

Education

May 1996: **Juris Doctor**
T.C. William School of Law
University of Richmond
Richmond, Virginia

May 1985: **Bachelor of Arts (Honors)**
Major: English Studies

Other Training/Certification

May 2006 **Inclusivity Training**
University of Wisconsin-Madison

June 2005 **Advanced Judicial Affairs Training**
ASJA Institute
Salt Lake City, Utah

January 2003 **Advising Administrator Certificate**
NACADA Administrators' Institute
San Antonio, Texas

February 1998 **Administrative Judge Certificate**
Virginia Supreme Court
Richmond, Virginia

April 1997 **Basic Mediation Certificate**
Mediation Center at FOCUS
Charlottesville, Virginia

October 1996 **Virginia State Bar License**
Supreme Court of Virginia
Richmond, Virginia

Work Experience

Assistant Dean, and Director

Academic Enhancement Program
Student Academic Affairs
University of Wisconsin Law School
Madison, WI 53706

July 2010 to Present

- **Serve** as a member of the Dean's leadership team for the Law School.
- **Teach** learning and study skills essential to student academic success of all law students.
- **Develop**, design, and implement the Academic Enhancement Program by working with the law school administration, faculty, and students.
- **Continually** evaluate academic enhancement needs of students.
- **Coordinate** skills workshops for students by faculty and academic staff as needed.
- **Prepare and teach** learning and study skills workshops to help with the smooth transition of first year students to the Law School.
- **Monitor** and track current students' academic progress.
- **Identify** at-risk students for counseling and academic support services.
- **Teach** bar exam prep classes to third year law students, and interested international students in the graduate programs.
- **Monitor** bar passage rates and options for bar study for out-of-state third year students and recent graduates.
- **Provide** individualized academic support to students in need of such support.
- **Collaborate** with student organization leaders to fashion appropriate academic enrichment programming for their members.
- **Perform** any and all duties assigned by the relevant Associate Dean in the development of the AEP program.

Executive Director

(Assistant Vice Provost for Academic Diversity Initiatives)
Office of Minority Educational Affairs
Office of the Provost
Cornell University, Ithaca, NY

2008-2010

- **Report** directly to Deputy Provost regarding the academic and educational affairs of approximately 7,000 students of color.
- **Participate** in campus-wide policy discussions about the general welfare of students of color.
- **Manage** the unit operations including budget management and review, ensuring the careful oversight of resources and supplies, evaluating performance of the staff, setting goals and priorities for the office.
- **Serve** as direct supervisor to the Associate Director for Student Development, the Associate Director for Counseling and Advising, and the Director of Educational Opportunity and Higher Education Programs.
- **Develop** and coordinates the implementation of educational workshops.
- **Assist** staff members with operational concerns, policy issues, and student problems.
- **Provide** expertise and orientation to incoming minority students about University services designed to enhance the undergraduate experience.
- **Review** student proposals to support special research projects and other initiatives.

- **Maintain** regular interaction with appropriate advising staff and appropriate faculty in the Colleges. Creates and maintains constructive regular relationships with Committee on Special Education (COSEP) Associates in the colleges. Creates and maintains constructive and regular relationships with relevant faculty members in the colleges.
- **Provide** expertise and orientation to new college and school staff.
- **Collaborate** with the staff and faculty in the Colleges, and with the University administration, to develop programming that directly supports the academic mission.
- **Co-Direct** the planning and management of Pre-Freshman Summer Program, a campus-wide program involving the 7 undergraduate colleges, residential programs, and .
- **Convene** regular meetings, as appropriate, of campus-wide COSEP community.
- **Serve** on campus wide committees that support the academic success, campus climate, and monitors bias incidences involving minority students.
- **Collaborate** with relevant staff in programs that support the academic success of minority and disadvantaged students. Some of the most important programs include the American Indian Program, and the Cornell Alumni Student Mentoring Program, as well as undergraduate advising staff in each of the undergraduate colleges.
- **Consult** with relevant faculty members, including but not confined to directors of ethnic studies programs, on academic issues of special interest to minority students, and on issues most directly related to promoting the academic success of minority students.
- **Work** with campus offices and units to provide support, as needed, for those aspects of student activities and residential life most directly related to minority students.
- **Participate** in collaborative initiatives with such units as the Office of the Dean of Students, the Office of the Vice Provost for Undergraduate, Learning Strategies Center, Campus Life and Residential Programs.
- **Meet** with student service units to make recommendations and help establish procedures to improve services for minority and low-income students.
- **Provide** support, as appropriate, for activities and projects of minority student groups.
- **Work** with admissions and financial aid units, as well as with other relevant staff and appropriate faculty members, to ensure the provision of adequate services for minority and disadvantaged undergraduates.
- **Monitor** compliance with NY State regulations covering the Educational Opportunity Program (EOP), the Higher Education Opportunity Program (HEOP), and the Collegiate Science and Technology Entry Program (CSTEP).
- **Provide** advocacy for financial aid recipients as necessary on a case-by-case basis.
- **Assist** colleges with reading applications, as appropriate.
- **Participate** in necessary meetings with the Directors of Admissions to advise and report on minority concerns.
- **Support** the campus Diversity and Multicultural Recruitment Programming

