Leslie M. Keffel, Ph.D.

WORK HISTORY

**TRIDENT UNIVERSITY INTERNATIONAL | Cypress, California**

**May 2015 to Present**

***Part Time Instructor – Business Administration*** Provide quality education to students ensuring successful completion of their degree programs.

**ASHFORD UNIVERSITY | San Diego, California**

**April 2015 to Present**

***Online Associate Faculty – Political Science*** Perform duties relating to online instruction including: posting faculty guidance and expectations, participating in classroom discussion boards, grading assignments, and promptly responding to student inquiries.

**NATIONAL AMERICAN UNIVERSITY | Colorado Springs, Colorado March 2016 to August 2016**

***Adjunct Instructor, Business*** Provide quality instruction to students through well prepared classes, relevant assignments, fair and holistic assessment of learning, clear documentation of student progress, and support of the academic success for at-risk students.

**JONES INTERNATIONAL UNIVERSITY | Denver, Colorado**

**April 2014 to December 2015**

***Adjunct and Subject Matter Expert***

***School of Business***

Facilitate online class instruction and evaluate student performance. Design and develop the necessary instructional materials for online courses for the School of Business.

**COLORADO TECHNICAL UNIVERSITY, SOUTHERN COLORADO | Colorado Springs, Colorado**

**June 1999 to February 2014**

***Director of Student Services and Campus Concierge Center (C3)*** Held position for approximately 2 years. Responsible for the effective coordination, delivery, evaluation, and refinement of student services and the Campus Concierge Center (C3). Ensured that all academic programs across the curriculum were in alignment with the outcomes for student success as identified in the school’s strategic plan. Developed guiding principles and a strategic plan for Student Services and the Campus Concierge Center (C3) that guaranteed they were in alignment with the outcomes for student success. Ensured the seamless delivery of support services for students through cooperative, collaborative, and timely efforts with administrators and faculty. Directly managed all staff assigned to Student Services and the Campus Concierge Center (C3); participated in the selection, training, and evaluation of personnel.

 Introduced student focused Study Skills Workshops in areas such as Academic Study Skills; Learning to Take Tests; Communicating with Instructors; Surviving and Thriving in an On-Line Class Environment.

 Designed an ‘Early Alert’ program to identify at risk students and provide them with the necessary assistance to get back on track.

 Launched program to promote the Master’s Advantage Program through word-of-mouth and electronic bulletin board campaigns.

***Director of General Education, Colorado Spring Early Colleges Partnership, and High School/Community College Outreach Program***

Held Position for 1 year and 7 months. Academic leader responsible for the overall development and academic integrity of all general education courses for 2 campuses and for those general education courses that supported both the Nursing and Surgical Technology programs. Supervised academic oversight of all Allied Health Medical Programs at the CTU-Pueblo campus. Served as CTU liaison and administrator for all programs associated with Colorado Springs Early Colleges. Primary point of contact for developing and expanding High School/Community College partnerships. Project Lead for gtPathways initiative. Additional duties included recruiting and supervising faculty members, promoting appropriate professional development for faculty, advising students, reviewing and assessing curriculum, developing and managing department goals and budget.

 Set the precedent for for-profit schools in the state of Colorado with first-ever submission of General Education classes for gtPathways. Gained approval for 2 classes opening the door for further submissions in 2013.

 Evaluated Colorado Springs Early Colleges academic credentials, along with the entire curriculum, to ensure compliance with CTU and Higher Learning Commission standards.

 Led the initiative and successfully completed an annual schedule. Created a 12-month rolling calendar template that continues to be refined and amended as enrollment and course requirements dictate.

 Essential member of accreditation team for Higher Learning Commission visit which successfully resulted in a renewal of 10-year accreditation.

***Acting Campus Dean Colorado Technical University, Southern Colorado***

Held position for 6 months. Administrator responsible for the direction and coordination of all aspects of academic delivery for all undergraduate/ graduate degree and certificate programs for General Education, Business/ Management, Criminal Justice/Public Administration, Homeland Security, Project Management, Engineering, Computer Science, and Information Systems/Technology serving approximately 2,500 undergraduate and graduate students at both the Colorado Springs and Pueblo campuses. Managed faculty loading, class scheduling, and textbook ordering. Supervised all full-time and adjunct faculty, program chairs, and academic advisors. Point of contact for all student issues including advising, transfer credit approval, and next level complaint resolution. Conducted faculty orientation, training, and mentoring as well as maintained an adjunct faculty pool. Responsible for faculty hiring/disciplinary actions. Developed and implemented assessment activities and monitored assessment of courses and programs. Responsible for budgeting process to ensure all departments operated within budget constraints.

