

AHMAD SIMS I, M.S., MHRM, ED.D.

HIGHER EDUCATION LEADERSHIP PROFESSIONAL

- ◆ As a dedicated and knowledgeable professional with experience in higher education leadership, I seek to bring my abilities to increase the effectiveness of your organization. I bring a proven track record of success in academic and career advising, retention, persistence, degree completion, assessments, accreditation, curriculum development, course scheduling, admissions, enrollment management, adjunct professor and distance education duties.
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CORE COMPETENCIES

- ◆ Providing effective and strategic leadership, motivating and inspiring others to achieve high-level objectives.
 - ◆ Advising students, providing consultation, monitoring, and referral to facilitate success.
 - ◆ Sophisticated communication and collaboration skills with faculty, administration, and students to align goals.
 - ◆ Supporting diversity equity, and inclusion through programs, initiatives, and advocacy work.
 - ◆ Delivering instruction in conflict resolution, problem solving, and mediation.
 - ◆ Providing an ethos of care for students by promoting a student-centered approach.
 - ◆ Demonstrating data driven decision-making skills.
 - ◆ Managing and creating large budgets.
 - ◆ Working collaboratively with a wide variety of campus stakeholders as well as external stakeholders.
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EDUCATION

MHRM in Human Resource Management: Conferred on 4/04/2021
Northcentral University, Scottsdale, AZ, 9/2019-4/2021

GPA: 3.40

Ed.D. in Leadership Higher Education: Conferred on 5/6/2019
Dissertation: An Exploratory Case Study on the Impact of Intrusive Advising on Academic Probation Students
Attending an HBCU
Northcentral University, Scottsdale, AZ, 4/2016- 5/2019

GPA: 3.81

Coursework in Leadership and Management (30 graduate credits completed)
Palm Beach Atlantic University, West Palm Beach, FL, 5/2010 – 10/2015

GPA: 3.63

M.S. in Conflict Analysis and Resolution: Conferred on 8/31/2004
Graduate Certificate in Peace Studies: Conferred on 1/24/2004
Nova Southeastern University, Ft. Lauderdale, FL, 9/2001 – 8/2004

GPA: 3.62

B.A. in Political Science: Conferred on 5/4/2001
Florida Atlantic University, Boca Raton, FL, 9/1998 – 5/2001

CERTIFICATION

Certified Advanced Level Academic Coach
National Tutoring Association, 2016-2020

Certified Life Coach
IAP Career College, Conferred on July 2, 2021

Certificate of Completion
Appreciative Advising online course, January 2014
NACADA's e-Tutorial: Theory and Practice of
Advising, May 2016

PROFESSIONAL EXPERIENCE

CHRISTIAN BROTHERS UNIVERSITY-MEMPHIS, TN.

Dean of Student Success/Project Director for Starfish/Chief Retention Officer, 7/2021-current

- ◆ Supervise a team of 30 higher education professionals.
- ◆ Oversee the administration of CBU's First and Second Year Experience, Dreamers/undocumented Program, New Student Orientation, Peer Mentoring Program, Accessibility Services, Starfish Platform, Supplemental Instruction, STARS Program, Testing Center, Peer Tutoring Program, First- Generation Program, Men of Excellence Program, Learning Assistant Program, Lasallian College (STEM) Program, Student Emergency Fund, Academic Probation and Suspension students, and First-Year Academic Advising.
- ◆ Design the Comprehensive Advising Model as a direct impact on student success, retention, transfer, and degree completion.
- ◆ Register 84% of the freshmen population from spring 2022 to fall 2022.
- ◆ Primary department to help increase fall 2021-to-fall 2022 retention rates by 4% (67% to 71%).
- ◆ Increase retention rates of students with an ACT of 19 or less from 52% to 58%.
- ◆ Knowledgeable of best practices and theory in DEI such as microaggression, racism-evasive rhetoric, liberal white supremacy, intersectionality, and imposter syndrome.
- ◆ Foster inclusive excellence and equitable outcomes for all students, with an emphasis on improving retention, graduation, and time to degree completion.
- ◆ Help students to explore and eliminate barriers to academic success and on-time graduation.
- ◆ Develop DEI strategic plan, goals, and objectives (plan was sent to the President of CBU and Board of Trustees).
- ◆ Develop DEI programs to support students' sense of belong and community.
- ◆ In collaboration with the institution's Title IX Coordinator, assisted in the investigation of discrimination complaints involving students, faculty, and staff.
- ◆ Design strategies to address ongoing equity gaps among minority students.
- ◆ CRM led for Starfish and other student success and retention initiatives.
- ◆ Leverage predictive analytics through Starfish to enhance student success.
- ◆ Serve as the Chief Student Success Officer of retention and student success initiatives.
- ◆ Promote best practices in student success, retention, and graduation rates.
- ◆ Track retention rates of African-American and Latino (a) (x) students through our Men of Excellence and Latino Student Success programs.
- ◆ Participate in the collection and assessment of retention data and provide support for retention through engagement with the Vice President of Academics, School Deans, Program Directors, Department Chairs, and relevant university committees for CBU's retention programs.
- ◆ Use data informed tools to identify opportunities to enhance retention, persistence, and degree completion.
- ◆ Collaborate with the Director of Institutional Research and Effectiveness to obtain various data points.
- ◆ Leverage technology and predictive analytic modeling and tools to supplement data-informed strategies for programs and services.
- ◆ Eliminate attainment gaps for historically underserved and underrepresented student populations.
- ◆ Support student onboarding, registration, advising, and other administrative needs in collaboration with the Registrar's Office, Business Office, Admissions, and Financial Aid.
- ◆ Member of several institutional committees: President's Cabinet, Co-Chair Student Success Committee, Co-Chair Diversity and Inclusion Committee, Chair of the Grade Appeal Committee, Honors Council, Dean's Council, Data and Governance Committee, Admissions Review Committee, and Academic Council.

