

Carolyn S. Davis, Ed.D.

EDUCATION

Doctorate of Education, Educational Leadership University Of St. Thomas, Houston, TX Research: Early College Programs and College Success	May 2022
Master of Arts, Higher and Postsecondary Education Columbia University, Teachers College, New York, NY	May 2007
Master of Business Administration Texas Southern University, Houston, TX	August 2001
Bachelor of Business Administration, Accounting Prairie View A&M University, Prairie View, TX	August 1996

PROFESSIONAL PROFILE

Academic and student success professional with seventeen (17) years of higher education administrative experience, overseeing successful student enrollment, persistence, completion and placement. Professional expertise at large public and minority serving universities in program management, student recruiting and retention strategy and implementation, and advising. Experience working effectively with varied and highly recruited student populations including first-generation students, students from diverse backgrounds, students with disabilities, veterans, and students pursuing degrees at various stages in their careers and lives. Other areas of expertise include 10 years of industry experience in organizational management, accounting and audit subject matter expert within multiple Fortune 500 companies.

PROFESSIONAL EXPERIENCE

ASSISTANT DEAN FOR ENROLLMENT AND RETENTION DIRECTOR OF EARLY COLLEGE PROGRAMS ADJUNCT FACULTY

PRAIRIE VIEW A&M UNIVERSITY, PRAIRIE VIEW, TX

June 2012 – present

- Serve as lead enrollment and retention services for the College of Business
- Develop, implement, and assess a comprehensive recruiting program
- Head the College retention plan for more 1,200 students and 50 faculty and staff
- Serve on the Dean's executive advisement board
- Chair the College Recruitment and Retention Taskforce Committee
- Manage Student Early Alert Program (SEAP) for academically marginal students
- Supervise the College Business Scholars Program

- Supervise the College Young Business Leaders Pre College Program
- Lead the College Study Abroad Programs
- Manage an inclusive business majors-specific career development program
- Work with the business office and financial aid office to advocate for students
- Develop, recommend, and manage departmental budgets for student recruitment, retention, and program development
- Established a peer-to-peer mentoring and tutorial program for undergraduate students in business
- Manage team of 10 student workers per academic year to produce high impact practices and assignment
- Analyze data to provide direction in creating student-centered programs, internally and externally
- Direct the long-range strategic planning, operations, and activities of the department's academic enhancement programs
- Provide recruitment training to departmental faculty and student leaders
- Work collaboratively with the Office of Admissions and Enrollment Management in campus-wide and local and regional area recruitment Student Affairs
- Chapter Advisor, International Honor Society of Beta Gamma Sigma
- Create and respond to requests from prospective students and parents
- Assisted with the College accreditation process

ACCOMPLISHMENTS:

- Responsible for five (5) consecutive years of COB enrollment growth because of strategic planning, advising low performing students, and administration of student enrollment and retention initiatives
- Increased incoming student enrollment by 35% from fall 2015 to fall 2020
- Increased transfer admissions and matriculation into the COB by 15% in first and second academic year
- Established the department's first (1st) summer bridge program resulting in successful matriculation of over 300 students to-date with 98% retention after freshmen year.
 - Summer Bridge Program responsible for student degree completion within 3 to 4 years of continuous enrollment
 - Positive impact on college success for over 50 conditionally-admitted students to-date
- Increase 30-60-90 course completion rates
- Increase year graduation rates
- Established and lead the effort to develop effective student success programs to increase retention and student development in the College
 - *College of Business Week* to highlight corporate partnerships, internships, and student programs