 Guided the agenda preparation and completed all behind-the-scenes prep work with the Nursing and Surgery Technology program chairs at our Colorado Springs/Pueblo campuses thus ensuring a successful Higher Learning Commission visit.

 Actively engaged in seeking out corporate partnerships substantiated by our on-sight undergraduate and graduate programs at Honeywell and Progressive Insurance corporations.

***Dean College of Business and Management; College of Criminal Justice and Public Administration*** Held position for approximately 5 years. Dean of two Departments at two Campuses with projected annual revenue of $7.8 million dollars. Administered all aspects of academic delivery for over 20 undergraduate and 15 graduate degree programs that included General Education, Business and Management, and Criminal Justice and Public Administration curriculum as well as more than 30 undergraduate and 20 graduate certificate programs in both traditional and non-traditional business and management arenas, sic: traditional MBAs as well MSMs in Technology Management and IT/Project Management. These programs served over 900 undergraduate and graduate students at both the Colorado Springs and Pueblo campuses. Developed budget for department and managed all departmental fiscal affairs. Directed the day-to-day operations: scheduling of students,

oversight of the academic advising and college counseling programs; monitoring of student academic progress. Served as point of contact for student and faculty complaint resolution. Taught undergraduate, graduate, and post-graduate classes in on-ground, online, and blended formats.

 Key advisor in the development of new executive format MBA for Institute of Advanced Studies providing critical expertise needed to successfully launch the program.

 Effectively managed full time faculty, receiving a near perfect overall rating of 9.62 out of 10 on Appraise the Appraiser Survey.

 Team Lead in a Higher Learning Commission accreditation visit which successfully resulted in a 10-year accreditation.

 Winter and Spring 2007 Student Satisfaction Surveys clearly demonstrated not only Management students’ satisfaction with the Department, but also its positive impact on their learning experience at CTU.

***Professor of Management / Academic Advisor***

***Department of Management***

Held position for 5 years and 6 months. Educator in an adult-learning environment teaching at the undergraduate, graduate, and post-graduate level. Served dual role as Department Management’s Academic Advisor guiding undergraduate and graduate students on educational and career-related options and assisting in the planning of their academic schedules to target future career goals.

 Revived BAMD 405 *(Human Factors Analysis)* when course was in danger of being eliminated by incorporating real world system design applications into classroom instruction. Enrollments increased by 50%.

EDUCATION

Ph.D. University of Denver, Josef Korbel School of International Studies. 1993

Area of Study: International Studies (Comparative Politics / Policy Analysis)

M.A. Webster University, St. Louis, Missouri, 1979

Area of Study: Business Management / Public Administration

B.S. Southern Illinois University, 1978

Area of Study: Occupational Education

PAPERS AND PUBLICATIONS

 **“**The Defense Life Cycle Management System as A Working Model for Academic Application.” The Journal of Business Education, June 2011. Co-author with Philip E. Burian and Francis R. Skip Maffei III.

 **“**The Defense Life Cycle Management System as A Working Model for Academic Application.” 2011 New Orleans International Business & Economics Conference. Co-author with Philip E. Burian and Francis R. Skip Maffei III.

 “Where Does the Rubber Meet the Road? A Multidisciplinary Approach to Teaching Ergonomics.” Proceedings of the 10th International Conference on Industry, Engineering, & Management Systems; Orlando, Florida; March 2004.

 “Modeling Organizational Adaptation: An Empirical Assessment of the Utility of a Theoretical Model Concerning the Relation of Strategic Choice and Environmental Determinism in the Organizational Adaptation Process.” UMI Dissertation Services, 1994.

PRESENTATIONS

 Business Through Education in Germany. Presented to the International Group of the Colorado Springs Chamber of Commerce, August 2009.

 Keynote Speaker, Chamber of Commerce and Industry South Thuringia, Suhl, Germany, June 2009.

 Where Does the Rubber Meet the Road? A Multidisciplinary Approach to Teaching Ergonomics. Paper presented at the 10th International Conference on Industry, Engineering, and Management Systems, Orlando, Florida, March 2004.

RECOGNITION

 Outstanding Faculty Service, Jones International University, 2015

 Customer Service Award, Colorado Technical University, 2011

 Colorado Technical University-Colorado Springs Campus Award Winner, Commitment to Excellence Conference, Career Education Corporation (CEC), 2010

 Educator of the Year, Department of Management, Colorado Technical University, 2005

 Air Force Institute of Technology Civilian Education Program Scholarship to attend the Josef Korbel School of International Studies, University of Denver, 1987-1990

CONTINUING EDUCATION

 Collaborative Institutional Training Initiative (CITI), Human Research Curriculum, University of Miami, 2014

 Appreciative Advisors Course Certification, University of South Carolina, College of Education, 2013