Assistant Dean

Student Academic Affairs (Policy)

College of Letters & Science

University of Wisconsin-Madison

2004 to 2010

(Leave of absence 2005, 2008-2010)

- **Provide** developmental academic counseling to undergraduate students.
- **Interpret** faculty policies and academic rules.
- **Provide** academic advising to assigned students.
- **Serve** as liaison to academic departments and units
- **Create** database for comprehensive management and analysis of foreign language retro-credits.
- **Participate** in appeals processes available to students: Review Board and Faculty Appeals.

- **Present** workshops for on-campus transfer students.
- **Provide** accurate academic policy information to staff, faculty, students and the general public through phone dean and access desk duties.
- **Serve** on campus-wide committees as assigned.
- **Serve** on job search committees as assigned.
- **Work** with academically at risk students in the L&S Academic Achievement Program as assigned.
- **Responsible** for taking the lead in drafting policy and procedures book for the office of Academic Advancement Program.

Campus Judicial Affairs Officer

Division of Student Affairs

Cal State University, Sacramento

2005 (Spring and Fall)

(Leave of absence from UW-Madison)

- **Responsible for** campus-wide student discipline of 29,000 undergraduate and graduate students at CSUS.
- **Act** as primary judicial affairs officer for CSUS, ensuring students are afforded due process, investigating misconduct allegations, assigning corrective sanctions, and monitoring the progress and completion of sanctions.
- **Represent** CSUS at all student formal hearings involving student misconduct .
- **Interpret** and implement student rights and responsibilities, rules and regulations.
- **Participate** in campus life leadership team.
- **Serve** on 5-member University Crisis Team with the General Counsel, Chief of Police, Director of Psychological Services and Associate Vice President for Human Resources, to strategize preventive measures or resolve any potential crisis.
- **Work** with Associated Students Inc to review elections code.
- **Serve** on Student Affairs 2008 Accreditation Committee designing intended outcomes, assessment tools, and measurement of success for each stated goal.
- **Serve** on University Alcohol Advisory Committee and University Committee for People with Disabilities.
- **Serve** on Faculty Senate Ad Hoc Committee reviewing Faculty.
- **Serve** as liaison to Campus Dialogue Program, a leadership-skills program to engage students in difficult dialogue about race, gender, sexual-orientation, and religion.
- **Work** closely with many campus offices, including but not limited to Health and Psychological Services, Campus Police, Student Activities, Academic Departments, Athletics, Women's Center, and others.
- **Serve** as primary liaison to the Campus Dialogue Project.
- **Intervene** to deescalate or resolve disruptive or dangerous student behavior and threats of physical abuse against others in the classroom or residential hall.
- **Serve** as students' rights advocate with faculty and department chairs.
- **Create** and delivered outreach programs to various campus constituents: new faculty orientations to familiarize faculty with University policies and procedures related to both academic and non-academic misconduct; made formal presentations to colleges, individual departments, classrooms, or faculty members;
- **Create** easy-to-understand summary of Family Educational Rights and Privacy Act (FERPA) as it relates to student conduct records.
- **Make** presentation in classes on the University's expectations for student conduct and academic integrity.
- **Work** closely with Student Activities Office and Residential Life to provide workshops that focus on ethics, obligations, rights and responsibilities.
- **Ascertain** compliance of student discipline records with Federal guidelines.
- **Consult**, on a daily, basis with University Counsel in providing advice and opinions pertaining to student issues that may have legal ramifications for the University.
- **Interact** with parents and attorneys consistent with appropriate federal laws and institutional policy.

