

Name of nominee: Maggie Burkhead Date: 10/21/2022

Department/school: Counseling & Higher Education

E-mail address of nominee: mlburkhead@eiu.edu

Graduate course(s) to be taught: THESIS ONLY

Semester/term and year of approval: FALL 2022

Need for this assignment: DEPARTMENT NEED

Length of Appointment: ☐ 1 year term: ☐ 2 year term: ☒ 3 year term:

Profile of the candidate:

A. Current position (Include academic rank if applicable): Director Student Support Services

B. Education and professional experience:

Highest degree earned: M.S. Date awarded: 8/1990

Degree granting institution: Eastern Illinois University


Field of specialization: College Student Affairs

C. Evidence of other education, professional activity, and specialization in teaching area within the last three years (workshops, research, service, creative activity, etc.). **Please put in vita format and attach.**

D. List the graduate courses taught by the candidate during the last three years:

See resume attached.


Graduate Coordinator or Chair, Department Graduate Committee


Department Chair


Academic Dean


Dean, Graduate School

After form is completed, please print to obtain signatures.

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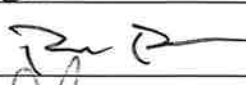
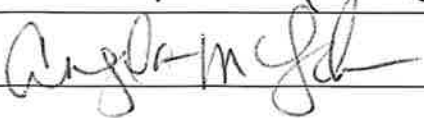
Tested Experience Exception Rubric

Potential Instructor: Maggie Burkhead

Date 10/21/2022

Tested Experience Exception Minimum Requirements	Expectation Met (✓)
At-least <u>five years of experience</u> in the profession or current employment in the field;	✓
Hold appropriate professional certifications and licenses (as appropriate to the field and if applicable); and	N/A
A baccalaureate degree (B.A., B.F.A., B.S., and so on) to teach undergraduate students or a graduate degree (M.A., M.S., M.Ed. or Ed.S.) with additional coursework in the field or discipline of instruction.....	✓
<p>If the minimum requirements are not met, please provide justification for why this candidate should be considered as an adjunct instructor.</p> <ul style="list-style-type: none"> • This is for serving on a thesis committee. • Maggie has served before and brings a wealth of knowledge to the students • Research process. 	

Signatures:

Date: 10/21/2022

Date: 10/21/22

Date: 10/24/22

If Needed:

VP of Academic Affairs

Date: _____

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MAGGIE L. BURKHEAD

1802 Ashby Drive Charleston, Illinois 61920 maggie.burkhead@gmail.com

Mobil Phone: (708) 372-2180

Work Phone: (217) 581-7949

HIGHLIGHTS OF QUALIFICATIONS

- Responsible for budget development and management, staffing, staff supervision, development of personnel job descriptions, and developing and implementing program policies and procedures. Change policy for program efficiency
- Extensive education/experience in Administration, Personnel Management, Career/Educational Counseling, Records Management and Organizational Planning of educational opportunity pre-college and college level programs
- Enhanced computer skills for use and development – of data collection – reporting functions – retrieval of data
- Ability to work well independently, or as a member of a team and collaborate with on and off campus communities
- Ability to interact in an effective and appropriate manner with diverse populations
- Possess a sensitivity and understanding of various academic, socioeconomic, and ethnic backgrounds of college students, faculty, and staff; Possess the ability to build mutually beneficial positive relationships
- Proven organizational ability: resourcefulness, foresight, and an understanding of people to motivate them towards higher achievements to include those who are considered at-risk
- Extensive experience in grant writing for U.S. Department of Education TRIO SSS Grant Proposals
- Extensive experience in preparing and making presentations to individuals and groups
- Extensive experience in domestic violence, academic, financial aid, financial literacy, and various personal counseling
- Extensive experience in conference and college tour development, implementation and program evaluation

PROFESSIONAL EXPERIENCE

Director STUDENT SUPPORT SERVICES (SSS), Eastern Illinois University (09/2005 - present)

