

CHERYL K. MILLER

1845 Fairmount
Wichita, KS 67260-0005
316/978-3579 (W)
cheryl.miller@wichita.edu

PROFESSIONAL EXPERIENCE

Wichita State University, Wichita, KS, 1994-present

Senior Assistant Dean for Academic and Staff Operations, Fairmount College of Liberal Arts and Sciences, 2018-present

- Serve as a key advisor to the dean on matters pertaining to the functioning, mission and vision of the college.
- Serve as point of contact for faculty and staff concerns and staff personnel issues
- Identify developmental and training needs of college staff.
- Create and disseminate college public relations, electronic media and strategic communication materials.
- Strategize effective staff organization within the college and department units.
- Act as primary coordinator for commencement, governance elections, tenure and promotion, public events and initiatives.
- Supervise administrative specialist.
- Support 2+2 articulation agreements, and similar arrangements.

Senior Assistant Dean for College Outreach, Fairmount College of Liberal Arts and Sciences, 2009-2018 (*This time frame includes two other titles: Assistant Dean for College Outreach and Assistant to the Dean for College Outreach*)

- Manage college media relations, including college newsletter and website.
- Coordinate commencement activities.
- Coordinate major events such as faculty award ceremonies and Constitution Day.
- Organize tenure and promotion process, committee elections and governance activities.
- Execute Concurrent Enrollment Partnership program with area high schools (2002-2014).
- Supervise concurrent enrollment coordinator (2015-2018).
- Teach COMM 301, *Writing for the Mass Audience*, and Comm 502, *Public Information Writing* (one semester), 2015-2018.
- Teach LASI 101, *Introduction to the University*, 1994-2014.
- Assist dean in hiring and evaluation activities.
- Recruit, interview, select, train and evaluate student assistant.

Coordinator of College Outreach Services, Fairmount College of Liberal Arts and Sciences, 1998-2002

- Coordinate Concurrent Enrollment Partnership program with area high schools (1999-2002).
- Coordinate Freshman Connection program.
- Teach two sections of LASI 101, *Introduction to the University*.
- Serve as liaison with Wichita Area Technical College.
- Coordinate general advising visits to local business and industry sites.
- Serve as the Servicemembers Opportunity Colleges contact.
- Provide academic advising for 114 undeclared students.

Coordinator of Orientation, University College, 1994-1998

- Coordinate orientation programs for various new student populations.
- Recruit, select, train, supervise and evaluate student orientation staff.
- Develop training materials, brochures and handbooks.
- Provide academic advising for 85 undeclared students.
- Administer a budget of approximately \$69,000.
- Teach UC 101, *Introduction to the University*.

Rockford College, Rockford, IL, 1990-1994***Director of Enrollment: Research and Retention, 1993-1994***

- Coordinate and conduct research on admission, enrollment and retention elements of the college.
- Recruit and admit new students from state and regional territories.
- Counsel prospective and current students about financial aid options.
- Teach *Enhance Your Education*, continuing orientation course.

Director of Campus Activities and Programming, 1990-1993

- Coordinate orientation, Homecoming, family, and multicultural programs.
- Advise Activities Council and Commuter Student Organization.
- Recruit, select, train, supervise and evaluate student orientation staff.
- Develop and coordinate the Leader Luncheon series.
- Teach *Enhance Your Education*, continuing orientation course.
- Administer budgets of approximately \$12,000.

EDUCATION**Master of Arts: College Student Personnel, May 1990**

Bowling Green State University, Bowling Green, OH

Bachelor of General Studies, Communication, May 2010

Related concentrations: English and music

Wichita State University, Wichita, KS

Bachelor of Business Administration, May 1988

Wichita State University, Wichita, KS

Associate of Arts, Natural Sciences and Mathematics, May 1988

Wichita State University, Wichita, KS

Summer Institute: Practical Skills for Managing Interpersonal Conflict, June 2019

Kansas Institute for Peace and Conflict Resolution, Bethel College, North Newton, KS

AWARDS and PUBLICATIONS**National**

- **Third place**, Personality profile, "Spotlight on the dean," *Fairmount College of Liberal Arts and Sciences Newsletter*, National Federation of Press Women, 2019. Also awarded first place by Kansas Professional Communicators, 2019.
- **Honorable mention**, Audiovisuals, Fairmount College of Liberal Arts and Sciences, Convocation video, National Federation of Press Women, 2014. Awarded first place by Kansas Professional Communicators, 2014.
- **First place**, publications regularly edited/newsletter, *Fairmount College of Liberal Arts and Sciences Newsletter*, National Federation of Press Women. Also awarded first place by Kansas Professional Communicators, 2012.
- **First place**, feature writing for the web, "Naturalist appreciates, nurtures, preserves environment," (*The CW*), National Federation of Press Women. Also awarded first place by Kansas Professional Communicators, 2009.
- **Third place**, book edited by entrant, "The Birds of Sedgwick County and Cheney Reservoir," (Kansas Ornithological Society), National Federation of Press Women, 2008. Also awarded first place by Kansas Professional Communicators, 2008.
- **Outstanding Non-Print Media or Emerging Technology Award** for "WSU is Here for You," National Orientation Directors Association, Denver, CO, 1997.

