

CARLA J. SEE, MA, MS

West Virginia University
Department of Public Administration
PO Box 6322
Morgantown WV 26506-6322
304.293.7977
carla.see@mail.wvu.edu

PROFESSIONAL EXPERIENCE

West Virginia University, Morgantown, WV

Program Coordinator AP (Lead Enrollment Coach) Feb 2013 – July 2014.

Academic Innovations, WVU Online and Extended Campus Programs

Position eliminated due to budget cuts.

- Provide guidance to prospective students regarding admission and degree completion requirements, as well as guiding new admits through the enrollment process for WVU Online degree programs.
- Manage the Customer Education Center via supervision/evaluation of customer service representatives. Involves work plan development and identification of professional development needs/opportunities.
- Utilize Hobsons *Connect* to document and track communications, Hobsons *Apply Yourself* to query applications and manages communications for the Hobsons *Answer* product.
- Work in coordination with the Registrar's Office, Student Accounts, Financial Aid, and academic advising departments to offer consultation on class schedules, policies and practices related to online learners.
- Cultivates and maintains ongoing relationships with field recruiters, program recruiters and academic program coordinators to ensure accurate delivery of program information and to monitor admissions decisions.
- Experienced in using BANNER and Office 365.

Clinical Instructor and Director of Advanced Pharmacy Practice Experiences,

Jan 2001-June 2011 (formerly titled Director of Experiential & External Education).

School of Pharmacy, Department of Clinical Pharmacy

Position ended when credentials for position changed to Pharm.D.

- Coordinated the advanced pharmacy practice experiential year for 4th professional year students.
- Responsibilities included identification and evaluation of experiential sites and preceptors, counseling students on the experiential curriculum, assigning experiential rotations, providing student orientation programs, identification and coordination of preceptor training programs, and maintaining online

student and preceptor manuals.

- Administrative responsibilities for the Office of Experiential Learning included managing a commercial database (EMS and EValue) of student/preceptor/site information site affiliation agreements, adjunct faculty appointments.
- Taught in the professional pharmacy curriculum: professionalism and ethics in the practice site, job search strategies, effective community presentations, introduction to rural health, and health literacy.
- Experienced in managing/utilizing LiveText (a comprehensive, web-based learning assessment and accreditation management service).

Sr. Program Coordinator, 1998-2001. Promoted from Sr. Program Manager 1997.

WVU School of Medicine, Department of Medicine, General Internal Medicine

- Managed clinical research trials and educational research projects.
- Developed, implemented, and interpreted clinical and research protocols.
- Prepared IRB protocol statements, regulatory documents, and funding proposals. Managed clinical, research, and educational activities for the Preventive Cardiology Clinic.
- Responsibilities included coordinating patient flow of services, development of patient education and marketing materials, providing patient counseling/education.

Sr. Career Services Counselor, 1992-1997. Promoted from Career Counselor, 1988-1992.

Career Services Center, Division of Student Affairs

- Supervised the activities of the Career Resources Library including staff supervision and management of resources.
- Managed data base information via supervision of Student Information Systems Technician.
- Coordinated and evaluated employer recruitment programs for the College of Human Resources & Education and the School of Pharmacy.
- Provided individual career counseling to students and alumni in the areas of values clarification, interest and skill assessment, and job search strategies.
- Developed and conducted career information programs and seminars on job search skills, part-time/summer jobs, and the SIGI-PLUS computerized guidance system.

Developmental Advising Specialist, 1985-1987.

University Advising Center, Academic Affairs

- Coordinated and supervised academic advising of approximately 1200 students enrolled in the pre-business and economics curriculum.
- Designed method for tracking academic progress of students over a two-year period.
- Prepared reinstatement petitions for academic standards review.

- Supervised four graduate assistant advisers.

Admissions Counselor, 1983-1985.

Admissions and Records, Academic Affairs

- Traveled through West Virginia and surrounding states to counsel students, parents, and guidance counselors about admissions, financial aid, and student life programs.

Mineral County Board of Education, Keyser, WV

Substitute Teacher, 1980-1982 and May-June 1983.

ADDITIONAL WORK EXPERIENCE

Coldwater Creek, Morgantown WV

Second Assistant Manager, 2011-present.

