

KALI DUNLAP

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EDUCATION

Doctor of Philosophy in Educational Leadership - Concentration: Higher Education Leadership.
Mississippi State University, Mississippi State, MS. Expected Graduation May 2023

Master of Business Administration. Mississippi State University, Mississippi State, MS.
May 2012 GPA 3.4/4.0.

Bachelor of Business Administration in Risk Management, Insurance, and Financial Planning. Mississippi State University, Mississippi State, MS.
May 2010 GPA 3.2/4.0.

WORK EXPERIENCE

Mississippi State University – Center for Distance Education

Mississippi State, MS

May 2021 - Present

Student Success Team Leader

- Lead a cross-functional team within the Center for Distance Education with the primary focus being to foster student success among our online student population
- Collaborates with other teams (Marketing, Enrollment Management, and Faculty Success) to identify problem areas by evaluating past data – admission data, enrollment data, persistence rates, retention rates, graduation rates
- Current projects include working with the Faculty Success team to revamp our online orientation to better equip newly admitted students and exploring options for a 24/7 tutoring service
- External goals include working partnerships with other entities on campus with goals of cultivating student success for all student populations at Mississippi State

Mississippi State University – Center for Distance Education

Mississippi State, MS

August 2019 - Present

Program Coordinator/Advisor – Bachelor of Applied Science (BAS) Degree

- Served on the Curricula Committee for the Bachelor of Applied Science (BAS) degree program
- Composed ten-week BAS Communication plan that both Starkville campus and Online Education prospective students receive through Slate

- Evaluate transcripts for prospective BAS Starkville campus and Online Education students
- Guide and counsel students through admission/readmission process, getting account information reset, registering for the Online@State orientation or Starkville campus orientation, enrolling in classes, etc.
- Create an individual program of study for each student based on career goals/interests
- Revise and send series of three emails each semester to currently enrolled Applied Science students to check in with them, send reminders, etc.
- Remain in constant conversation via email/phone call/office appointment with all students
- Attend main campus orientation sessions to orient and educate new students about the BAS program and enroll them in courses for the upcoming semester based on their future plans/career goals
- Collaborate with industries and academic departments to develop new core courses and emphasis areas in support of the BAS program and industry needs

Mississippi State University – Center for Distance Education

Mississippi State, MS

August 2017 - Present

C2C Coach/Advisor

- Served on the Complete 2 Compete (C2C) Curricula Committee for the Bachelor of Science in General Studies degree program – now known as the Bachelor of University Studies degree
- Track C2C inquiries in the C2C Dashboard (every communication with student, transcript status, admission status, etc.)- Over 1,800 total inquires
- Evaluate transcripts for prospective online students to figure out the best route for them
- Guide and counsel students through readmission process, getting account information reset, registering for the Online@State orientation, enrolling in classes, etc.
- Create an individual program of study for each University Studies C2C distance student
- Advised 20+ University Studies C2C students for fall 2017, 50+ students for spring 2018, and 65+ students for summer/fall 2018 and spring 2019, and 100+ for 2020/2021
- Revise and send series of three emails each semester to currently enrolled University Studies C2C students to check in with them, send reminders, etc.
- Remain in constant conversation via email/phone call/office appointment with all students

Mississippi State University – Center for Distance Education

Mississippi State, MS

August 2015 - Present

Instructor

- Teach one online section of IDS 4111 Professional Seminar each semester (total of 16 sections, approximately 25 students per section)

- Works with Career Center each semester to update and maintain capstone course for BSIS distance students to prepare them for entering the job market, obtaining a promotion, and/or applying to graduate school
- Develops and update course content each semester
- Trained two Distance Education coordinators to teach the course

Mississippi State University – Center for Distance Education

Mississippi State, MS

December 2012 - Present

Program Coordinator/Advisor – Bachelor of Science in Interdisciplinary Studies (BSIS)

