

## Professional Experience

### Baker College

Owosso, MI

Baker College is a regionally accredited, multi-campus college offering bachelor's, master's, and doctorate degrees. Baker is the largest independent, non-profit college in Michigan.

### Part-Time Professor

2022 - present

#### Responsibilities

- Teach online accounting courses
- Revise, review and/or develop curriculum as assigned
- Collect and submit assessments of student learning data
- Participate in appropriate system committees, subcommittees, projects, and activities

### Technical College of the Lowcountry

Beaufort, SC

The *Technical College of the Lowcountry* is a regionally accredited, rural, two-year, multi-campus community college serving students within Beaufort, Colleton, Hampton, and Jasper counties.

### Dean of Business and Industrial Technologies

2019 - 2021

#### Responsibilities

- Provided strategic vision and leadership for the Business and Industrial Technologies Division (Accounting, Avionics, Building Construction, Business, CAD, Computer Technology, Cosmetology, Criminal Justice, Cybersecurity, Early Childcare, Engineering, Entrepreneurship, HVAC, Logistics, Marketing, Management, Paralegal, and Pre-Police Academy)
- Advanced the institution's mission and goals while remaining focused on the success of faculty and students
- Collaborated with faculty to develop and enhance in-person and online curriculum and course offerings
- Partnered with faculty to enhance program design, delivery, and student success
- Recruited, selected, credentialed, mentored, supervised, and evaluated faculty and staff
- Managed and developed an annual division budget of \$2.4 million
- Conducted program and curriculum assessments, reviews, and revisions
- Partnered with the local school district to increase dual enrollment in the career and technical education division
- Supported leadership in the creation and successful deployment of college-wide and campus strategic initiatives such as guided pathways
- Evaluated program compliance and recommended continuance and discontinuance of programs
- Worked with internal departments such as Student Affairs, Foundation Office, Institutional Effectiveness, Marketing, Continuing Education, and Administrative Services to promote smooth transitions and foster student success
- Participated in strategic planning, facility planning, policy formulation, and budgetary decisions
- Developed and strengthened the pipeline from secondary to post-secondary education by increasing students' workforce readiness, degree and certificate completion

- Identified public relations and marketing strategies that promoted collaboration with community and industry partners
- Nurtured an atmosphere of appreciation and commitment to diversity, equity, parity, and inclusion
- Interacted with a wide variety of constituents outside of the College (e.g., parents, school districts, personnel from other higher education institutions or nonprofits, and service area constituents)
- Resolved conflict around academic honesty, grade appeals, and student complaints
- Ensured that division programs met the requirements of SACSCOC, American Bar Association, National Association for the Education of Young Children, National Centers of Academic Excellence in Cybersecurity, and licensing agencies

### **Selected Accomplishments**

- Programs in my division had the second-largest enrollment college-wide while accomplishing the highest retention, persistence, and graduation rates in the entire college. I had the only division which achieved a positive 3-year retention rate.
- Business programs had a 22% increase (3-years) in degrees conferred, and the division had a 17% persistence rate.
- Assisted in the development of pathways for business and industrial programs. Collaborated with faculty to develop the curriculum for an accounting degree, nail technician certificate, logistics and supply chain certificate, and cybersecurity degree.
- Served as the College's representative on the South Coast Cyber Center Advisory Board. The board is a collaboration of public and private partners, including the University of South Carolina Beaufort, Technical College of the Lowcountry, Beaufort Digital Corridor, and Beaufort County Economic Development Corporation, to establish academic centers of excellence in cyber defense and Cybersecurity.
- I served on a team of higher education leaders, local government, and economic development officials to obtain a \$1.3 million grant from the U.S. Defense Department. I serve as the institutional grant administrator.
- Treasurer and Board member for the South Carolina American Association of Women in Community Colleges (SCAAWCC).
- Member of the TCL COVID-19 Emergency Management Team, Deregistration Task Force, Curriculum Committee, and Title III Steering Committee, Member of the TCL Institutional Research Board.
- Worked extensively with faculty during the COVID pandemic to choose software and technology to seamlessly transition courses to an online platform.
- Fostered a relationship with the superintendent of Jasper County School District to coordinate dual enrollment opportunities in career and technical programs.
- Led the effort to obtain a designation as a Center of Academic Excellence in Cybersecurity (CAE) in Cyber Defense.

