

## Personal Vision

I thrive when I can focus on accreditation, measurement, assessment, and evaluation. My motivation stems from a desire to help people and a belief in the mission and vision of the organizations I work for, volunteer with, and support. I delight in being an active team member who contributes to the growth and development of the organization. I strive for every interaction I have with others to be positive and productive.

## Skills Profile

- Proficient with MS Office Suite and Google Docs
- Experience in handling confidential materials and compliance with government regulatory requirements (FERPA, HIPPA, OSPI, DOE, SARA)
- Licensed and bonded Notary Public for Washington State
- Certified Mediator
- Adjunct Instructor, Literature & Languages Department; Technical Writing
- Member, Association for Institutional Research

## Experience

[Heritage University \*Toppenish, WA\*](#) July 2004 – Present

[Adjunct Faculty, Literature and Languages Dept.](#) Spring 2020 – Present

- ENG 351W Technical and Report Writing
- ENG 475A Genre Writing: Science Fiction & Fantasy
- Masters Thesis Committee member

[Associate Vice President for Accreditation & Institutional Effectiveness and Accreditation Liaison Officer to NWCCU](#) January 2024 - Present

- Manages collection systems for required accreditation reports to the Northwest Commission of Colleges and Universities. Collaborates with faculty, administrators, and departmental staff representatives in accreditation compliance activities. Monitors, reviews, and advises units across the University to ensure consistent compliance with the on-going regional accreditation requirements and outcomes standards of the institution; advises and supports compliance efforts for programs that have, or seek, professional accreditation.
- Works collaboratively with the President and President's Executive Cabinet to provide leadership and support for the planning, development, and implementation of the Strategic Plan; serves as the contact for the plan's annual review, annual goal development, collection of pertinent data, and the dissemination of information to internal and external stakeholders as appropriate.
- Develops and oversees the assessment functions of the University, including design and data requirements for meeting the standards of NWCCU and specialized accreditations.
- Provides support, including designing assessments, collecting and analyzing data, and arranging site visits, to departments and chairs for program review and program accreditation.
- Develops, implements, and oversees internal research and data reporting; implement data collection methodologies that assess the University's effectiveness and student achievement, document performance, and provide a context for University initiatives and planning processes.

## Education

Master of Arts, Multicultural English Language and Literature, Technical Writing  
Heritage University

Bachelor of Science in Business Management  
Western Governors University

## Community Involvement

[Northwest Commission on Colleges and Universities \(NWCCU\)](#)

Accreditation Evaluator  
Nov 2018 - Present

[Yakima Humane Society](#)  
Vice President,  
Board of Directors  
January 2023 - Present

[Yakima Schools Foundation](#)  
Board of Trustees  
July 2021 – July 2023

[Washington Student Achievement Council](#)  
Dual Credit Task Force  
Jan 2021 – April 2022

[Dispute Resolution Center of Yakima and Kittitas Counties](#)  
Board of Directors  
Oct 2014 – June 2018

## Interests

- Reading for pleasure
- Table top gaming
- Cooking
- Music/Singing
- Building miniatures
- Counted cross-stitch
- Oxford comma activist

## Experience, cont.

- Helps insure that institutional data structures are robust, assists in institutional data collection and analysis, and provides data and data interpretation for accreditation and other purposes as directed by the President.
- Leads, supports, and facilitates outcomes assessment in academic and non-academic areas. Assists instructional designer and faculty with development of program learning outcome assessment systems.
- Assures University compliance with federal laws for online and distance education state authorization. Prepares and maintains materials for compliance with the National Council for State Authorization Reciprocity Agreements (NC-SARA) and individual states as necessary. Monitors, reviews, and advises the Office of Admissions to ensure Heritage University compliance with federal, state, and NC-SARA laws and standards.
- Maintains and facilitates the policy change and approvals process, including institution-wide policies, board policies, academic policies, etc. Engages in and promotes shared governance through collaborative development of policies as requested.
- Maintains University catalog, including administration and facilitation of the curriculum change process and software.
- Administers and maintains the University's electronic Course Evaluation system (Anthology Course Evaluation).
- Maintains electronic portfolios for accreditation, assessment, program review, and faculty evaluation (Anthology Portfolio).
- Manages administration of campus survey for climate, accreditation, program assessment, internal voting and polls, etc.
- Sits on and/or convenes University committees as appointed by the President, including but not limited to the Accreditation Review Committee (ARC), Program Review Committee, Assessment Committee, Institutional Planning Committee, President's Council, Provost's Council, Undergraduate Curriculum Committee (UGCC), and Graduate Curriculum Committee (GCC).
- Staffs Board of Directors Committees and meetings as appointed by the President, including but not limited to the Executive Committee, Governance Committee, Academic Affairs Committee, Finance Committee, full Plenary meetings. Provides board software support and training.
- Coordinates HU's online course exchange consortiums, including policy and procedures creation and implementation, student management, and workshop delivery for faculty.
- Serves as the University's Clock Hour Administrator; facilitates approval of clock hour trainings/workshops, administers the clock hour approval process, and maintains records of all clock hour documentation according to Washington Administrative Code (WAC).