- Responsible for planning, coordination and overall implementation of the Student Support Service academic programming.
- Ensure effective records management and delivery of services in accordance with university and federal regulations.
- Develop and implement academic support services including course selection, tutoring, and general counseling services (academic, personal, career, financial) to aid in increased retention and graduation rates of at-risk college students.
- Administer the TRIO SSS Professional (Faculty/Staff) Mentoring, Scholarship, and TRIO Ambassador Programs.
- Responsible for preparing EIU and U. S. Department of Education budgets, annual performance reports, and grants.
- Interview, train, and supervise professional and student staff. Supervise interns and counseling practicum students.
- Develop and implement workshops, graduate school visits and preparation, multicultural programming, educational, and leadership activities.
- Serve on various campus and TRIO program committees. Assist in program development for the Office of Minority Affairs.
- Work closely with the Offices of Admissions, Financial Aid, Career Services, Disability Services, Research and Sponsored Programs, Planning, Budget & Institutional Research, and ITS to advocate for students and obtain needed reports.

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Director UPWARD BOUND (UB), Family Centered Educational Agency (09/2002 - 09/2005)

- Directed the overall implementation of the Upward Bound Program.
- Directed and managed project activities and the budget.
- Supervised project staff and daily operations of the academic year and summer enrichment program.
- Recruited, interviewed and hired staff for both the academic year and the summer enrichment program.
- Coordinated career counseling, field trips, college tours/visits, tutorial, and outreach services.
- Developed and maintained partnerships with school administrators, counselors, teachers and participant's parents.
- Prepared annual and monthly reports.
- Supervised data collection and entry into database system.
- Facilitated staff meetings, staffing of participants and in-service trainings.

Assistant Director UPWARD BOUND (UB), Family Centered Educational Agency (10/1999 - 08/2002)

- Aided the Director in overall implementation of the Upward Bound Program including managing the project budget.
- Supervised project staff and daily operations of the academic year and summer enrichment program.
- Recruited, interviewed and selected participants for the project.
- Coordinated counseling, field trips, tutorial and outreach services. Organized instructional services provided to participants.
- Prepared and conducted interpersonal skills workshops.
- Facilitated staff meetings, staffing of participants and in-service trainings.
- Maintained contact with target area schools on program impact and participant performance to aid the Director with ongoing monitoring and achievement of program goals and objectives.
- Maintained contact and provided services to graduates of the program to insure successful postsecondary completion.

Assistant Director UPWARD BOUND (UB)/Science Awareness, Southern Illinois University Edwardsville (09/1998 - 09/1999)

- Managed the Upward Bound Program including recruitment of participants and the scheduling of participants and staff.
- Supervised program staff and daily programmatic operations of summer and academic year components.
- Assisted in the development and implementation of program activities including, but not limited to, the Annual Science Fair, Career Shadowing Component, Bridge Component, Parent Night, Awards Programs, Participant Orientation, workshops and field trips.
- Maintained contact with target area schools on program impact and participant performance, to facilitate and assist Director with ongoing monitoring of achievement of federal program goals and objectives.

Counselor EDUCATIONAL OPPORTUNITY CENTER (EOC), Higher Education Center of St. Louis (09/1992 - 09/1998)

- Managed an Educational Opportunity Center that delivered educational-vocational information, individual and group counseling to first-generation and low-income adults.
- Conducted follow-up bi-annually on all participants.
- Consulted with target community agencies, secondary and post-secondary schools, concerning the EOC Program.
- Compiled and maintained data required for the end-of-year report on the EOC Program for budget funding.
- Developed and presented career workshops on: career counseling, completion of college, financial aid and loan default.
- Attended departmental and other university, governmental, and community service agencies to promote EOC services.

Court Advocate/Senior Counselor WOMEN'S CRISIS CENTER (02/1991 - 09/1992)

- Counseled clients on basic needs, legal rights and options. Assisted clients in obtaining "Orders of Protection."
- Provided counseling information and education on domestic violence.
- Networked with law enforcement and other area community service agencies.