### **Cuyahoga Community College**

Metro Campus  
Cleveland, OH

*Cuyahoga Community College* is a multi-campus, comprehensive community college; 55,000 credit and noncredit students; a total budget of over \$260,000,000; 409 full-time faculty and 1110 adjunct faculty, 2012 additional employees; three collective bargaining unions; and services Cuyahoga County, which is the second-most populous county in the state of Ohio.

### **Associate Dean, Business, Math, Applied Technologies**

2018 – 2019

### **Responsibilities**

- Provided leadership and management for the Business, Math, and Applied Technologies Division consisting of over 100 faculty and staff employees
- Worked in coordination with college-wide counterparts to further student and program success

- Managed and develop an annual division budget of \$3.4 million
- Developed, reviewed, and evaluated academic plans, curriculum, programs, and course schedules
- Supported leadership in the creation and successful deployment of college-wide and campus strategic initiatives
- Recruited, selected, supervised, and evaluated faculty and staff
- Developed and strengthen the pipeline from secondary to post-secondary education to increase students' workforce readiness, degree, and certificate completion
- Responsible for identifying public relations and marketing strategies that promote collaboration with community and industry partners
- Partnered with faculty to enhance program design, delivery, and student success
- Conducted program and curriculum assessments, reviews, and revisions
- Collaborated with other academic area team members as part of the campus-based academic leadership team to keep programs relevant and current
- Ensured the communication of plans, activities, and expectations for faculty and staff at various levels of the department and within the division
- Resolved conflict about academic honesty, grade appeals, student complaints, and course substitutions
- Researched and developed relationships with community partners to provide experiential learning opportunities for students

### **Selected Accomplishments**

- Developed and implemented an Entrepreneurship Program in collaboration with the Cleveland Metropolitan School District and community partners, which provided fifty dual enrollment students with an experiential learning experience.
- Served on the Dean's Council, Dean's Development Committee, Campus Core Leadership Team, Success Council, Math Success Committee, and President's Council
- Served as a college-wide member and campus co-lead of the team tasked with implementing ALEKS course placement software to increase the number of students testing into college-level math as well as success rates for students in developmental math
- Led in the development and organization of the Annual Metro Campus "Math Mash-Up," a pre-finals event focused on connecting students and math faculty for food and games outside of class. The event also served as an opportunity to encourage fall registration and connect students with campus services such as tutoring, counseling, financial aid, math coaches, and other resources to promote student success.
- Managed the campus *First Day Solutions Inclusive Access Program* pilot for business courses, which provided students with access to course resources on the first day of class

### **Cengage**

Mason, OH

*Cengage* is an educational content and technology company serving higher education, K-12, professional, library, and workforce training markets worldwide. The company has employees in nearly 40 countries, with sales in approximately 165 countries and territories around the world

### **Subject Matter Expert, Accounting, and Tax**

2016 – 2018

- Authored content across different delivery methods (print and digital) and platforms
- Authored assessment, narrative, video, Alt Text, and any other material necessary for discipline/course creation
- Tagged existing and new content with appropriate metadata as discipline needs require
- Measured and evaluated disciplines content quality in a continuous improvement model capturing and analyzing metrics to provide insights and assess the impact
- Developed content review standards and authoring guidelines for assigned disciplines
- Provided quality control (QC) for external SMEs to retain the desired company standards

- Resolved discipline-specific content-related support issues

### **Digital Content Designer, Accounting and Tax**

- Served as a learning design expert for accounting and tax platform improvement and capabilities
- Generated content and new problem types for digital solutions
- Collaborate with product managers and technology stakeholders on digital learning products and design
- Work collaboratively with Product Managers and Content Developers to identify and help train external SME's for content creation
- Complete market research with students and faculty on needs for digital content and delivery
- Conduct internal and external training on our accounting and tax programs, and platforms
- Create custom digital accounting and tax content for key customer accounts

### **Selected Accomplishments**

- Conducted training and sales presentations via WebEx for college faculty, and textbook authors
- Attended and conducted company-sponsored presentations at national and regional accounting and tax conferences, such as Teachers of Accounting at Two-Year Colleges Conference, American Accounting Association, and American Taxation Association
- Prototyped, developed, and authored the new Excel Online problem type for use along with accounting and tax textbooks

### **Atlanta Technical College**

Atlanta, GA

*Atlanta Technical College* is an accredited institution of higher education and a unit of the Technical College System of Georgia, with an approximate enrollment of 4,000 students.

