

DORA LEE, ED.D.

EDUCATION

- University of Southern California** **January 2010**
Doctor of Education – Higher Education Administration
- California State University, Long Beach** **August 2001**
Master of Science, Counseling – Student Development in Higher Education Option
Certificate Program in Community Colleges
- University of California at Riverside** **June 1995**
Bachelor of Science, Sociology
Bachelor of Arts, Ethnic Studies – Asian American Studies Option

EXPERIENCE

- Director of Academic Support & Learning Services (AGLII)** **July 1, 2017 to Present**
Office of Student Success, Division of Academic Affairs
California State Polytechnic University, Pomona

- Provide leadership and administrative oversight to academic support programs and services under academic affairs: Learning Resource Center (university-wide tutoring services, academic support and academic skills development); Early Start (summer math and English for entering first-year students); Bronco Scholars (summer transition program for first-year students); First-Year Experience; Common Read, I AM FIRST (first-gen programs), Reading, Advising & Mentoring Program (TRIO Student Support Services); PolyTransfer; and Bronco Navigators (mentorship for first-year students).
- Supervise a staff of 17 and provide fiscal oversight to multiple state, foundation and grant budgets.
- Works closely with faculty and associate deans to determine demand and assess impact of interventions on students' academic success.
- Chair the Grade Appeals Committee and the Retroactive Withdrawal Committee.
- Collaborate across divisions on developing and enhancing services and programs, and implementing system-wide initiatives to promote student success.
- Prepare reports, proposals, and data summaries to show impact, trends, and demand.
- Interpret, implement and offer recommendations to change/update policy.
- Provide leadership and support to campus tutorial and mentorship programs.
- Serve on Executive Order 1110 (EO1110) Leadership Committee responsible for interpreting and implementing statewide policy around GE Math and English.
 - Responsible for inaugural Bronco Scholars Program, a 6-week living-learning community, where students take a math and ethnic studies course.
 - Received Title V HSI Grant in support of Bronco Scholars Program, early outreach, and faculty development.
- Relunched I AM FIRST with campaigns, programming and mentorship in support of first-generation college students. Cal Poly Pomona was recognized by NASPA as a First-Gen Forward campus in 2021.
- In collaborations with the Division of Student Affairs, launched university-wide first-year student mentorship program through MentorCollective.

Associate Registrar (AGLII)
Interim Associate Registrar (AGLII)

January 2014 to June 2017
April 2012 to December 2013

Registrar's Office, Division of Academic Affairs
California State Polytechnic University, Pomona

- Directly supervise and provide leadership to 14 members of the Evaluations, Degree Audit, Transfer Credit and Articulation Unit to ensure timely and accurate processing of graduation clearances, posting of transfer credit, and updating and maintaining the degree progress report.
- Provide leadership and strategic direction to the Articulations Officer to address and implement statewide initiatives, prioritize the establishment of articulations agreements, and the building of transfer credit rules for the degree progress report.
- Responsible for administering Executive Order 665 (EO655). Collaborate with the Math Department and Early Start to advise, communicate and track students that are required to complete pre-baccalaureate English and/or math.
- Provide consultation and assistance to Early Start on matters of registration, placement, and compliance.
- Collaborate with Orientation Services to educate new students on academic policies and procedures, and course registration.
- Assist students and academic departments with enrollment and registration issues.
- Design, organize and offer workshops to students, faculty and staff to increase awareness around graduation, degree progress, transfer credit, policies and procedures.
- Utilize various communication platforms to inform students about important enrollment and graduation information and deadlines.
- Responsible for designing and implementing assessments, reviewing business processes and examining data to identify gaps and improvement opportunities.
- Interpret, implement and respond to questions relating to academic policies, procedures, and Executive Orders from the Chancellor's Office.
- Develop and implement programs and services in relation to the graduation process with the intention of increasing graduations rates.
- Explore and implement technology and new systems to enhance business processes and the student experience.
- Represent the Registrar's Office in committees, task forces and advisory boards to support and contribute to the mission and goals of the university.