WESTERN KENTUCKY UNIVERSITY-BOWLING GREEN, KY.

Director of Academic Advising, 2/2020-7/2021

- ◆ Supervise and train 5 Senior Academic Advisors, 1 Senior Transfer Advisor, and 15 Academic Advisors.
- ◆ Develop programs to assist first and second-year students in identifying and declaring a major prior to earning 60 credit hours.
- ◆ Lead the advising department to increase first-year retention rates by 4.6% (86.3% to 90.9%).
- ◆ Track first and second-year students, examine major declaration, retention, and progress to graduation.
- ◆ Develop and coordinate programming focused on increasing student persistence.
- ◆ Collaborate with campus partners to ensure compliance of state performance metrics related to retention and graduation.
- ◆ Create programs that provide a holistic approach to supporting students at risk of not being retained.

- ◆ In consultation with deans, department heads, faculty, and other campus partners, develop a comprehensive advising program that focuses on best practices in student-centeredness.
- ◆ In consultation with Deans, Department Heads, faculty, and other campus partners, develop an advising strategic plan.
- ◆ Create targeted interventions and programs for students to persist to graduation.
- ◆ Serve as a part of the department's leadership team.
- ◆ Assist the assistant vice president of student success in the overall planning and management of the advising and career development center.
- ◆ Recruit new advising staff through the use of Interview Exchange.
- ◆ Provide and oversee advisor training for new faculty and staff.
- ◆ Design and conduct annual assessment of all advising programs and services.
- ◆ Implement DEI short and long-term goals in the office of Advising and Career Services.
- ◆ Partner with the DEI office to promote ongoing DEI initiatives and programming.

TENNESSEE STATE UNIVERSITY-NASHVILLE, TN.

Director of Advisement and Student Transitions/Administrative Faculty, 6/2018-1/2020

- ◆ Supervise 5 academic advisors, 1 coordinator of student success initiatives, and 1 administrative assistant.
- ◆ Oversee first-year and transfer students' orientation, mandatory freshmen advising, probation/suspension students advising, undeclared advising, Degree in 3, Mini-Semesters, and learning support.
- ◆ Improve four-year and six-year graduation rates by advancing advising, retention, completion, and student success initiatives.
- ◆ Design academic advising and retention activities and campaigns driven by data and grounded in national best practices in advising.
- ◆ Build alliances across academic affairs, student affairs, and various student services units.
- ◆ Responsible for developing and implementing a plan for evaluation, assessment, and ongoing improvement of campus-wide advising, retention, persistence, and completion.
- ◆ Train advisors and other student services professionals on EAB Navigate, E2E Advising, Advisor Trac, Degree Works, and Degree Planner.
- ◆ Analyze EAB reports on center productivity and effectiveness to provide written reports to Academic Affairs and Student Affairs.
- ◆ Identify funding sources and opportunities through the grant writing process.
- ◆ Develop proposals seeking funds for scaling up student success, advising, and retention initiatives.
- ◆ Develop an on-campus Advising Institute through offering webinars for faculty and success coaches on intrusive advising strategies, applying diversity language in advising, assessments, and changes in advising trends.
- ◆ Knowledge of enrollment management, retention and persistence strategies.
- ◆ Develop a five-year advising strategic plan for the Advisement Center.
- ◆ Develop an assessment strategic plan for the Advisement Center.
- ◆ Develop a collaborative strategic advising plan to encompass the following divisions: Academic Affairs, Enrollment Management and Student Success, and Student Affairs.
- ◆ Co-authored the institution's strategic retention plan.
- ◆ Develop the Comprehensive Advising Model (CAM) to provide a holistic approach to advising academically underprepared, minority, first-generation, and low-income students.
- ◆ Develop a diversity and inclusion plan for the Advisement Center.
- ◆ Member of the Diversity, Inclusion, and Engagement Commission of NACADA.
- ◆ Responsible for developing activities geared toward diversity and inclusion.
- ◆ Implement equity, diversity, and inclusion best practices in all programs and within the Advisement Center.
- ◆ Work collaboratively with other units to improve students' transition from high school to college.
- ◆ Collaborate with the Tennessee Board of Regents and Tennessee Higher Education Commission on national and state advising and retention trends.