### **Department Chair of Accounting and Business Technology**

2008 - 2016

Courses Taught: Financial Accounting I, Financial Accounting II, Spreadsheet Applications, Computerized Accounting, Managerial Accounting, Payroll Accounting, Individual Tax Accounting, Business Tax Accounting, Personal Finance, Introduction to Governmental and Nonprofit Accounting, and Accounting Internship I

- Supervised ten faculty members and developed faculty teaching schedules
- Trained faculty on policies, procedures, curriculum, and technologies
- Demonstrated appropriate teaching techniques, testing, and grading processes for face-to-face, online, web-enhanced, and hybrid courses according to state standards
- Created and taught curriculum for in-class, hybrid, and online coursework while following state standards
- Prepared course syllabi, lesson plans, material, and tests for department courses
- Planned student recruitment, registration, advisement, retention, and job placement initiatives
- Developed and coordinated textbook selections and class schedules
- Served as a divisional trainer for the college-wide migration to a new LMS system
- Conducted annual program performance assessment, goals review, and outcomes measurements for two programs
- Managed and developed annual departmental budgets of \$135k
- Coordinated and supervised dual enrollment programs
- Exhibited a sensitivity to and understanding of the diverse academic, religious, socioeconomic, cultural, and ethnic backgrounds of community members, staff, and students
- Assisted in compilation and creation of documents and reports for SACSCOC accreditation
- Resolved student problems and complaints about two departments by using appropriate conflict resolution techniques

- Collaborated with senior management on special projects and reports as assigned by senior management

### **Department Chair of Accounting**

2013 – 2016

Courses Taught: Financial Accounting I, Financial Accounting II, Spreadsheet Applications, Computerized Accounting, Managerial Accounting, Payroll Accounting, Individual Tax Accounting, Business Tax Accounting, Personal Finance, Introduction to Governmental and Nonprofit Accounting, and Accounting Internship I

- Supervised one full-time and four part-time faculty members
- Trained faculty on policies, procedures, curriculum, and technologies
- Created and taught curriculum for in-class, hybrid, and online coursework following state standards
- Doubled enrollment in the accounting program by transitioning all classes to hybrid, weekend, and online options
- Demonstrated appropriate teaching techniques, testing and grading procedures for face-to-face, online, web-enhanced, and hybrid courses according to state standards
- Served as a divisional trainer for the system-wide transition from quarters to semesters and migration to new Learning Management System (LMS)
- Prepared course syllabi, lesson plans, material, and tests for department courses
- Purchased supplies, instructional software, and teaching aids within established budget limits
- Organized and facilitated student recruitment, registration, academic advisement, retention, and job placement for the accounting department
- Conducted annual program performance assessment, goals review, and outcomes measurements
- Oversaw and developed the annual departmental budget of \$60k
- Assisted in compilation and creation of documents and reports for SACSCOC accreditation
- Developed and coordinated textbook selections and class schedules, including full-time and adjunct faculty teaching assignments for the accounting departments
- Served on college-wide, divisional, and program committees, such as Institutional Accreditation (SACS) Committee, Divisional Peer Academic Review (PAR) Committee, College Recruitment Fair Committee - Chair, Technology and Facilities Quality Improvement Committee, Quality Enhancement Plan Committee

### **Selected Accomplishments**

- Participated in developing the institutional Quality Enhancement Plan (QEP), "Reading Oasis."
- Served as chair for semi-annual college-wide student recruitment fair committee
- At the request of senior administration, I served as a divisional peer reviewer for all department heads within the Business and Public Services Divisions before the upcoming accreditation visit.