AWARDS and PUBLICATIONS, continued

State, general

- **Kansas Communicator of Achievement**, Kansas Professional Communicators and National Federation of Press Women, 2016. This award considers professional achievement, community service and service to the National Federation of Press Women, Kansas Professional Communicators and Wichita Professional Communicators.

Writing

- **First place**, Feature story, "Liberal arts and sciences changes, enriches lives," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2019.
- **Third place**, Feature story, "Public affairs is for everyone," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2018.
- **Honorable mention**, Personality profile, "Faculty spotlight: Sam Brown," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2018.
- **Second place**, Feature story, "The role of the media in maintaining democracy," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2017.
- **Second place**, Feature story, "Hunger awareness one focus of professor's work," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2016.
- **Second place**, Personality profile, "Dean Profile: Paul Magelli," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2016.
- **First place**, Feature story, "Bighorn Basin experience creates career geologists," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2015.
- **Third place**, Feature Story, "Ending modern day slavery focus of professor's work," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2014.
- **Honorable mention**, Personality Profile, "Faculty spotlight: Karen Countryman-Roswurm," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2014.
- **First place**, Personality profile, "Matson recognized for teaching excellence," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2013.
- **Honorable mention**, Feature story, "Higgs boson discover opens doors for new applications," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2013.
- **Honorable mention**, Specialty articles, "Big Bend NP proves worth the trek for Kansas birders; "Sandhill Cranes, geese by thousands flock to Cheyenne Bottoms," *Active Aging*, Kansas Professional Communicators, 2013.
- **First place**, feature, "Kansas Court of Appeals visits WSU campus," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2012.
- **Honorable mention**, feature, "Anthrax research edges toward vaccine, earns patent," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2012.
- **Honorable mention**, feature, "Grant supports research of women's infertility," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2010.
- **Third place**, feature, "Lessons from Broadway," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2008.
- **Second place**, feature, "With clarity and integrity, professor defends science education," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2006.
- **Third place**, feature, "From passion to action: "Touched by Fire: Bleeding Kansas," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2006.
- **Honorable Mention**, editorial/opinion "Anything but grey," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2005.
- **Honorable Mention**, feature, "Biological Anthropologist 2002 Kansas Professor of the Year," *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2004.

AWARDS and PUBLICATIONS, continued

- “You Can Go Home Again,” *The CSP Times*, Higher Education and Student Affairs alumni/departments newsletter, Bowling Green State University, Bowling Green, OH. Fall 1994

Editing

- **First place**, Publications regularly edited by entrant, *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2019.
- **First place**, Publications regularly edited by entrant, *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2018.
- **First place**, Publications regularly edited by entrant, *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2017.
- **Second place**, Publications regularly edited by entrant, *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2016.
- **First place**, Publications regularly edited by entrant, *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2015.
- **First place**, Publications regularly edited by entrant, *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2014.
- **First place**, Publications regularly edited/newsletter, *Fairmount College of Liberal Arts and Sciences Newsletter*, Kansas Professional Communicators, 2013.
- **Third place**, Publications regularly edited/newsletter, *The Horned Lark* (Kansas Ornithological Society), Kansas Professional Communicators, 2013.
- “Pocket Guide to Common Backyard Birds,” Manuscript reviewer, *Friends of the Great Plains Nature Center*, 2012.
- **First place**, publications regularly edited/newsletter, *The Horned Lark* (Kansas Ornithological Society), Kansas Professional Communicators, 2011.
- **Honorable mention**, editing, *The Horned Lark* (Kansas Ornithological Society), Kansas Professional Communicators, 2010.
- “The Birds of Sedgwick County and Cheney Reservoir,” co-editor of book, (Kansas Ornithological Society), 2007.
- **Second place**, editing, *The Horned Lark* (Kansas Ornithological Society), Kansas Professional Communicators, 2006.

Design

- **Second place**, Advertising Poster, *Watkins Visiting Professorship Lecture Series*, Kansas Professional Communicators, 2013.
- **First place**, page layout, *The Horned Lark* (Kansas Ornithological Society), Kansas Professional Communicators, 2006.
- **Third place**, page layout, *The Horned Lark* (Kansas Ornithological Society), Kansas Professional Communicators, 2005.
- **Honorable Mention**, page layout, *Clio's Correspondence* (Wichita State University, Department of History), Kansas Professional Communicators, 2005.