- The Professional Black Coat Ceremony to signify student completion of core courses and full matriculation into business majors
- Business Casual and Professional Dress Attire to increase professional development and social capital of students
- Major Specific Orientation to increase knowledge and awareness of multi-facet business discipline and opportunities aligned with respective major
- College of Business (COB) Study Nights and Peer Tutorials
- Positively influence academically marginal students' persistence through intrusive advising and creation of success plans through matriculation
- Reduce college dropout rates
- Provide effective leadership and innovative ideas for the development, modification, implementation, and management of the pre-college Young Business Leaders (YBL) Summer Program
 - Program has grown from 15 high school participants to over 50
 - Program efforts have directly impacted enrollment as 12% of participants enroll at PVAMU
- Lead study abroad trip for 12 students to South Africa (2018), 5 students to Jamaica (2018), and 20 students to Cyprus (2022)
- Received chapter highest honors for 8 years PVAMU chapter of the International Business Honor Society of Beta Gamma Sigma as chapter advisor

AWARDS

- 3-time Recipient of the Prairie View A&M College of Business Staff of the Year Award (2012, 2014, 2017)
- Finalist for the President's Staff Award (2017)
- Awarded competitive Service Learning Grant for the Business Scholars Summer Program (2017)

INTERIM ASSOCIATE DIRECTOR OF EXECUTIVE MBA PROGRAM September 2012, March 2017

- Lead inaugural enrollment and strategic planning for the EMBA program. Supervised and coordinated the administration and governance of graduate studies within the graduate programs.
- Oriented and counseled graduate students with respect to program and degree requirements. Assisted in maintaining graduate student records and student evaluation processes.

SUPERVISOR, BUSINESS AFFAIRS

July 2009 – June 2012

Managed university's accounts receivable for students in accordance with the state and federal regulations, accreditation standards, and university policies

TEACHING EXPERIENCE

- MGMT 2320 Leadership and Ethics Spring 2022 - present

- MGMT 2000 Professional Development in Business Summer 2017 - present
- PVEX 1000 Freshmen Experience Seminar Fall 2017 - Spring 2018
- CURR 1013 Principles of Effective Learning Fall 2012 – Spring 2015

PROFESSIONAL AND UNIVERSITY SERVICE

Served and support the COB and university at-large through committee membership and other volunteer capacities

- Chair, College of Business Retention & Recruitment Taskforce, Prairie View A&M, 2012-present
- Prairie View A&M University Education Abroad to Brazil Lead Advisor , 2020
- Prairie View A&M University, Mini-Service Learning Grantee, 2017, 2018, & 2019
- Prairie View A&M University Education Abroad to South Africa, May 2018
- Prairie View A&M Global Case Competition, Montego Bay Jamaica, June 2018
- Hiring Committees (Associate Director of Executive MBA, Director of Graduate Programs, Administrative Assistant, Associate Director of Admissions, Assistant Director, Advising)
- Recipient of the Arthur Langer Award, Teachers College, Columbia University, 2006

STUDENT ENGAGEMENT

- Train and supervise more than 20 PVAMU business students and interns on project management, recruitment, university branding, and peer mentorship
- Chapter Advisor, International Business Honor Society of Beta Gamma Sigma
- Manage 8 PVAMU University Interns
- Evaluated student interns for final projects
- Mentored over 300 business summer bridge program participants
- Intrusive advising and academic mentor to over 1/3 of the UG business population
- Guest speaker for the PVAMU Alumni Pinning Ceremony, Northwest Campus

ADVISOR

Lone Star Community College - Cypress, Texas

September 2008 – July 2009

- Managed nine (9) Achieving the Dream (AtD) Program teams across the college to increase retention and persistence rates of enrolled students.
- Served as college liaison to over 8,000 high school students at three Cypress Fairbanks ISD schools, providing college and career advisement.
- Managed early alert system and dual credit for high school seniors
- Taught BUSC 1301: Management and Supervision, developing class assignments and various activities

ASSOCIATE DIRECTOR

Columbia University, Columbia College - New York, NY

March 2006 – May 2007

- Provided budget oversight for academic affairs & research accounts and managed Mellon Mays Undergraduate Fellowship Program budget.
- Managed Frontiers of Science, and Rabi Scholars, Kluge Fellow Programs budget, College's annual budget submission, and College's Study Abroad Program Budget