- Storewide responsibilities included store opening and closing procedures, sales floor leadership, coaching associates on selling techniques and proper zone coverage. Coached, trained and motivated sales associates to provide outstanding customer experience through leading by example.
- In coordination with Store Management team to organized positive public relations, promotional activities and employee events.

EDUCATION

West Virginia University, Morgantown, WV

Successfully completed coursework and competency exams towards Ed.D in Technology Education

Emphasis in instructional design and adult learning

Certificate, Health Care Administration, WVU Department of Public Administration, May 1996

M.S. in Community Health Education May 1995

M.A. in Counseling and Guidance May 1983

B.S. in Secondary Education, May 1980, (Social Studies, 7-12)

TEACHING

Completed WVU Teaching Scholars Summer Institute, June 2005.

Pharmacy 746: IPPE 6 (2006-2011)

Topics: Orientation to APPE rotations (Professionalism & Ethics in the Practice Site, Portfolio Process, Evaluation of Preceptors/Sites/Students)

Pharmacy 712: PCL 2 (2006-2011)

Topics: Proper Use and Care of Nebulizers, Peak Flow Meters and Pulse Oximeters

Pharmacy 742: IPPE 5 (2006-2011)

Topics: Introduction to APPE Rotations, Selecting Rotation Preferences

Pharmacy 701: PCL 1 (2006-2011)

Group Facilitator: discussions on health literacy and patient counseling

Pharmacy 703: IPPE 1 (2006-2011)

Topics: Professionalism & Ethics in the Practice Site, CV and cover letter preparation, interviewing techniques, introduction to rural health

Pharmacy 720: Patient Health Education (2006-2011)

Topics: Health Literacy, Effective Community Presentations, Introduction to Rural Health

University 101 : First-year experience course focusing on academic components needed to achieve student success. (2011)

Developed and taught 2-credit elective course, Life Skills for the Pharm.D. Candidate (2004-2006)

Guest Lecturer, WVU Department of Public Administration, Health Care Administration Certificate Program (1996)

- Physiological Bases of Health and Disease
- Health Promotion and Health Seeking Behavior
- Organization and Management of a Nonprofit Health Association

Orientation 1, Orientation to University Life. Developed and taught orientation course for pre-business freshmen (1985-1987)

SELECTED PRESENTATIONS

Round Table Discussions

Innovative APPE Ambulatory Care Rotations

C See

2011 AACP Annual Meeting, San Antonio, TX, July 2011

Evaluating Pharm.D. Advanced pharmacy Practice Rotations

Round Table Discussions on Experiential Issues

C See

WVPA/WVSHP Joint Conference (Spring 2006)

Preceptor Development Programs

Providing Active Learning Experience in the Practice Site

G Baugh, D Bowyer, C See

WVPA (Sept 26, 2010)

Preceptor Pearls for Enhancing the Student Practice Experience

G Carbonara, C See, M Efaw, D Fox, T Hedrick

WVSHP (April 8, 2010)

*Defining Experiential Education at West Virginia University School of Pharmacy
Regional Preceptor Development Program*

G Carbonara and C See

Multiple WV locations (Oct –Nov 2009)

Teaching Students to be Compassionate Pharmacists

G Carbonara, C See, V Scott

WVPA/WVSHP Joint Conference (Sept 7, 2008)

The Role of Feedback and Evaluation in Experiential Education

C See

WVPA/WVSHP Joint Conference (October 23, 2005)

Introductory Preceptor Development

C See

(WVPA/WVSHP Joint Conference (May 1, 2004)

Advanced Practice Community Rotations

C See

WVPA/WVSHP Joint Conference (October 4, 2003)

Precepting Pharmacy Students

C See and M Cupp

Charleston & Morgantown WV (Sept – Nov 2001)

University and Community Personal Development Seminars

Conducted training and development seminars on job search techniques and personal development for university staff and community members (1990-1999)

- WVU Training & Development
 - Tools for a Winning Resume
 - Tools for a Wining Interview
 - Now Where? Setting Short and Long-term Goals
 - If Your Clothes Could Talk, What Would They Say About You
- Monongalia County Technical Education Center
 - Employability Skills Workshop