LINCOLN UNIVERSITY-JEFFERSON CITY, MO.

Director of the Center for Academic Advising and Training/Administrative Faculty, 12/2015-5/2018

- ◆ Responsible for the overall vision, direction and leadership of the Center for Academic Advising and Training along with an Assistant Director, four Academic Advisors and an Administrative Assistant.
- ◆ Provide strategic direction for key initiatives and collaborative programmatic efforts with academic and student affairs.
- ◆ Design and implement a five-year strategic plan for the Center for Academic Advising and a Strategic Enrollment, Recruitment and Retention Plan.
- ◆ Knowledge of enrollment management, retention and persistence strategies.
- ◆ Work closely with the Vice President of Academic Affairs, Dean of Administration, and Provost to create initiatives for retention and student success.
- ◆ Increase retention rates of first-year students by 5% through various retention and persistence initiatives.
- ◆ Increase student's usage of the Advising Center by 14%.
- ◆ Design the Undergraduate Pathways to Student Success Program for at-risk students.
- ◆ Develop programs to foster transition and academic and social integration for high-risk, first-generation, academically underprepared, low-income and first-year students.
- ◆ Manage the Center for Academic Advising general fund budget and SAFRA grant monies.
- ◆ Project director over three Title III activities: Center for Academic Advising, Advising for Success and Mapworks.
- ◆ Work with Accounts Payable and Grant Accounting on adaptive planning and budget transfers.
- ◆ Collaborate in the preparation and submission of grant applications.
- ◆ Track and monitor expenditures within the Center for Academic Advising (strong budget management experience in the areas of general funds and grant monies).
- ◆ Actively serve as department liaison with faculty, Registrar's Office, Financial Aid, Student Accounts, Disability Services, Health Center, Admissions, Orientation, Student Conduct, Student Activities, Dean of Administration, College Deans and Department Heads, International Center and Honors College, Learning Communities, and Cooperative and Adult Services.
- ◆ Teach a section of GE 101 University (First-Year Seminar) and responsible for the curriculum, student learning outcomes and syllabus of GE 101.
- ◆ In collaboration with career services, develop, implement and assess career readiness workshops and seminars for first-year students.
- ◆ In collaboration with career services, develop a career engagement plan for first-year students.
- ◆ Create strategies to support academic and career advising integrated within first-year student's major.
- ◆ Knowledgeable of NACADA Core Values and CAS professional standards.
- ◆ Strong knowledge of student development, transition, self-efficacy and social capital theory.
- ◆ Responsible for university-wide advising training of faculty and professional staff.

PALM BEACH ATLANTIC UNIVERSITY — WEST PALM BEACH, FL

Coordinator of Academic Services, 8/2012 – 10/2015

- ◆ Advise adult students on primary programs such as Organizational Management, Psychology, Leadership, and Ministry (new, transfer, and re-admit).
- ◆ Advise adult students on graduate programs such as MBA, Counseling Psychology, and Religion.
- ◆ Provide prescriptive and proactive advising for new students in terms of a degree plan, course success plan and navigating the culture of the university.
- ◆ Active involvement in developing policies and procedures for advising and retention.
- ◆ Liaison to disability services; Develop accommodation manual for adult students.
- ◆ Provide intrusive advising for students on academic warning to facilitate positive results.
- ◆ Analyze data for the Dean of Leadership, staff, faculty, and various departments.
- ◆ Promote and oversee student services activities for fully online students to improve retention.
- ◆ Create academic success modules and assistance for students on academic probation/suspension.
- ◆ Monitor grades and academic progress for students on academic warning and probation.
- ◆ Oversee the School of Leadership early alert, referral and academic intervention program.
- ◆ Direct the registration workshop for new and current students.
- ◆ Develop academic schedules for all locations and coordinate new student courses and availability.
- ◆ Schedule and oversee adjunct faculty for credentialing procedure courses.
- ◆ Perform complex data analysis for course scheduling including class size, location, and faculty.
- ◆ Negotiate with full-time faculty regarding course offerings to plan semester schedules.
- ◆ Generate course descriptions, learning outcomes, and course objectives for new courses.
- ◆ Provide feedback to the Dean of Leadership for curriculum changes and maintain new course documentation.
- ◆ Assign online faculty to courses, conduct training for online faculty, and monitor completion.

