

# Ann E. Dulany

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## **EDUCATION**

- 2008            Master of Science in Educational Administration, Educational Staff Personnel Administrator concentration, Franciscan University of Steubenville
- Research project: "University Foundations: Is It The Key To Building Academic Success?"
- 1997            Bachelor of Arts, Social Work, *cum laude*, Franciscan University of Steubenville
- Received Social Work Department Award

## **PROFESSIONAL EXPERIENCE**

- 2012-present    Director of Advising and Academic Operations, Franciscan University of Steubenville.
- Advise incoming and graduating students in relation to exploration of major, application of transfer credits, course selection, and degree completion.
  - Uphold academic standards as determined by faculty and implement related policies and procedures. Evaluate and approve requests for exceptions to academic policy and degree requirements.
  - Publish university catalogs containing academic requirements and prepare curriculum proposals for faculty review and contribute recommendations.
  - Propose academic calendar for board approval.
  - Review and approve study abroad opportunities for individual students.
  - Assist in the coordination of Austrian program curriculum planning.
  - Co-chair Student Success Council and provide resources for students who are struggling academically including mentoring and referrals.
  - Supervise faculty secretaries, Coordinator of Non-traditional Instruction and Director of Student Academic Support Services.
  - Oversee commencement activities and graduation committee.
  - Orient new faculty to Franciscan University of Steubenville.
  - Host academic advising during orientation and new student events.
  - Participate in committee work including Curriculum Committee, Core Committee, Academic Review Board, Academic Awards Board, New Faculty Committee, Academic Operations, Graduate Operations, Graduation Committee, Orientation Committee, Jenzabar Module Managers Committee, and Employee Appreciation Day Committee

- Program codes and maintain the academic advising portal.

2000-present Associate Registrar, Franciscan University of Steubenville. Promoted from Assistant Registrar in 2008.

- Advise incoming and graduating students in relation to application of transfer credits, course selection, and degree completion. Meet with parents as permitted by FERPA guidelines to assist in problem solving.
- Perform degree audits of graduates. Familiar with the intricacies of degree requirements and major program guidelines set forth in the University Catalog.
- Supervise two full time support staff, establish performance management goals and complete quarterly performance reviews. Manage staff work load and provide training as needed.
- Hire, train, supervise and evaluate 10-12 student workers. Propose budget adjustments as needed.
- Work with faculty advisors and graduation applicants to receive proper documentation of waivers, substitutions, etc... (Academic Counsel and Recommendation Forms).
- Coordinate midterm and final grade process. Train faculty and provide access to online grade entry. Monitor outstanding grades such as incompletes and grades from non-traditional courses.
- Generate graduation and enrollment reports. Respond to interdepartmental report requests.
- Host graduation fairs. Advertise, prepare mailings, and arrange for interdepartmental representatives and vendors to provide an event that honors our graduating students.
- Prepare for new student registration during fall and spring orientations and University Day events. Pre-schedule new students and ensure online access to MyFranciscan for course changes.
- Reduced the amount of time it takes to secure an accurate enrollment count from 3 or more weeks to 3-5 days by developing an online check-in process.
- Maintain student records according to FERPA guidelines and best practices. Ensure accuracy of files and electronic data.
- Participate in faculty orientation training to discuss FERPA and use of online portal for grading, advising and access to student information.
- Prepare schedule of classes. Monitor section master data to ensure accurate information including registration controls (i.e. pre-requisite settings).
- Facilitate registration in accordance with academic calendar and policies set forth in University Catalog.
- Developed logic that transfers data from admissions (AD) to registration (RD).
- Created a flexible method for tracking distance learning registrations prior to course completion that allows for accurate enrollment reporting to the National Student Loan Clearinghouse.
- Implemented online registration. Created coding that defines when students may register and which courses they are eligible to take.
- Contributed to the migration of our student database from CMDS and the DOS based AS400 to Jenzabar's EX platform.

2000 Interim Director of International Students, Franciscan University of Steubenville.

1997-2000 Residence Director, Franciscan University of Steubenville, Austrian Program.

### **PRESENTATIONS**

2012 Jenzabar Annual Conference: Maximizing Degree Audit

2011 OACRAO Annual Conference: "Bean Counting: Who's Here? Working with Enrollment Management"

2010 OACRAO Annual Conference: "SIS Conversions and Upgrades"

2010 St. Paul Annual Women's Retreat: "Change Through Spiritual Eyes"

2010 Student Life: "FERPA for RDs"

2009 Enrollment Services Computer Training Series: Microsoft Publisher, Office 2003, 'Understanding Computer Systems', Groupwise, and Internet Navigation

2009 Enrollment Services: "FERPA: An Update"

2007 Student Life: "FERPA: What's Up With That?"

2004 Enrollment Services: Noel Levitz' Connections Customer Service Training

### **PROFESSIONAL MEMBERSHIPS AND COMMITTEES**

National Association of Academic Advisors (NACADA)

Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO):

Scholarship Committee, Chair

Programming Committee

2009 Local Arrangements Committee

### **PROFESSIONAL DEVELOPMENT**

- NACADA Annual Conference (two years)
- FERPA Basics Training
- Jenzabar Training: Fundamentals of Registration, Fundamentals of Advising, Basic and Intermediate Infomaker, Fundamentals of Notepad/Communication Management.
- Veteran's Affairs: Certifying School Information Workshop, VA Once, Certifying Official Workshop
- OACRAO Annual Conference (ten years)
- Jenzabar Annual Meeting (five years)
- Connections 'Train the Trainer' workshop
- Adobe Acrobat 9.0 Level 1 & 2
- Ad Astra 7.3

### **VOLUNTEER WORK**

A Caring Place, Child Advocacy Center, Board member and secretary (2008-present)

- Assist with various awareness and fundraising initiatives, established and maintain organization's website

Warriors of the Word Household, Advisor (2004-present)

- Mentor household coordinator to foster leadership development and effective conflict management.

Coordinator of Spirit and Truth (2008-2012)

- Host a monthly Eucharistic adoration and social gathering for young adults

Eucharistic Minister, St. Paul Center, Weirton, WV (2003-2010)

**STATEMENT OF WILLINGNESS TO SUPPORT  
FRANCISCAN UNIVERSITY OF STEUBENVILLE'S MISSION**

Franciscan University of Steubenville attracted me first as a student and then as an employee precisely because of its mission. Having been raised with a public education, my initial discovery of Franciscan ignited my passion for a Catholic education. I was amazed to find peers who shared my enthusiasm for our Catholic faith. It has been a privilege and a blessing to remain at Franciscan after completing my degree. I am committed to the mission of Franciscan University.

My work has allowed me to actively partake in the mission of the University by the manner in which I interact with faculty, staff, students and parents. I strive to maintain integrity, kindness and respect. Unfortunately I often have the responsibility of giving bad news to students who are ineligible to graduate, but I use these moments as opportunities to impart compassion while advising students how best to complete their degree. It is not unusual for my work with faculty and staff to encounter some conflict. In the spirit of St. Francis, I believe in navigating conflict in a manner that is productive without being offensive. I try to conduct my work in a manner that is pleasing to the Lord and loving to those He has placed in my path.

I recognize the unique opportunity that I have to live out my faith here at Franciscan. It is a privilege to frequently attend daily mass. It is a privilege to know many of the Franciscan Friars who shape our University culture. It is a privilege to work with our faculty, staff and students. Christ is present in this place. I would like to continue contributing to Franciscan University of Steubenville's mission.