### **Accounting Professor**

2008 – 2009

Courses Taught: Financial Accounting I, Financial Accounting II, Spreadsheet Applications, Computerized Accounting, Managerial Accounting, Payroll Accounting, Individual Tax Accounting, Business Tax Accounting, Capstone Review of Accounting Principles, Personal Finance, Legal Environment of Business, Introduction to Governmental and Nonprofit Accounting, and Accounting Internship I

- Lectured to accommodate different learning styles and levels using supplementary materials such as study guides, group activities, and instructor resource material
- Followed approved curriculum standards and course syllabi
- Properly maintained grade books and all additional institutional record-keeping requirements
- Advised and mentored accounting students
- Served on institutional, divisional, and program committees

# Shunda Ware

Seabrook, SC

## Education & Professional Development

University of Toledo – Toledo, Ohio

Ph.D. Candidate, Higher Education, Expected Graduation Spring 2023

The Carolyn Grubbs Williams Leadership Development Institute 2019

Luther Rice College and Seminary – Lithonia, Georgia

Master of Divinity

DeVry University – Atlanta, Georgia

Master of Business Administration, Accounting

Georgia State University – Atlanta, Georgia

Bachelor of Business Administration, Finance

## Recognition & Awards

- Excellence Award in Teaching and Leadership presented by the National Institute for Staff and Organizational Development (NISOD), 2012

## Academic Presentations

- Briley, V. L. & Ware, S. (2019, October). Addressing the graduation and completion rates of low-income students. *Confronting Poverty Among College Students*. Cleveland, OH.
- Howard, K., McCrary, C. & Ware, S. (2016, February). Transitioning to a four-year accounting program: Technical college curriculum and the 2 + 2. *Annual Georgia Association of Accounting Educators (GAAE) Meeting – Accounting Matters*. Oakwood, GA.

## Scholarship

- *Accounting for Governmental and Nonprofit Entities* reviewer for Reck, Lowensohn & Wilson (16<sup>th</sup> edition)
- *Accounting* reviewer for Warren, Reeve, and Duchac (24<sup>th</sup> & 25<sup>th</sup> editions)
- *Accounting Using Excel for Success* reviewer for Reeve, Warren and Duchac (1<sup>st</sup> & 2<sup>nd</sup> editions)
- *Cornerstones of Managerial Accounting* reviewer for Mowen, Hansen & Heitger (5<sup>th</sup> edition)
- *Corporate Financial Accounting* reviewer for Warren, Reeve, and Duchac (12<sup>th</sup> & 13<sup>th</sup> editions)
- *Financial Accounting Fundamentals* reviewer for Wild (5<sup>th</sup> edition)
- *Financial Accounting* reviewer for Warren, Reeve, and Duchac (12<sup>th</sup> & 13<sup>th</sup> editions)
- *Financial and Managerial Accounting* reviewer for Warren, Reeve, and Duchac (11<sup>th</sup> edition)
- *Focus on Personal Finance* reviewer for Kapoor, Dlabay & Hughes (3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> editions)
- *Fundamental Accounting Principles* reviewer for Wild, Shaw, and Chiappetta (21<sup>st</sup> & 22<sup>nd</sup> editions)
- *Fundamentals of Taxation* reviewer for Cruz, Deschamps, Niswander, Prendergast, Schisler, and Trone (8<sup>th</sup> edition)
- *Managerial Accounting* reviewer for Warren, Reeve, and Duchac (12<sup>th</sup> edition)
- *Payroll Accounting* reviewer for Bieg (2011, 2012, 2013, 2014 & 2015)
- *PFIN* reviewer for Gitman, Joehnk, and Billingsley (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> editions)
- *Principles of Accounting* reviewer for Wild, Shaw, and Chiappetta (21<sup>st</sup> & 22<sup>nd</sup> editions)

## Technology Skills

- Microsoft Office: Excel, Word PowerPoint, Access, Publisher, OneNote, and Outlook
- Educational and Instructional Technologies: Banner, DegreeWorks, Ellucian Colleague, Simple Syllabus, Navigate, Argos, Blackboard, Adobe Captivate, AngelLearning, D2L, Canvas, Skype, Camtasia, Screencast, WebEx, Adobe Pro, eCampus, Zoom, Qualtrics

**Professional Affiliations**

- South Carolina American Association for Women in Community Colleges (SCAAWCC), Treasurer & Board Member: 2021-2023
- American Association for Women in Community Colleges (AAWCC): 2021-present
- American Accounting Association (AAA): 2016-present
- American Association of Community Colleges (AACC): 2008-present
- American Educational Research Association (AERA): 2019-present
- National Coalition of Black American Affairs (NCBAA): 2019-present
- Teachers of Accounting at Two-Year Colleges (TACTYC): 2009-present
- South Carolina Technical Education Association (SCTEA): 2019-present
- National Initiative for Cybersecurity Education (NICE): 2020-present
- National Council on Black American Affairs (NCBAA): 2019-present