Adjunct Professor, Conflict Resolution, Leadership and Management, 1/2009 – 10/2015

- ◆ Design and redesign courses including Conflict Coaching and Mediating Organizational Conflict.
- ◆ Teach courses in leadership, management, and conflict resolution according to best practices.
- ◆ Provide knowledgeable and engaging instruction for blended, online, and ground courses.

Professional Education Credits (PEC) Program Specialist, 8/2008 – 8/2012

- ◆ Manage the Professional Education program from matriculation to junior-year.
- ◆ Advise adult students on the PEC Application and process (prior learning credits).
- ◆ Evaluate application essays and follow up with students regarding application information.
- ◆ Apply knowledge of CAEL standards for college credit awards due to prior experience.
- ◆ Meet with the PEC Council to discuss, approve, or deny PEC Applications for college credits.

PROFESSIONAL AFFILIATIONS AND LEADERSHIP TRAINING

- ◆ National Academic Advising Association (NACADA): Best Practice Sub Committee Chair for the First-Generation Advising Community (2021-current), Task Force on Race and Ethnicity, Inclusion and Engagement Commission (2019-2021) and Chair of the Diversity, Equity, and Inclusion Education Advisory Board (2022-current)
- ◆ Council for Adult and Experiential Learning (CAEL) (2010-2016)
- ◆ Association for Nontraditional Students in Higher Education (2015-2018)
- ◆ Association for Orientation, Transition and Retention in Higher Education (2021-current)
- ◆ Missouri Department of Education Council on Transfer and Articulation (2016-2017)
- ◆ Student Affairs Administrators in Higher Education (NASPA) 2015-current
- ◆ Complete Tennessee Leadership Institute (2021-2022)
- ◆ American Association of Blacks in Higher Education (AABHE)-2023-current

PUBLICATIONS

Sims, A. (2013, March). Academic advising for the 21st century: Using principles of conflict resolution to promote student success and build relationships. *Academic Advising Today*, 36(1). Retrieved from <http://www.nacada.ksu.edu/Resources/Academic-Advising-Today/View-Articles/Academic-Advising-for-the-21st-Century-Using-Principles-of-Conflict-Resolution-to-Promote-Student-Success-and-Build-Relationships.aspx>

TECHNICAL PROFICIENCIES

- ◆ **Microsoft Office:** Word, PowerPoint, Excel, Outlook, Lync, and Publisher
- ◆ **Student Information Systems:** Banner 8 and 9, Jenzabar EX, and Colleague,
- ◆ **Learning Management Systems:** eCollege, Webct, Moodle, NCU One, Canvas, E-Learn, and Blackboard
- ◆ **Admissions System:** Slate
- ◆ **Retention Management Systems:** Pharos 360 (Waypoint) and Gradesfirst
- ◆ **Customer Relationship Management Systems:** Ellucian e-Advise, Starfish, and EAB Collaborative and Navigate
- ◆ **Catalog Management Systems:** Acalog ACMS
- ◆ **Accreditation Management Systems:** Compliance Assist
- ◆ **Reporting Systems:** Query Reporter, SAS (Analytics Software and Solutions), Info View, and Argos Reports
- ◆ **Talent/Hiring Management System:** Hirezon/Interview Exchange
- ◆ **Survey Management Systems:** IDEA Online, Qualtrics
- ◆ **Assessments:** MBTI, DiSC, Taskstream, Student Leadership Assessment, LASSI, PLSI, ACT Engage, MyMajors
- ◆ **Video Conferencing:** Microsoft Teams, ClassLive Pro, Adobe Presenter, Skype, Oovoo, WebEX, Zoom, and Go-to-Meeting
- ◆ **Orientation Systems:** Visualzen Orientation
- ◆ **Additional Systems:** Accu-Track, WebAdvisor, Banner Web, Advisor Trac, TopNet, InfoView, Goldmine, and Oasis