Senior Coordinator for Student Life & Rose Float (SSPIV)

April 2010 to April 2012

Office of Student Life & Cultural Centers (OSLCC)
California State Polytechnic University, Pomona

- Provided direct supervision, leadership, training and direction to the Greek Life Coordinator, Student Involvement Coordinator and the Rose Float team.
- Served on the department leadership team with the Director and the Senior Coordinator for Student Life & Cultural Centers to provide vision, leadership and support to 14 full time staff, graduate interns and student assistants, and represent the department at the divisional level.
- Lead the myBAR (My Bronco Activity Record) implementation team.
- Managed the club and organization chartering and re-chartering process.
- Provided leadership development and advisement to over 450 clubs and organizations.
- Assisted with the implementation of the Event Management System (EMS).
- Assisted with the implementation of the campus Master Calendar.
- Provided leadership and supervision to the Rose Float Co-Coordinators, Graduate Intern and students to ensure a safe and on-time delivery of the Rose Float.
- Collaborated with academic departments, ASI and student affairs on programs and services to create and enhance student learning and development, new student transition programs, academic success, retention and graduation.
- Interpreted and implemented campus policies and procedures.
- Lead department assessment efforts. Trained staff on research methods and utilizing new research technology.
- Facilitated department marketing efforts to promote department programs and services.

- Served on the First Fridays Programming Committee to provide large-scale programming on the weekends to encourage students to stay on campus.

Senior Coordinator for Student Life & Cultural Centers (SSPIV)

September 2005 to April 2010

Office of Student Life & Cultural Centers (OSLCC)

California State Polytechnic University, Pomona

- Provided direct supervision, leadership, training and direction to seven Cultural Center Coordinators (African American Student Center, Asian & Pacific Islander Student Center, Cesar E. Chavez Center for Higher Education, Native American Student Center, Pride Center and the Violence Prevention & Women's Resource Center).
- Coordinated development opportunities with the division Director of Development.
- Served on the department leadership team with the Director and the Senior Coordinator for Rose Float & Student Life to provide vision, leadership and support to 14 full time staff, graduate interns and student assistants, and represent the department at the divisional level.
- Provided fiscal oversight, direction and guidance for the Cultural Centers and department programs totaling to about \$500,000, which includes: 6 State accounts, 6 Reimbursed State accounts, 18 Associated Students, Incorporated (ASI) Agency, Club and IRA accounts, 9 Foundation accounts and 2 grant accounts.
- Collaborated with academic departments, ASI and student affairs on programs and services to create and enhance student learning and development, new student transition programs, academic success, retention and graduation.
- Interpreted and implemented campus policies and procedures.
- Lead department assessment efforts. Trained staff on research methods and utilizing new research technology.
- Facilitated department marketing efforts.
- Designed and facilitated human relations, leadership and communication workshops for the campus community and community-based organizations.
- Served as lead co-chair for the annual 3D Leadership Conference for 6 years.
- Served as advisor to the MultiCultural Council under ASI for 3 years.
- Served as a liaison to the Science Council for 5 years.
- Served as advisor to the ASI Elections committee for 2 years. Trained and advised the elections committee on campus policies and procedures, ASI By-Laws, marketing, budgeting, conflict resolution and grievances.
- Worked with the Dean of Students to create a religious and significant holidays calendar for the campus.
- Completed an external program review in 2010 for the Cultural Centers.
- Provided leadership in creating and implementing the department's strategic plan.

Interim Director, Student Life & Cultural Centers(AGLII)

September 22, 2008 to December 2008

Office of Student Life & Cultural Centers (OSLCC)

California State Polytechnic University, Pomona

- Provided fiscal management and analysis of department expenditures for multiple budgets totaling to a little over a million. Facilitated department budget reductions and cuts.
- Directly supervised 2 Senior Coordinators, 1 Program Coordinator and 1 Support Staff.
- Managed and provided leadership to 11 functional areas within the department: Greek Life, Rose Float, Clubs & Organizations, Student Development & Leadership Institute, CalWORKs, African American Student Center, Asian & Pacific Islander Student Center, Cesar E. Chavez Center for Higher Education, Native American Student Center, Pride Center and the Violence Prevention & Women's Resource Center.
- Served as advisor to the ASI Cabinet and the ASI Training Committee. Represented the Dean of Students at the ASI Senate meetings when needed.
- Lead the department through the beginning phases of strategic planning.
- Assisted the Dean of Students and Judicial Affairs Director with student violations, student grievances and staff concerns.
- Prepared HR documents to complete the reassignment of the Violence Prevention & Women's Resource Center Coordinator and Program Coordinator.
- Coordinated efforts with ASI and Facilities to streamline campus event scheduling.

