**CARLA J. SEE, MA, MS**

West Virginia University

Public Administration Program

Morgantown WV 26506‐6322

carla.see@mail.wvu.edu

**PROFESSIONAL EXPERIENCE**

 *West Virginia University, Morgantown, WV*

**Interim Program Director** (2023 – present). **Promoted from Program Coordinator NC** (2014 – 2023)

Department of Public Administration, John D. Rockefeller IV School of Policy and Politics, Eberly College of Arts & Sciences.

Master of Legal Studies Program and Master of Public Administration Program Coordination

* Develop, implement, and assess impact of MLS/MPA student recruitment strategies. Administer MLS student recruitment and admissions systems. Utilize TargetX to maintain communication with inquires, in-progress, and submitted applications.
* Coordinate with faculty from Public Administration, Social Work, and the College of Law to prepare day/time of semester course offerings for PA students.
* Track MPA and MLS student progress via Degree Works and internal spreadsheet to ensure students are “degree pursuant”.
* Manage and process course approvals, exceptions, graduation approvals and certifications for MLS and MPA students.
* Applies project management, communication and consultative skills to collaborate with faculty, course production teams, instructional designers, and media specialists to deliver preeminent/high quality digital and blended learning experiences for a global and residential community.
* Works with faculty to implement unified course format and packaging to provide students with seamless and user-friendly online learning as they take different courses.
* Coordinate fall and spring semester monthly professional development opportunities for MPA students as well as career development seminars throughout the fall/spring academic year.
* Develop and maintain MLS web pages and communication plans.
* Provide day to-day operations management of the MLS program’s online courses and LMS support for all faculty and students.
* Establish and maintain relationships with WVU Online, Information Technology Services, Graduate Admissions and other related University units.

Master of Public Administration Graduate Director

* Coordinate MPA admission activities, including responding to admission inquires, process applications, and interface with WVU Office of Graduate Admissions
* Develop and implement recruitment and marketing strategies for MPA Program Chair and MPA Admission Committee.
* Coordinate the work of the MPA Admissions Committee
* Assign all incoming MPA students to a faculty advisor.
* Maintain the MPA student handbook and revise as needed in accordance with Department governance structures.
* Develop and conduct new student orientation sessions and related MPA events.
* Collaborate with faculty and the Chair as needed in responding to student issues.
* Assist the Chair with graduate program course scheduling and staffing issues.
* Issue annual student good standing letters, certify graduates, and issue course exemptions in accordance with students plan of study.
* Implement the graduate curriculum and participate in curriculum review and
development in accordance with Department governance structures.
* Collect and coordinate NASPAA data reporting requirements.
* Collect and coordinate data reporting for WVU annual reports and BOG 5-year review.
* Coordinate MPA student learning assessment with MPA faculty
* Coordinate with MSW and JD programs to ensure complementary course delivery.
* Respond to College/University data/information requests related to MPA program.
* Review and allocate with Chair MPA tuition waiver requests and scholarship awards.
* Address student questions about enrollment and degree requirements

Master of Public Administration Program Internship Coordinator

* Develop, implement, and manage an academic credit-bearing internship program for an accredited Master of Public Administration degree. Responsibilities include administration, coordination, and evaluation of the internship program. Serve as instructor of record for PUBA 751: Public Service Internship in summer, fall, and spring semesters.
* Develop, update, and evaluate MPA Internship Handbook, syllabi and academic assignments related to PUBA 751 that are rigorous and appropriate for the experience, the discipline, and the credit hours required.
* Build strategic relationships with employers, faculty and alumni to establish and develop internship sites.
* Manage internship database, participation data, and generate assessment reports related to MPA Internship.

**Program Coordinator AP (Lead Enrollment Coach)** 2013 –2014. Academic Innovations, WVU Online and Extended Campus Programs. Position eliminated due to budget cuts.

* Provided 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.
* Managed the Customer Education Center via supervision/evaluation of customer service representatives. Involves work plan development and identification of professional development needs/opportunities.
* Utilized Hobsons *Connect* to document and track communications, Hobsons *Apply Yourself* to query applications and manages communications for the Hobsons *Answer* product.
* Worked 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.
* Cultivated and maintained ongoing relationships with field recruiters, program recruiters and academic program coordinators to ensure accurate delivery of program information and to monitor admissions decisions.

**Clinical Instructor and Director of Advanced Pharmacy Practice Experiences**, 2001‐ 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 of student/preceptor/site information site affiliation agreements, adjunct faculty appointments, and supervision of program specialist.
* 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.

**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.
* Responsibilities included coordinating patient flow of services, development of patient education and marketing materials, and 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. Supervised four graduate assistant advisors.
* Designed method for tracking academic progress of students over a two‐year period.
* Prepared reinstatement petitions for academic standards review.

**Admissions Counselor,** 1983‐1985.

Admissions and Records, Academic Affairs

*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**, 2011‐2013.

* + 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 organized positive public relations, promotional activities, and employee events.

# EDUCATION

West Virginia University, Morgantown, WV

Successfully completed coursework and competency exams towards E.D. in Technology Education, 2003

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

* 1. in Secondary Education, May 1980, (Social Studies, 7‐12)

# TEACHING

Completed WVU Teaching Scholars Summer Institute, June 2005.

PUBA 751: Public Service Internship (2015 – present, fall/spring/summer semesters)

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, & Pulse Oximeters

 Pharmacy 742: IPPE 5 (2006‐2011)

 Topics: Introduction to APPE Rotations and 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_05SuccessfulPracticesAca> demia\_Practice.pd

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)

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 (2007‐2011)

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 (2008‐2011), 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 (2001‐2011), 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,

 2017-2019)

Advisor, Alpha Phi Omega National Service Fraternity, 1988‐1993, 1996‐1998 Recipient of Distinguished Service Key (DSK), 1993

Wellness Program Advisory Board, 1993‐1994

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

# COMMUNITY SERVICE

Scott’s Run Settlement House, Morgantown WV, Board of Directors, 2015-2021, Board Secretary, 2017-2021.

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, 1989‐2001

American Heart Association Volunteer, 1998‐2001

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