### Director of Accreditation & Quality Improvement and Accreditation Liaison Officer to NWCCU

August 2016 - Present

- Monitors and coordinates the University's accreditation efforts, ensuring that all compliance activities are effectively integrated and in support of the general accreditation objectives of the institution.
- Manages data and information related to accreditation, scheduling, course evaluations, grants, and program review, and helps coordinate all institutional data collection and analysis.
- Plans, organizes, and oversees site visits designed to support program review and accreditation requirements at both the programmatic and institutional level.
- Assures University compliance with federal laws for online and distance education state authorization. Prepares and maintains materials for compliance with the National Council for State Authorization Reciprocity Agreements (NC-SARA) and individual states as necessary. Monitors, reviews, and advises the Office of Admissions to ensure Heritage University compliance with federal, state, and NC-SARA laws and standards.
- Provide appropriate administrative support for curricular processes and procedures.
- Provide guidance, training, and on-boarding for staff in other departments.
- Board Liaison – attends meetings, captures, edits, and distributes minutes. Assists with Board requests for analysis and information.
- Liaison for Online Consortia courses and administration.

### Title V STEM Grant Director

February 1, 2017 – September 30, 2017

- Oversees 1-year extension close-out activities, budget, data analysis, final reporting, and institutionalization of programs for the Heritage University's Increasing STEM Access and Student Success for Hispanic Students grant, funded under the Department of Education.

## Happiness Advocate & Other Duties as Assigned Ninja

### Program Coordinator for Academic Affairs & Library Assistant

August 2015 – July 2016

- Coordinates ongoing and special projects in the Office of the Provost
- Monitors and coordinates the University's accreditation efforts.
- Manages data and information for accreditation, scheduling, evaluations, grants, & program review.
- Content editor for Academic Affairs website.
- Administrator of course evaluation system for the University
- Recorder for Undergraduate and Graduate Curriculum Committees, Assessment Committee, Program Review Committee, Grant Research Opportunities Workgroup, Catalog Committee.
- Provides administrative support to Interim Library Director.
- Member of Compensation Committee (recommends benefit adjustments to President and CFO). Member of Handbook Review Committee, tasked with reviewing and rewriting policy and procedure.

### Administrative Assistant to the Associate Provost

July 2014 – July 2015

- Provides support for the Associate Provost, specific to the areas of accreditation, state authorizations for reciprocity, academic program leadership, grants management, and course scheduling.
- Develops and maintains data collection systems for accreditation.
- Content editor for Academic Affairs website.
- Administrator of course evaluation system for the University.
- Secretary for Undergraduate and Graduate Curriculum Committees, Assessment Committee, and Program Review Committee.
- Assists with grant close-out and extension reports.

### Administrative Assistant to the Dean

Aug 2013 – June 2014

- Budget and data manager for Title V grant.
- Prepared reports for state and federal mandatory reporting.
- Developed and managed data collection systems for the College.
- Content editor for the College website.
- Liaison to the Office of Institutional Effectiveness.
- Prepared and analyzed semester, annual, and trend assessment data.
- Supported the Dean specific to the areas of calendaring meetings, preparing materials for meetings and conferences, drafting correspondence, and other personal assistant responsibilities.

### Office Manager & Data Manager, Graduate Office

Sept 2006– July 2013

- Data manager and budget officer for Online Graduate Programs through a Title V Department of Education grant.
- Office Manager for the Graduate Office.
- Program Assistant for Counseling/Psychology, Bilingual Education, Professional Studies, and Special Projects (master thesis).

### Regional Program Assistant

July 2004 – Sept 2006

- Administrative and Clerical Assistant for the Graduate Office.
- Program Assistant for Counseling/Psychology.

### Campbell-Hogue & Associates *Bellevue, WA*

Dec 2001 – April 2004

#### Administrative Assistant

- Maintained HUD compliance, including certified payroll for contractors.
- Prepared Tax Credit applications and compliance packages according to state and federal requirements.
- Read surveys for accuracy (ensured all easements shown correctly and title matches survey).
- Tracked and renewed state annual entity licenses.
- Tracked and maintained files for multiple entity tax returns and financial statements.
- Licensed and bonded Notary Public.