- Coordinates the distance education program for the College of Arts and Sciences' Bachelor of Science in Interdisciplinary Studies (BSIS) degree program
- Tracks all prospective student inquiries through Slate
- Composed and revise ten-week BSIS Communication plan that prospective students receive through Slate
- Create and update BSIS module for Online@State Orientation course for all new distance education students
- Creates individual multi-disciplinary program of study for each Pre-Interdisciplinary Studies (PRIS) and BSIS distance student
- Sends "Touching Base" emails to all inactive PRIS and BSIS distance students prior to advising period each semester
- Advises over 300 students each semester
- Revises and send series of three emails each semester to currently enrolled PRIS/BSIS students to check in with them, send reminders, etc.
- Obtains departmental signature approval each semester from 14 departments for emphasis areas prior to BSIS Committee meeting
- Attends BSIS Committee meetings three times each year (once per semester)
- Attends Academic Advisors' Council meetings once a month
- Assists students with Academic Amnesty, Academic Forgiveness, course substitutions, SAP and VA forms, petition for readmission after suspension or dismissal, applying for a degree, registering for courses, and more
- Assists Athletics department in recruiting former MSU athletes to the BSIS program
- Communicates with distance faculty and departments about training workshops and educational opportunities available to them
- Collaborates with departments to develop new core courses and emphasis areas in support of the BSIS program
- Works with departments on correcting course capacity issues and course rotation schedules for distance BSIS students
- Familiarizes departments with UCCC approval process for distance course or distance program additions
- Develops BSIS website content and design ideas to create and update BSIS brochures
- Updates and maintain BSIS portal to track each student (emphasis areas, committee approval, etc.)

- Participates in market research projects for departments interested in offering online courses/programs
- Composes hand-written “thank you” letters each semester for BSIS graduates, thanking them and congratulating them on completing their degree
- Because of program growth, hired and trained a second BSIS advisor on day-to-day responsibilities

Mississippi State University Mississippi State, MS May 2012 – December 2012
MBA Intermittent Coordinator

- Addressed and responded to all information requests
- Assisted distance students with program inquiries and concerns regarding courses
- Prepared tuition invoices for students upon request
- Instructed distance students in an online orientation course
- Prepared financial closeouts for the College of Business each semester

Mississippi State University Mississippi State, MS October 2010 – May 2012
BSIS Graduate Assistant

- Conducted preliminary evaluations for prospective students
- Assisted distance education students with regard to courses and programs of study
- Assisted in advising distance education students each semester
- Prepared student program packets for BSIS committee approval
- Updated all distance students’ program of study in Crosswind database each semester

CONFERENCE PRESENTATIONS

- “Meaningful Advising: Providing Online Student Support from Start to Finish” at the United States Distance Learning Association National Conference in Nashville, TN, May 2019
- “The 5 P’s of Complete 2 Compete: Adult Degree Completion Program at Mississippi State University” at the National Academic Advising Association Region 4 Conference in Mobile, AL, March 2019
- “Tell Me about Yourself: How to Prepare your Interdisciplinary Studies Majors for the Job Market” at the Super 2018: University Professional and Continuing Education Mid-Atlantic and South Regional Conference in Washington, DC, October 2018

HIGHER EDUCATION ORGANIZATION AFFILIATIONS

- National Academic Advising Association (NACADA)
- University Professional and Continuing Education Association (UPCEA)
- United States Distance Learning Association (USDLA)
- Education Advisory Board (EAB)

- Mississippi State Academic Advisor's Council
- Bulldogs Online Leadership Team (BOLT) – Lead by Dr. Susan Seal

HONORS

- Nominated for the Irvin Atly Jeffcoat Excellence in Advising Award – 2018, 2019, 2020
- Bullywatch Acts of Awesomeness Award Recipient - 2018

SKILLS/CAPABILITIES

- Proficient in use of Microsoft Office, Word, Excel, and PowerPoint
- Experienced in use of Banner, Slate, MyCourses, Canvas, WebCT, etc.