COMPUTER SKILLS

Microsoft Office Word, Publisher, Power Point, Access, Excel, Blumen, StudentAccess, Banner, Internet Literate

EDUCATION

Master of Science, Eastern Illinois University, Charleston, Illinois (August 1990)

Educational Guidance and Counseling, Option; Student Personnel in Higher Education (College Student Affairs)

Bachelor of Science, Eastern Illinois University, Charleston, Illinois (August 1986)

Home Economics, Option; Family Services (Family and Consumer Sciences)

TEACHING/TRAINING EXPERIENCE

Instructor, University Foundations (UF) EIU 1111, Eastern Illinois University 2022, 2021, 2018, 8/2006-12/2014

Co-teach a 2 credit hour course teaching first time freshmen skills to aid in their successful transition to college life.

Developed syllabus, provided timely feedback on assignments, and interacted with students in a respectful manner.

Served on UF Advisory Committee for 7 years. Assisted in the selection of textbooks and training new instructors.

Instructor, Upward Bound, Family Centered Educational Agency 6/2005-8/2005

Taught public speaking to high school students to build self-confidence, verbal and leadership skills to keep them motivated to graduate and successfully pursue postsecondary education.

Trainer, Mid-America Association of Educational Opportunity Program Personnel (MAEOPP) 11/2002-09/2004

Provided training to TRIO Seasoned Professionals and New Directors in the areas of program management, best practices, budget management, legislation and program regulations

COMMITTEE ACTIVITIES, INTEREST & LEADERSHIP

Member, Director of Career Services Search Committee, Eastern Illinois University Summer 2017

Chair, Illinois TRIO 2017 Student Leadership Conference, Hosted on the campus of Eastern Illinois University July 21-23, 2017

Committee Member, of Educational Opportunity Association (EOA, Formerly MAEOPP) Association Planning & Dev. 2015-2016

Co-Chair, of MAEOPP Legislation and Education Committee 2014-2015

Member, College Student Affairs Thesis Committee for one Master's Level Candidate 2013-2014

Member, National Association of Professional Women (NAPW) 2013

President, Illinois Association of Educational Opportunity Program Personnel 2012-2013

Co-Chair, of MAEOPP Nominations and Elections Committee and National TRIO Day Committee 2012-2013

President-Elect, Illinois Association of Educational Opportunity Program Personnel 2011-2012
Membership Chair, Illinois Association of Educational Opportunity Program Personnel 2011-2012
Board Member, Mid-America Association of Educational Opportunity Program Personnel 2011-2013
Co-Chair, National TRIO Day Central Illinois, Hosted on the campus of Eastern Illinois University Spring 2009, 2013
Chair, TRIO Student Support Services Search Committee, Eastern Illinois University Spring 2008
Member, University Foundations Advisory Committee, Eastern Illinois University 2007-2014
Advisor, Eastern Student Parent Association, Eastern Illinois University April 2011-present
Co-Advisor, Eastern Student Parent Association, Eastern Illinois University August 2010-March 2011
Advisor, NAACP College Chapter, Eastern Illinois University 2007-2013
Member, Minority Affairs Advisory, Eastern Illinois University 2006-present
Member, Black Student Reunion Committee, Eastern Illinois University 2006-present
Member, Office of Admissions Search Committee, Eastern Illinois University 2006 and 2012
Member, African American Heritage Month Committee, Eastern Illinois University 2006-07 and 2007-08
Member, New Student Programs (formerly Orientation) Advisory Committee, Eastern Illinois University 2005-2010
Chair, Fair Share, IL Association of Educational Opportunity Program Personnel 2008-09, 2007-08, 2007-06 & Co-Chair 2008-09
Chair, Professional Development, Illinois Association of Educational Opportunity Program Personnel 2001-02 and 2000-01
Secretary, Mid-America Association of Educational Opportunity Program Personnel 1999-00, 1998-99 and 1997-98
Member, Mid-America Association of Educational Opportunity Program Personnel - Regional Association 1992-present
Member, Illinois TRIO (formerly ILAEOPP), Chapter of Educational Opportunity Association EOA (formerly MAEOPP) 1998-present
Member, MO-KAN-NE (MKN) Chapter of Mid-America Association of Educational Opportunity Program Personnel 1992-1998
Chair, Higher Education Center Educational Opportunity Programs Counselor & Counselor Assistant Board 1995-96
Chair, Student Loan Task Force, St. Louis, Missouri 1994-95