- Supported the Greek Life Coordinator with the revisions of the Diversified Greek's Expansion Policies.

Coordinator of the Asian & Pacific Islander Student Center (SSPIII)

November 2001 to August 2005

Asian & Pacific Islander Student Center (APISC)
California State Polytechnic University, Pomona

- Designed, implemented and assessed cultural and leadership programs to increase awareness and to develop multicultural competency among students.
- Designed and facilitated human relations, leadership and communication workshops for student groups, student staff/volunteers, campus departments and community-based organizations.
- Promoted student engagement and developed multiculturally competent students by collaborating with the other cultural centers, student life, Associated Students, Inc. and academic departments.
- Oversaw 20 student groups under the Asian and Pacific Islander Leadership Network.
- Advised student groups and committees.
- Advised the Asia and the Pacific Islands Heritage Month committee (4 years).
- Advised the Inland Valley Asian Pacific American Conference committee (2 years).
- Hired and trained student staff to support the operations of the center and represent the APISC.
- Supervised student staff, graduate and undergraduate interns and an administrative support coordinator.
- Established the Annual Pan-Asian Graduation Celebration in 2002.
- Advised the Annual Pan-Asian Graduation Celebration (4 years).
- Established the Annual Asian and Pacific Islander Scholarship Dinner in 2003.
- Managed multiple budgets totaling to about \$70,000.
- Fundraised over \$200,000.
- Science Council Liaison representing the Office of Student Life & Cultural Centers (3 years).
- Assisted in the development and implementation of Adventures in Leadership.

Program Coordinator (SSPI)

August 1999 to October 2001

College of Liberal Arts - Learning Alliance
California State University, Long Beach

- Served as an academic advisor for students in a three-year learning community.
- Responsible for two fifteen-week freshmen seminars (College of Liberal Arts 190).
- Collaborated with faculty to integrate their coursework into the freshman seminar.
- Coordinated service learning for second and third year students in the program.
- Co-instructed College of Liberal Arts 490, a peer-mentor training seminar on facilitation skills, communications, teamwork and advising.
- Designed marketing materials and newsletters for the program.
- Designed and coordinated the new student orientation program.
- Coordinated academic advising workshops for incoming students, sophomores and juniors.
- Designed and coordinated the junior and senior year experience program focusing on career planning and transitioning out of college.
- Supervised and trained student mentors and student assistants.
- Designed out-of-the-classroom activities to enhance learning and development.

Orientation Advisor (SSPI)

July 1999 to February 2001

Student Orientation, Advising & Registration
California State University, Long Beach

- Assisted with the coordination of the summer and winter academic orientations.
- Trained and supervised new orientation advisors.
- Served on the summer orientation committee to improve the quality of advising and registration.
- Conducted freshmen and transfer student academic advising workshops.

- Assisted students with course selection, general education requirements and major requirements.