 Performance Coach Program, Career Education Corporation, 2013

 Professional Learning Model™ Certification, Colorado Technical University, 2004

 Online Instructor Certification, Colorado Technical University, 2003

 Faculty Certification Program, Colorado Technical University, 2001-2002

SYSTEMS KNOWLEDGE

 Experienced in the following online teaching platforms: MyCampus, Blackboard, Breeze, Moodle, JESS (proprietary platform), Pearson learning platform, Desire2Learn (D2L)

 Experienced the following management software: Peoplesoft

SERVICE ACTIVITIES

**Benedictine University, September 2015**

 Department Level Dissertation Committee, School of Education

Topic: *GI Jane Goes Back to School: A Phenomenological Study of Female Veteran Students Enrolled in a Community College utilizing their GI Bill Benefit*

**Jones International University, September 2014 to December 2015**

 University Level Chair, JIU Graduate Council

 Department Level Dissertation Committees, School of Business

Topic: *Evaluating the Cyber Security Capabilities of Senior Managers Employed by Companies Located in the United States*

Topic: *A Phenomenology Study on the Relationship Between Assessment Tools in Nonprofit After-School Programs and Leadership*

**Intellitec College, 2010 to 2014**

 University Level General Education Advisory Board

**Colorado Springs World Affairs Council**, **2009 to 2012**

 Community Board Member

**Colorado Technical University, December 2004 to February 2014**

 University Level Higher Education Team, Colorado Springs Regional Business Alliance

Strategic Directions Committee

Operations Committee

Faculty Development Committee

General Education Committee, Center for Curriculum Design and Development

Retention Committee

Academic Affairs Committee

Leadership Team Committee

Faculty and Staff Development Committee

Assessment Workshop

NPS Summit

IAS Open House

Academic Administrator, Advisory Board for Surgical Technology, CTU-Pueblo

Department Level Curriculum Committee

NCA Self Study Coordinator for Management Programs

Academic Honesty Committee Dissertation Committees

RELEVANT TEACHING AND COURSE DEVELOPMENT

**Ashford University July 2015 to Present**

***Undergraduate Level***

 Introduction to Politics Online Instructor

 Comparative Politics Online Instructor

 Introduction to International Relations Online Instructor (Summer Term)

**Trident University International June 2015 to Present**

***Undergraduate Level***

 Leadership Training and Development Online Instructor

 Principles of Management online instructor

 Organizational Development and Change Online Instructor

 International Business Online Instructor

 Customer Service Management Online Instructor

 Power, Influence, and Persuasion Online Instructor

 Capstone: Integrative Project Online Instructor

 Leadership and Change Online Instructor

 Decision-Making for Leaders Online Instructor

 Capstone in Management Online Instructor

 Negotiation Pricing and Conflict Resolution Online Instructor

 Entrepreneurship Online Instructor

 Strategic Management Online Instructor

 **National American University March 2016 to August 2016**

***Undergraduate Level***

 International Management Ground Instructor

 Operations Management Ground Instructor

**Jones International University April 2014 to December 2015**

***Undergraduate Level***

 Introduction to Management Online Instructor

 Contemporary US History – 1945 to present Online Instructor

 History of Business Online Instructor

 Workplace Management Online Instructor

 Modern Business Trends Online Course Developer, Instructor

 New Student Orientation Online Course Developer

 Introduction to Business Online Course Developer

***Graduate Level***

 Leading from a Global Perspective Online Instructor, Course Developer

 Leading the Customer Driven Organization Online Instructor

 Leading with Integrity Online Instructor

**Colorado Technical University January 1999 to March 2010**

***Undergraduate Level***

 Managing Diversity Ground, Online Instructor

 Managing Organizational Change Ground, Online Instructor

 Ethics Ground Instructor

 Human Resources Management Ground Instructor

 Quality Assurance Ground Instructor

 Project Management Ground Instructor

 World Culture and Values Ground Instructor

 The Environment, Ethics and the Law Ground Instructor

 Systems Theory Ground Course Director/Developer, Instructor

 Western Civilization and Culture Ground Course Director/Developer, Instructor

 Introduction to Logistics Ground Course Director/Developer, Instructor

 Global History Since 1500 Ground, Blended Course Director/Developer, Instructor

 Human Factors Analysis Ground, Blended Course Director/Developer, Instructor

 U.S. History Ground, Blended Course Director/Developer, Instructor

 Organizational Behavior Ground Course Director/Developer, Instructor

***Graduate Level***

 International Business and Legal Environment Ground Instructor

 Advanced Research and Study Ground, Online Course Director/Developer, Instructor

 MNC’s and Global Strategy Ground Course Director/Developer, Instructor

 The Renaissance Leader Ground Course Director/Developer, Instructor

***Doctorate Level***

 International Management Ground Course Director/Developer, Instructor