PROFESSIONAL DEVELOPMENT

TRAININGS:

- Sexual Assault Counseling and Information Service (SACIS) 40 Hour Trained February 2016
- Safe Zone Training Part 1 - 2/2014 & Part 2 - 10/2014
- Professional Writing Skills - Writing With Clarity - 5/2011
- The Leading Edge Training 11/2010
- EIUUnity Diversity Conference 2009-2018
- Domestic Violence 40 Hour Trained 1991 and 2011

WEBINARS:

- "Advising" Dr. Tom Grites, Assistant provost of Academic Support, Stockton University and founding member of NACADA -11/2017
- "Latino Males In Higher Education" Excelencia In Education - 04/2016
- "Academic Advising and Social Justice: Privilege, Diversity, and Student Success" NACADA - 04/2015
- "State of the African-American Professional" - 02/2014
- 1st Generation Film - 08/2013
- "Advising Strategies for Students who are on Academic Probation, Facing Dismissal, or Seeking Reinstatement" NACADA - 04/2013
- "Removing Suicidal Students from Campus: Changes in Federal Policy" - 06/2012

SEMINARS:

- "It's a Struggle, It's a Journey, It's a Mountain that you Gotta Climb": Inclusive Excellence and the Strategic Embrace of Black Male Students and Faculty presented by Dr. Rachel Griffin - 10/2014
- "Race and Higher Education: Rethinking Pedagogy in Diverse College Classrooms"- 02/2014
- "Adaptive Learning" presented by the Office of Disability Services - 08/2013

CIVIC INVOLVEMENT

- HOPE of East Central Illinois "Bowls of HOPE" Fundraiser 2/2018, 4/2017
- SACIS "Walk A Mile In Her Shoes" Fundraiser 4/2016
- Choices Testing Task Force 2013-2014
- Bank of America Chicago Marathon 10/2013
- Habitat for Humanity 2010
- JumpStart 2 Give Community Service Projects 2009-present
- Care Package Program for Kids in College through DCFS 2006

SELECTED PRESENTATIONS

- Burkhead, M.L., Griesemer, L., Austin, H. *Unity Across The Races*. EIUnity Diversity Conference. Charleston, IL. February, 2017
- Burkhead, M.L., Ryan, S., Psy.D. *First-Generation Students: Where Do You Stand?* EIUnity Diversity Conference. Charleston, IL. February, 2016
- Burkhead, M.L. *Scholarships: Access To Cash*. Access Granted Weekend, Charleston, IL February, 2007-2016
- Burkhead, M.L. *Toxic Relationships*. TRIO Program Students. Charleston, IL 2006-Present
- Burkhead, M.L. *Show Me The Money*. TRIO and Gateway Program Students. Charleston, IL 2006-Present
- Burkhead, M.L. *Early Awareness, Planning and Preparation*. Family Centered Educational Agency. South Holland, IL 2004
- Burkhead, M.L. and Smith, R. *Involving Families and Communities In The Going To College Process*, COE Conference, San Diego, CA, September, 2002

HONORS AND AWARDS

- Past President Award, IL TRIO Professional Conference April 2017
- Sojourner Truth Award, NAACP Collegiate Chapter of Eastern Illinois University, Martin Luther King, Jr. Vigil, January 2017
- Lifetime Achievement Award, Black Graduate Student Association 2015
- Commitment to Students Award, TRIO Ambassadors April 2008

CERTIFICATES

- 40-Hour Training in Domestic Violence, 2012 & 1991
- 40-Hour Training in Sexual Assault Counselor/Advocate, 2016
- 8-Hour Course in Mental Health First Aid USA, 2019