Lecturer/ Fellow

Chadbourne Residential College
University of Wisconsin-Madison
Madison, Wisconsin
2004-2005

- **Teach** a 1 to 3 credit course titled: "Community and the Individual" for 2004 Fall Semester.
- **Lecture, weekly**, 15-20 undergraduate student-residents of Chadbourne Residential College (CRC).
- **Design** course syllabus and examination; graded tests and examinations.
- **Hold** weekly office hours.
- **Mentor** students on 2 floors in the 780, 11 floor- residential hall.
- **Participate** in resident-orientation, retreats, and evening programs in the residence hall.
- Work with students to design projects of interests to them.

Deputy Associate Dean/ Interim Coordinator, Policy Group

Student Academic Affairs
College of Letters & Science
University of Wisconsin-Madison
October 2002 to October 2004

- **Responsible** for college-wide planning, development, and delivery of Letters and Science (L&S) student academic advising and programs for 18,000 undergraduates.
- **Participate** in Student Academic Affairs (SAA) direct report management meetings.
- **Report** directly to the Associate Dean for SAA.
- **Provide** vision, strategic planning and policy implementation for SAA units
- **Manage** the operations of all subunits within Policy Group: General Dean Staff (GDS), L&S Student Records, Office of L&S Scholarships, SAA Supplies & Mails, SAA Reception, Policy Book & Undergraduate Catalog, Degree Audit Reporting System (DARS), and SAA Search & Screen.
- **Supervise** 13 GDS assistant/advising deans, classified supervisor, 2 reception classified staff and a project assistant.
- **Initiate** and planned staff professional development in response to staff suggestions and office needs.
- **Develop** new programs for transfer students in a collaborative manner.
- **Recruit**, train and evaluate 17 assistant academic deans, advising deans and other staff as needed.
- **Lead** cross-unit efforts to establish new program for students on probation.
- **Work** collaboratively with other SAA group coordinators and campus units.
- **Responsible** for leadership of Policy Group's program development, outreach efforts, marketing and public relations.
- **Develop** and implement a comprehensive assessment and evaluation system of data gathering and satisfaction survey analysis.
- **Analyze** assessment outcome to improve delivery of student services.
- **Develop** and manage the implementation of Policy Group's long-term strategic planning goals.
- **Design** marketing publications for more visibility and easier accessibility of GDS services.
- **Oversee** and manage Unit's over \$550,000 budget.
- **Support** different student programs and services: Academic Advancement Program (AAP), Summer Orientation And Registration (SOAR), Summer Collegiate Experience (SCE), Chadbourn Residential College (CRC), McBurney Disability Center, Dean of Students
- **Serve** as liaison to academic departments and student services units.
- **Provide** developmental advising and academic counseling to students.
- **Participate** in student evening and weekend activities: Terrific Tuesday, CRC student-panel discussions, First year Orientation Discussion at CRC
- **Serve** on campus-wide committees: Chancellor's Taskforce on HIPAA; Provost Taskforce on Recruitment and Retention of Women and Faculty of Color, and Super-SOAR Advisory Panel.
- **Work** with faculty to serve students on committees: Faculty Appeals, Individual Major, Scholarships
- **Demonstrate** team leadership: coordinate student records, L&S scholarship programs
- **Lead** initiative to create GDS's web site.

- **Establish** one Policy Group staff meeting instead of two separate meetings: assistant deans and classified staff.
- **Lead** the initiative to write a training manual for assistant/advising deans.
- **Initiate** a comprehensive revision of the 30-year old Policy Book.
- **Initiate** first-ever-all Policy Group retreat.