Audio Visual or Photography

- **First place**, feature photo in daily newspaper, *The Wichita Eagle*, “A rare sight for birders’ eyes,” Kansas Professional Communicators, 2008.
- **Second place**, audiovisual production, “A New Adventure,” Fairmount College of Liberal Arts and Sciences promotional DVD, Kansas Professional Communicators, 2007.
- Ice Storm photo, front cover, *Scrap* magazine, July/August 2005.

PRESENTATIONS

- "Successfully Navigating Your Way Through College," National TRIO Day Celebration. Wichita State University, Wichita, KS, 2000.
- "Developing a Video on a Shoestring Budget," National Student Success Conference, Kansas City, MO, 1998.
- "A Roundtable Discussion on Issues and Trends Affecting Orientation," National Student Success Conference, Wichita, KS, 1997.
- "Writing a Comprehensive Strategic Orientation Plan," National Orientation Directors Association--Region IV Conference, Oklahoma City, OK, 1997.
- "Un-trivial Bowl," co-presenter. National Student Success Conference, Wichita, KS, 1996, 1995.

COMMITTEE INVOLVEMENT AND SERVICE

- Deans and Directors, 2018-present
- Academic Forum, 2016-2019
- Website Redevelopment Task Force, 2014-2016
- Fairmount College Strategic Planning Committee, 2014-2016
- Grievance Policy Review Committee, 2014-2015
- Upward Bound Wichita Prep judge, 2013-2016
- Kansas State Press Association judge, 2009-present
- Academic Operations Council, 2007-present
- Commencement Planning Committee, Fairmount College, 2000-present
- Concurrent Enrollment Task Force, 2008-2014
- Unclassified Professional Senate, 2005-2009; 2010-2014
 - Grievance subcommittee, 2007-2013
 - Library appeals subcommittee, 2011-2014
- University Marketing Council, 2009-2013
- Foundations of Excellence, Transitions subcommittee, 2008-2009
- Web Portal Guidelines, 2005-2009
- Upward Bound Math Science, instructor, 2005
- University SMART Committee, 2001-2009
- University Advising Center Outcomes Assessment Committee, 1999
- Student Success Team/WSU 101, 1997-2010
- Teaching Experience Workshop, 1997-2001
- Retention Management Committee, 1997-2001
- Orientation Planning Committee; Chair, 1994-1998
- Student Affairs Staff Development Committee; Chair, 1995-1996
- Campus Life Committee; 1994-1996
- Retention Task Force; Chair, 1993-1994
- Sexual Harassment Committee; Co-Chair, 1993-1994
- Peer Advisor Selection and Training Committee, 1990-1994
- Who's Who Among Students Selection Committee; Chair, 1990-1992

PROFESSIONAL MEMBERSHIPS

- Council of Colleges of Arts and Sciences, 2007-present
- National Federation of Press Women, 2005-present
- Kansas Professional Communicators, 2004-present
 - Communicator of Achievement Coordinator, 2008-2014

PROFESSIONAL MEMBERSHIPS, continued

- Wichita Professional Communicators, 2003-present
 - At-large board member, 2019-present
 - Secretary, 2006-2008
- National Alliance for Concurrent Enrollment Partnerships, 2008-2014
- Public Relations Society of America, 2001-2005
- South Central Freshman Success Initiatives Association, 1998-1999
- National Orientation Directors Association, 1994-1998
 - NODA Region IV Student Leadership Selection Committee, 1994-1997
 - NODA Region V Student Leadership Selection Committee, 1993
- American College Personnel Association, 1989-1994

COMMUNITY INVOLVEMENT

- Kansas Ornithological Society, 1998-present
 - President, 2018-present
 - Vice-President, 2017
 - Kansas Bird Record Committee, 2016-present
 - *The Horned Lark*, editor, 2005-2012
 - Board of Directors, 2003-2005, 2015
- Friends of the Great Plains Nature Center
 - Board of Directors, 2009-2015
 - Secretary, 1998-2006; 2014-2015
 - Children's Book Committee, *Kansas Critters*, 2006-present
- Wichita Audubon Society
 - Board of Directors, Finance Chair, 2000-2006
 - Field Trips Chair, 2000-2006, 2016-2019
 - Vice-President, 2014
- Sedgwick County Zoo, Jungle Birds volunteer, 1998-2000
- Wichita Symphony Chorus, soprano, 1997-present
- Church Chancel Choirs, soprano, 1993-2007
- Illinois State Senate Campaign, the Honorable Joyce Holmberg, 1992