

KALI DUNLAP  
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## EDUCATION

Doctor of Philosophy in Educational Leadership - Concentration: Higher Education Leadership.  
Mississippi State University, Mississippi State, MS. Expected Graduation May 2023

Master of Business Administration. Mississippi State University, Mississippi State, MS.  
May 2012 GPA 3.4/4.0.

Bachelor of Business Administration in Risk Management, Insurance, and  
Financial Planning. Mississippi State University, Mississippi State, MS.  
May 2010 GPA 3.2/4.0.

## WORK EXPERIENCE

Mississippi State University – Center for Distance Education  
Mississippi State, MS  
*Student Success Team Leader* May 2021 - Present

- Lead a cross-functional team within the Center for Distance Education with the primary focus being to foster student success among our online student population
- Collaborates with other teams (Marketing, Enrollment Management, and Faculty Success) to identify problem areas by evaluating past data – admission data, enrollment data, persistence rates, retention rates, graduation rates
- Current projects include working with the Faculty Success team to revamp our online orientation to better equip newly admitted students and exploring options for a 24/7 tutoring service
- External goals include working partnerships with other entities on campus with goals of cultivating student success for all student populations at Mississippi State

Mississippi State University – Center for Distance Education  
Mississippi State, MS  
*Program Coordinator/Advisor – Bachelor of Applied Science (BAS) Degree* August 2019 - Present

- Served on the Curricula Committee for the Bachelor of Applied Science (BAS) degree program
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- Works with Career Center each semester to update and maintain capstone course for BSIS distance students to prepare them for entering the job market, obtaining a promotion, and/or applying to graduate school
- Develops and update course content each semester
- Trained two Distance Education coordinators to teach the course

Mississippi State University – Center for Distance Education

Mississippi State, MS

December 2012 - Present

*Program Coordinator/Advisor – Bachelor of Science in Interdisciplinary Studies (BSIS)*

- Coordinates the distance education program for the College of Arts and Sciences' Bachelor of Science in Interdisciplinary Studies (BSIS) degree program
- Tracks all prospective student inquiries through Slate
- Composed and revise ten-week BSIS Communication plan that prospective students receive through Slate
- Create and update BSIS module for Online@State Orientation course for all new distance education students
- Creates individual multi-disciplinary program of study for each Pre-Interdisciplinary Studies (PRIS) and BSIS distance student
- Sends "Touching Base" emails to all inactive PRIS and BSIS distance students prior to advising period each semester
- Advises over 300 students each semester
- Revises and send series of three emails each semester to currently enrolled PRIS/BSIS students to check in with them, send reminders, etc.
- Obtains departmental signature approval each semester from 14 departments for emphasis areas prior to BSIS Committee meeting
- Attends BSIS Committee meetings three times each year (once per semester)
- Attends Academic Advisors' Council meetings once a month
- Assists students with Academic Amnesty, Academic Forgiveness, course substitutions, SAP and VA forms, petition for readmission after suspension or dismissal, applying for a degree, registering for courses, and more
- Assists Athletics department in recruiting former MSU athletes to the BSIS program
- Communicates with distance faculty and departments about training workshops and educational opportunities available to them
- Collaborates with departments to develop new core courses and emphasis areas in support of the BSIS program
- Works with departments on correcting course capacity issues and course rotation schedules for distance BSIS students
- Familiarizes departments with UCCC approval process for distance course or distance program additions
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- Participates in market research projects for departments interested in offering online courses/programs
- Composes hand-written “thank you” letters each semester for BSIS graduates, thanking them and congratulating them on completing their degree
- Because of program growth, hired and trained a second BSIS advisor on day-to-day responsibilities

Mississippi State University                      Mississippi State, MS                      May 2012 – December 2012  
*MBA Intermittent Coordinator*

- Addressed and responded to all information requests
- Assisted distance students with program inquiries and concerns regarding courses
- Prepared tuition invoices for students upon request
- Instructed distance students in an online orientation course
- Prepared financial closeouts for the College of Business each semester

Mississippi State University                      Mississippi State, MS                      October 2010 – May 2012  
*BSIS Graduate Assistant*

- Conducted preliminary evaluations for prospective students
- Assisted distance education students with regard to courses and programs of study
- Assisted in advising distance education students each semester
- Prepared student program packets for BSIS committee approval
- Updated all distance students’ program of study in Crosswind database each semester

### CONFERENCE PRESENTATIONS

- “Meaningful Advising: Providing Online Student Support from Start to Finish” at the United States Distance Learning Association National Conference in Nashville, TN, May 2019
- “The 5 P’s of Complete 2 Compete: Adult Degree Completion Program at Mississippi State University” at the National Academic Advising Association Region 4 Conference in Mobile, AL, March 2019
- “Tell Me about Yourself: How to Prepare your Interdisciplinary Studies Majors for the Job Market” at the Super 2018: University Professional and Continuing Education Mid-Atlantic and South Regional Conference in Washington, DC, October 2018

### HIGHER EDUCATION ORGANIZATION AFFILIATIONS

- National Academic Advising Association (NACADA)
- University Professional and Continuing Education Association (UPCEA)
- United States Distance Learning Association (USDLA)
- Education Advisory Board (EAB)