- Trained and supervised support staff and six student employee workers to increase efficiency

GRADUATE ASSISTANTSHIP

September 2005 – March 2006

College of Physicians and Surgeons Office of Diversity & Minority Programs

- Managed the State Pre-College Enrichment Program (S-PREP) for minority and economically disadvantaged high school students interested in science, medicine or related health professions.
- Hired all part-time instructors and managed 80 program participants including college preparation, resume writing, and interview skills workshops

PUBLICATIONS AND PRESENTATIONS

Davis, C., Kennebrew, D. (2021). Faculty Strategies to Promote Mentoring Relationships with Underrepresented Student Populations. *The Chronicle of Mentoring and Coaching*.

Davis, C., Johnson, R. (2017). When First Impressions Are Not the Last: An in-depth look at faculty or professional mentors and alumni mentee Relationships Post-Graduation [Special Issue 10]. *The Chronicle of Mentoring and Coaching*, 2(10). 975-99.

Zhang, Y., Fei, Q., Quddus, M. Davis, C. (2014). 26. An Examination of the Impact of Early Intervention on Learning Outcomes of At-risk Students. *Research in Higher Education Journal*, 26.

University of St. Thomas, Education Leadership Summit and Conference, October 2021

- Dissertation Poster Presentation: The Influence of Summer Bridge Programs on Conditionally Admitted College Students' Success

HBCU Faculty Development Network Conference 27th Annual Virtual Conference, October 2020

- Presented: Literacy, The Millennials, And The Adult Learner: The Importance of Informal Faculty-Student Mentoring Relationships (with Daniel Kennebrew)

Research Association for Minority Professors (RAMP), February 6, 2019, Southern University, New Orleans, LA.

- Presented: When Full Rides Are Not Enough: Can Faculty Engagement Be the Key to Reclaiming At-Risk Populations at HBCUs? (with Daniel Kennebrew)

HBCU Faculty Development Network Conference, November 1, 2018, Jackson, MS.

- Presented: When Full Rides Are Not Enough: Can Faculty Engagement Be the Key to Reclaiming At-Risk Populations at HBCUs? (with Daniel Kennebrew)

Texas Association of Black Professionals in Higher Education, February 24, 2019, Houston, TX.

- Presented: When First Impressions are not the Last: An In-Depth Look at Faculty or Professional Mentors and Alumni Mentee Relationships Post-Graduation

Mentoring Conference, October 23, 2017, University of New Mexico, Albuquerque, NM

- Presented: When First Impressions are not the Last: An In-Depth Look at Faculty or Professional Mentors and Alumni Mentee Relationships Post-Graduation (with Rahni Johnson)

COMMUNITY INVOLVEMENT

- **Chair**, Educational Enrichment Committee, Alpha Kappa Alpha Sorority, Inc. 2016 - 2018
- **Commencement Speaker**, Harmony School of Discovery May 2016
- **Workshop Facilitator**, CY-Lakes High School Catch the Dream Event 2009, 2011, & 2013
- **College Awareness Workshop Presenter**, Ridgecrest Elementary, Houston, Texas, 2009
- **Organizer**, Academic Success and Career Planning Seminar 2008-present
- **Project Facilitator**, Harlem Children's Zone Project Education, Opportunity, and Success (EOS) Project 2007
- **Mentor**, Double Discovery, Columbia University 2006-2007

PROFESSIONAL CERTIFICATIONS:

- Women in Leadership Certificate, Cornell University
- College Advising Program, Teachers College, Columbia University
- WISE Certification in Personal Finance, Working In Support of Education (WISE)

SOFTWARE SKILLS AND OTHER TALENTS

- MS Office Programs
- Information Management Systems
- Budget Management
- Oracle
- PeopleSoft
- Banner, EAB, SIS
- Leveraging Opportunities
- Setting a Strategic Vision
- Attracting & Developing Talent
- Inspiring & Motivating Others
- Acting Strategically