Attorney (Part-time)

Moji Olaniyan Law Office
2125 Ivy Road, Suite D
Charlottesville, Virginia
1997 to 2001

- **Provide** legal counseling for clients in the areas of special education, family law, wills and trusts, consumer law, landlord and tenants, and non-profit organizations.
- **Negotiate** settlements for clients.
- **Write** legal briefs for court and administrative proceeding.
- **Perform** guardian ad litem roles in family law cases.

Executive Assistant to the Deans

School of Architecture
University of Virginia
Charlottesville, Virginia
1998-2000

- **Responsible** for communications and publicity: wrote press releases, designed lecture flyers and postcards, maintained University's web site and calendar of events for the dean's office and the four departments within the school.
- **Serve** as personal assistant to the dean and three associate deans.
- **Participate** in policy meetings with deans and 4 department chairs.
- **Write** talking points for the dean.
- **Organize** all-school town-meeting, lectures and exhibitions for up to 72 faculty members.
- **Responsible** for recruitment and retention efforts for students of color.
- **Serve** as liaison between the dean's office and 14 student organizations.

Administrative Judge

Child Protective Service
Appeals Hearing Division
Virginia Department of Social Services,
Richmond, Virginia
1998-1998

- **Conduct** appeals hearing of local agency ruling in child abuse or neglect cases.
- **Schedule** appeals hearings in all local agencies in the state of Virginia as assigned.
- **Hear** and ruled on attorneys' pre-hearing motions.
- **Review** evidence and testimonies.
- **Analyze** facts of each case with the state of Virginia child protective laws and policies.
- **Write** the department's final ruling on appeals cases.
- **Work** with Department's policy analysts to review rendered opinions.

Staff Attorney

Charlottesville-Albemarle Legal Aid Society
Charlottesville, Virginia
1996-1998

- **Provide** legal counseling for clients in the areas of contract law, employment law, employment discrimination, bankruptcy law, special education, family law, consumer law, landlord and tenants, and non-profit organizations, social security law.
- **Negotiate** settlements for clients.

- **Write** legal briefs for court and administrative proceedings.
- **Serve** as monthly liaison to senior citizen centers in 8 counties and Charlottesville city.
- **Organize** the first public housing association of residents.

Organizational and Leadership Experience

- **Chair**, Westhaven Community Clinic Coalition, Charlottesville, Virginia. 2000 - 2001
- **Member**, Advisory Committee, Friends of Project Discovery , Monticello Area Community Action Agency (MACAA), Charlottesville, Virginia. 1999 - 2001
- **Director & Founder**, Supportive Education Center (SCE), Charlottesville, Virginia. 1999 - 2001
- **Chair**, Planning Committee, Charlottesville Quality Community Council, Charlottesville, Virginia. 1999 – 2001 **President**, African-Americans For School Children, Charlottesville, Virginia. 1998 - 2001
- **Chair**, Board of Directors, Public Housing Association of Residents, Charlottesville, Virginia. 1999 - 2001 **Chair**, Advisory Board, Public Housing Residents Association, Charlottesville, Virginia. 1998 - 1999
- **Chair**, Advisory Committee, Families Learning Together, Charlottesville, Virginia. 1998 – 2001
- **President**, National Association for the Advancement of Colored People (NAACP), Charlottesville, Virginia. 1997 - 2001
- **Vice President**, Board of Directors, University Montessori School, Charlottesville, Virginia. 1997 – 1999