SELECTED PUBLICATIONS

Casdorph, DL & See, CJ (2005). Experiential education delivery and academia-practice partnerships: Administration of the experiential education program. Retrieved November 18, 2005 from American Association Colleges of Pharmacy, Successful Delivery and Academia-Practice Partnerships website:

http://www.aacp.org/Docs/MainNavigation/Resources/6720_05SuccessfulPracticesAcademia_Practice.pdf

Halperin AK, Elnicki DM, Palmer HC, See CJ, Nuss S, Kolar MM, Bell D. (1999). An Appalachian perspective on modifiable coronary heart disease risk factors: How well are we doing?" *Southern Medical Journal*, 92 (2), 174-189.

SELECTED ABSTRACTS/POSTERS

See CJ and Elswick B. Rising to the Challenge: Addressing Curricular Needs in Health Literacy and Cultural Competence. Poster presentation at 2011 AACP Annual Meeting, San Antonio TX, July 2011.

See CJ and Scharman, E. Development of a Remediation Process for Advanced Pharmacy Practice Experiences. Poster presentation at 2010 AACP Annual Meeting, Seattle WA, July 2010. *Am J Pharm Educ.* 2010;74 (5): p. 30.

Astle J, Besinque K, Copeland D, Kahaleh A, Kieser M, See C, Talluto B, Tyczkowski P. Building an Effective and Structured Process for a Preceptor Training Program. Presented at the annual meeting of the American Association of Colleges of Pharmacy, Boston, MA, July 18-22, 2009.

Kahaleh A, Talluto B, Astle J, Tyczkowski P, Copeland D, Keiser M, See C, & Besinque K. Developing a National Preceptor Development Program, presented as a poster at American Association of Colleges of Pharmacy (AACP) Annual Meeting, Orlando, FL, July 2007.

See, CJ, Congdon, HB, Ridgway, WC, Stamatakis, MK, and Jackson, J. Interdisciplinary Education in Rural West Virginia, presented as a poster at American Association of Colleges of Pharmacy (AACP) Annual Meeting, San Diego, CA, July 2006.

Boyle CJ, Carr-Lopez S, Kassam R., Kawahara NE, Kieser MA, See CJ. Characterization of Current Preceptor Development Programs, presented as a poster at American Association of Colleges of Pharmacy (AACP) Annual Meeting, Kansas City, MO, July 2002.

RESEARCH GRANTS

- Collagenex Pharmaceuticals, Inc. Doxycycline Study. Served as Study Coordinator. R Kovach and J Thomas, Investigators, \$80,098.00 (2000-2001)
- Novartis Pharmaceuticals Corporation: VALUE Study. Served as Study Coordinator. DM Elnicki, Principal Investigator, \$78,600.00 (1998-2001)
- Astra Pharmaceuticals: TROPHY Study. Served as Study Coordinator. DM Elnicki, Principal Investigator, \$33,000 (1999-2001)
- Evaluation of Cost and Health Impact of Wellness Programs for West Virginia State Employees. Served as Project Manager. S Magnetti, Principal Investigator; \$15,000 (2000-2001), \$26,000 (1999-2000)
- American Dietetic Association. Outcomes of Nutrition Services in Female Cardiac

- Patients. Conducted initial screening of study patients. D Krummel, Principal Investigator; \$24,000 (1998-1999)
- Novartis Pharmaceuticals Corporation: Lotrel Study. Served as Study Coordinator. DM Elnicki, Principal Investigator; \$12,000 (1997)

EDUCATIONAL GRANTS

WVU Department of Medicine, Preventive Cardiology Clinic

Served as Project Coordinator for the following educational grants:

- AstraZeneca LP Educational Grant. DM Elnicki, Principal Investigator, \$5,000.00 (2000).
- Bristol Myers Squibb Educational Grant. AK Halperin, Principal Investigator; \$5000.00 (1999), \$5000.00 (1998), \$5000.00 (1997)
- Merck Educational Grant. AK Halperin, Principal Investigator; \$1000.00 (1999), \$10,000.00 (1997)
- Pfizer Educational Grant. DM Elnicki, Principal Investigator; \$1000.00 (1999)
- Novartis Educational Grant. DM Elnicki and AK Halperin, Co-Investigators; \$7500.00 (1997)

