL EXPERIENCE

Doctor of Philosophy (Educational Leadership and Policy Analysis – Higher Education Administration)
University of Missouri, Columbia, Missouri
2014

Dissertation Title: *Sense Making for Community College Transfers: Entering a Public, Liberal Arts University*

Master of Education (Adult and Higher Education – Higher Education Administration)
University of Oklahoma, Norman, Oklahoma
2007

Bachelor of Arts (Journalism – Public Relations)
University of Oklahoma, Norman, Oklahoma
2002

PROFESSIONAL SERVICE

- Elected Vice Chair, 2019-2020, then Chair, 2020-2021, of the Kansas Council of Instructional Administrators (KCIA) whose membership includes the chief academic officers of all Kansas community college and technical schools.
- Kansas Board of Regents General Education Outcomes Working Group member (2020-2021)
- Member of the Board of Directors - American Council on Education (ACE) Women's Network Kansas Branch
- Doctoral Committee - Committee Role: Content Specialist, Student: Kara Wheeler, University: Grand Canyon University (Successfully Defended May 2022)
- Directed Field Experience – Mentor, Baker University, Doctor of Education in Leadership in Higher Education Candidate (2020-2021)
- Topeka Public Schools Advisory Board Member – Teacher Training Pathway and Biomedical Pathway (2017-2021)
- Elected to three-year term on Missouri's Committee on Transfer and Articulation (2012-2014).
- Appointed to President's English as a Second Language Task Force (Fall 2013-Spring 2014) and President's Transfer Task Force (Spring 2012).

COMMUNITY SERVICE

- Girls on the Run of Eastern Iowa (Nationally Certified Coach Trainer 2022-present, Coach Spring and Fall 2023 – Decorah, Substitute Coach 2022 – Cedar Falls)
- Decorah Run Club (Group Run Leader 2023-present)
- Decorah Human Powered Trails (Member and Volunteer 2022-present)
- Helping Family Services Holiday Lights (Volunteer 2021-present)
- Kirksville Young Professionals (Immediate Past President 2013-2014; Board President, 2011-2013; Founding Board Secretary, 2010-2011)
- North Central Missouri Chapter, American Red Cross (Advisory Board Member 2013-2014; Philanthropy Chair 2012-2014; Board Member 2010-2013)

RECOGNITIONS AND AWARDS

- Selected for the League for Innovation in the Community College's Executive Leadership Institute Class of 2023-2024
- Selected for the KACCT Kansas Community College Leadership Institute Class of 2016-2017
- Recipient of the 2014-2015 *Barbara K. Townsend Dissertation of the Year Award* by the National Institute for the Study of Transfer Students
- Recipient of the 2013-2014 Dr. Barbara K. Townsend Memorial Scholarship for Dissertation Research in Higher Education by the University of Missouri

PUBLICATIONS

Shaw, E. E. (2018). Sense Making for Community College Transfers: Entering a Public, Liberal Arts University. In S. J. Handel & E. Strempe (Eds.), *Transition and transformation: New research fostering transfer student success* (pp. 61-84). University of North Georgia.

PRESENTATIONS

Experience regularly presenting faculty in-service and college professional development sessions on a variety of topics including active shooter preparedness training, assessment, accreditation, policy and program updates, and software training, as well as First Year and Transfer Student orientation and academic advising presentations. Additional public speaking experience delivering monthly reports to Highland Community College Board of Trustees; annual Performance Agreement reports to the Kansas Board of Regents (KBOR); monthly standing reports to KBOR's System Council of Presidents; and chairing statewide committee meetings (KBOR System Council of Chief Academic Officers monthly, Kansas Council of Instructional Administrators quarterly).

ADJUNCT FACULTY APPOINTMENTS

University of Missouri

- Current Dissertation Committee Member, Department of Educational Leadership and Policy Analysis, Doctor of Education in Educational Leadership cohort, Students: Laurie Krom and Amanda Gross (Fall 2023 – Summer 2024)
- Graduate course – ELPA 9455 The Community College (Spring 2020 online)

Highland Community College

- COL 103/103A College Success (various semesters Spring 2015 – Fall 2019), a course covering academic planning, curriculum structure, college success skills, transferring, and career planning.

Truman State University

- INDV 100 Truman Experience, a spring orientation course for international and transfer students.
- INDV 110 Skills for Academic Success, a course designed to assist students in making the transition from high school to college and in developing study skills for college success.
- Workshops on various topics for INDV 115 Strategies for Success.
- INDV 150 Book and Discussion, a course in which students and their advisor come together to discuss a book of common interest.
- INDV 151 Film and Discussion, a course in which students and the instructor watch and discuss a series of films on a topic of common interest.

Prince William Sound Community College (Non-credit instructor)

- American Red Cross CPR, First Aid, and AED
- Introduction to Adobe PageMaker