Professional Development

- Diversity in Graduate and Professional Studies Summit, Massachusetts Institute of Technology (MIT) 2010
- Bouchet Conference on Diversity and Graduate Education, Yale University, 2010
- National Association of Student Personnel Administrator (NASPA) 2009
- National Conference on Race and Ethnicity (NCORE), San Diego, CA, 2009
- National Conference on Race and Ethnicity (NCORE), Disney World, FL, 2008
- National Conference on Race and Ethnicity (NCORE), San Francisco, CA, 2007
- Excellence in Diversity Institute, University of Wisconsin Learning Community, 2007-08
- Racial Dynamics in Higher Education, WISCAPE Seminar, UW-Madison, 2006
- Engaging First-Year Students: Strategies for Academic Success, UW-Madison, 2006
- "Using the Second Year Experience to Enhance Student Success", Teleconference, Academic Impressions, 2006
- Inclusivity Training (Improving Campus Climate Workshop), UW-Madison, 2006
- Academic Staff Institute, WISCAPE, UW-Madison, 2006
- "Promoting Success for Administrators of Color in Higher Education." WISCAPE Seminar, 2006
- Organizational Climate Management Workshop, Relevance of Assessment and Culture in Evaluation (RACE), Arizona State University, Tempe, Arizona. 2004
- SEEDD Seminars, University of Wisconsin-Madison, Madison, Wisconsin. 2004
- Advising Administrators' Institute, National Academic Advising Association (NACADA), San Antonio, Texas. 2003
- Essentials of Communication, Rockhurst University Continuing Education Center 2003
- Communicating with Tact & Diplomacy Workshop, Skills Path Seminars, Madison, WI. 2003
- Leadership Institute, University of Wisconsin-Madison, Madison, Wisconsin. 2002
- Pathways to Four-Year College, WISCAPE, University of Wisconsin-Madison 2002
- Madison Conference for Women (Dealing With Difficult People), Madison 2003
- Not-For-Profit Organization Seminar, Continuing Legal Education 2001
- Seminar on Effective Communication, Virginia Communicators, Richmond, Virginia 1998
- Diversity Training, National Multicultural Institute, Washington, DC 1999
- Alternative Conflict Resolution Seminar, Richmond, Virginia 1998

Presentations

- **"Don't Act On It!: Preventing Discriminatory Thought From Becoming a Prejudicial Thought."** Presented at National Conference on Race and Ethnicity (NCORE), San Francisco, CA, 2007; and presented at Continuing Conversations, Diversity 2008, UW Madison.
- **Continuing Conversations**, UW-Madison Diversity Forum, February/March 2007

- **Managing the Difficult, the Disturbed and the Disturbing Student in the Classroom.** Presented at New Faculty Orientation, California State University Sacramento. August 2005
- **Beyond “The Need to Know”: FERPA, Mental Health, and Other Ethical Considerations in Higher Education.** Presented at National Academic Advisors Association (NACADA) Conference. October, 2004.
- **“Leadership from the Sidelines: Administrators of Color as Retention Policy Makers on a Predominantly White Campus.”** Presented at National Conference On Race and Ethnicity Conference (NCORE). June, 2004.
- **“Administrators of Color on a Predominantly White Campus: Invisible Challenges to Effective Leadership.”** Presented at , Relevance of Assessment and Culture in Evaluation (RACE), Arizona State University, Tempe, Arizona. February 2004.

Areas of Research Interest

- Higher Education Administration
- Legal Aspects of Higher Education
- Special Needs Students in Higher Education

Professional Membership

- American Bar Association (ABA)
- American Association of Law Schools (AALS)
- Association of Academic Support Educators (AASE)
- Virginia State Bar (VSB)
- Association of Student Judicial Administrators (ASJA)
- National Association of Student Personnel Association (NASPA)
- The American Association for Higher Education (AAHE)
- National Academic Advisors Association (NACADA)
- Conference on Institutional Cooperation (CIC)

Recognition /Awards

- Outstanding Service Award, Summer Youth Enrichment Program, City of Charlottesville, VA.
- Excellence in Service Award, Community Advocacy, Virginia Organizing Project, Charlottesville, VA.
- J. H. & M. R. Barnett Scholarship, University of Richmond Law School, Richmond, VA.

References

- Heinz Klug, Associate Dean for Research and Faculty Development , University of Wisconsin Law School, Madison, WI
- Ruby Paredes, PhD. Assistant Vice Chancellor for Climate and Diversity, Bascom Hall, University of Wisconsin, Madison, WI
- Michele Moody-Adams, Dean of Columbia College and Vice President for Undergraduate Education, Columbia University, New York, NY
- Elise West, PhD. Director, Strategies Learning Center, Cornell University, Ithaca, NY 14850
- William Horning, Director, Cornell Opportunities Programs, Cornell University, Ithaca, NY 14850