Community-Based

- Planned Approach to Community Health (PATCH) of Monongalia County, 5 A Day and Osteoporosis Cooking Schools; grant writer and project manager. \$740.00 (1999). Funded by WV Bureau for Public Health and Nutrition and Chronic Disease Coalition.
- Planned Approach to Community Health (PATCH) of Monongalia County, administrative and operational expenses; co-grant writer. \$10,500.00 (1998) and \$8,500.00 (1997). Funded by United Way of Monongalia and Preston Counties.
- Planned Approach to Community Health (PATCH) of Monongalia County, Asthma Management in the Schools: Asthma education program for grades K-6; grant writer and project manager. \$4,300.00. (1996-1997). Funded by WV Bureau for Public Health, Division of Health Promotion.
- Monongalia County Tobacco Control Coalition, tobacco education and awareness programs; co-grant writer. \$10,000.00 (1994-1995). Funded by Americans Stop Smoking Intervention Study for Cancer Prevention (ASSIST).

PROFESSIONAL ORGANIZATIONS

American Association of Colleges of Pharmacy (2001-2011)

Pharmacy Practice Section

Professional Experience Programs Section

Strategic Planning Task Force (2009-2010)

Preceptor Development Committee (2006-2008)

Subcommittee, Workload Issues (2003-2004)

Preceptor Development Task Force (2001-2002)
West Virginia Pharmacists Association (2007-present)
State Health Education Council (SHEC) of WV (1996-2001)
Northern SHEC Chapter Representative to Board of Directors, 1998-2000
Conference Planning Committee, 1998-2000
West Virginia Student Personnel Association (1989-1997)
Secretary, Executive Committee, Conference Planning Committee
West Virginia College Placement Association (1987-1997)
Conference Planning Committee

SCHOOL OF PHARMACY AND UNIVERSITY COMMITTEES

School of Pharmacy

Admissions Committee (2001-2010)
Educational Outcomes Assessment Committee (2005-2011)
Programmatic Assessment Committee (2009-2011)
Experiential Learning Committee (2001-2011)
Co-Chair (2008-present), Chair (2001-2002)
Non-Traditional Pharm.D. Program Experiential Rotations Assessment Committee
(2002-2005)
Scholarship/Awards Committee (2002 - 2011)
Academic Standards Committee (2001-2003)
Community Pharmacy Focus Group, ex-officio member (2002-2003, 2009)
Institutional Pharmacy Focus Group, ex-officio member (2003, 2010)
Rural Health Education Partnership Program (RHEP)
Dean's Designee to the State Advisory Panel (2001-2011)
Schools Committee (2001-present), Chair (2006-2011)
Joint Outreach/Curriculum Committee (2001-2011)
Faculty Development Committee (2001-2011)
Strategic Planning Task Force (2005)
Task Force for Restructuring RHEP (2004)
Search Committees
Assistant Clinical Professor, Eastern Division (2007)
Director of IPPE (2006)
Department Chair, Clinical Pharmacy (2001-2004)
Rite Aid Shared-Faculty position (2002)

University

Student Rights and Responsibilities Committee, Faculty Senate appointed position
(2009-2011)
Advisor, Alpha Phi Omega National Service Fraternity, 1988-1993, 1996-1998
Recipient of Distinguished Service Key (DSK), 1993
Search Committees

Assistant Professor, School of Medicine, Community Health Promotion, 1994
Director, Center for Black Culture, 1990
Assistant Vice-President for Curriculum and Instruction, 1989
WVU Wellness Program Advisory Board, 1993-1994

COMMUNITY SERVICE

WV Bureau for Public Health, Healthy People 2010 Workgroups: Heart Disease &
Stroke and Educational & Community Based-Programs

Planned Approach to Community Health (PATCH) Council of Monongalia
County, 1993-2004; President, 1996 and 1997

American Lung Association, Volunteer and Smoking Cessation Facilitator, 1989-Present

American Heart Association Volunteer, 1998-2001

Monongalia County Tobacco Use Task Force (appointed position by Monongalia County
Board of Health), 1998-99