SERVICE

California State Polytechnic University, Pomona

- Inclusive Excellence Subcommittee: Student Academic Excellence (2021-present)
- Hope Center for College, Community, and Justice, Institutional Capacity-Building Cohort (2021-present)
- BASES Scholars Program (2021-present)
- STEM Success (2017-present)
- University Advising Council (2017-present)
- Regional Learning Collaborative (2017-present)
- EO1110 Leadership Committee (2017-present)
- Common Issues (2017-present)
- Learn Through Discovery Institutes (2018-present)
- Student Success Steering Committee (2017)
- Semester Conversion PeopleSoft Core Team (2015-present)
- Underrepresented Minorities Work Group (2015-present)
- Advisor Council (2015-present)
- Early Start Program Committee (2012-present)
- EO665 Petition Committee (2012 to present)
- Orientation Advisory Committee (2012 to present)
- Advising Task Force (2012-2016)
- Homecoming Planning Committee (2013-2015)
- Student Conduct Hearing Officer (2012-2016)
- Veterans Enrollment Group (2012-2016)
- Kellogg Legacy Grant: Learning Communities Exploration Committee (2012-2013)
- Division of Student Affairs Weekend Programs Committee (2010-2012)
- Cross-Cultural Retreat Committee (2003-2011)
- University Housing Services Master Plan Committee Member (2009)
- PolyCares: Violence Prevention & Support Team (2009-2012)
- Bronco Fusion (2006 to present) (Co-chair 2007 & 2008)
- 3D Leadership Conference Co-chair (2005-2011)
- STAR Awards Committee Member (2006)
- Michi & Walter Weglyn Endowed Chair Search Committee (Winter/Spring 2006)
- International Research Forum and Festival Planning Committee (2005)
- College of Letters, Arts and Social Sciences, Weglyn Endowed Chair Committee (2003-2008)
- University-wide Asian American Studies Task Force-Assessment Committee (2001-2002)
- Division of Student Affairs Building Bridges Committee (2002-2010)
- Cal Poly Pomona Downtown Center Advisory Board (2004-2009)
- Division of Student Affairs, Adventures in Leadership Committee (2002-2003)
- Cesar E. Chavez Day of Service Learning Committee (2002)
- Student Affairs Budget Advisory Committee (2001)
- Asian American Studies Task Force (2001)

RESEARCH

Doctoral Dissertation

Lee, D. (2010). A phenomenological study: The lived experience of former foster youth attending a four-year college in Southern California (Publication No. 3403733) [Doctoral dissertation, University of Southern California]. ProQuest Dissertations & Theses Global.

Master's Thesis

Lee, D. (2001). The quality of the undergraduate experience for Asian and Pacific Island American students (Publication No. 1407091) [Master's thesis, Cal State Long Beach]. ProQuest Dissertations & Theses Global.

Research Assistant for Dr. Dawn Person, Associate Professor

August 1999 to July 2000

Cal State Long Beach (CSULB), College of Education

- Protégé Evaluation for the College of Education at CSULB
- Intensive Learning Experience Program (ITEP) evaluation for the College of Education at CSULB.

GRANTS

- **College Futures Foundation.** *California State Polytechnic University, Pomona for TRANSFERmation: To and Through the Gate.* November 2021-November 2022. (CO-PI)
- **Ballmer Group.** *California State Polytechnic University, Pomona for Transfer Advantage.* July 2021-July 2023. (CO-PI)
- **Ichigo Foundation.** *California State Polytechnic University, Pomona for Transfer Advantage.* July 2021-July 2023. (CO-PI)
- **California Community Foundation.** *California State Polytechnic University, Pomona for Transfer Advantage.* July 2021-July 2023. (CO-PI)
- **California State University Academic Success and Inclusive Excellence.** *California State Polytechnic University, Pomona for Early Start.* July 2021-July 2022. (CO-PI)
- **United States Department of Education.** *Reading, Advising & Mentoring Program (RAMP).* September 2020 –August 31, 2025.
- **California State University Academic Success and Inclusive Excellence.** *California State Polytechnic University, Pomona for Early Start – Bronco Scholars Program.* July 2019-July 2020. (PI)

WORKSHOPS & PRESENTATIONS

Twenty years of workshop and presentation experience on a variety of topics relating to diversity, leadership, assessment, communication, teambuilding, student affairs/higher education, conflict management and student success. The following are a few sample topics:

Guest Lecturer

- Lecturer at Cal Poly Pomona, College of the Extended University, Global Education Institute – Higher Education Program (2007-2019):
 - Higher Education Administration
 - Introduction to Student Affairs & Student Development
 - Introduction to Student Services
 - Student Affairs: Resources, Health and Safety
 - Student Organization Management
 - Management of Student Clubs and Co-Curricular Activities
 - Development of U.S. Higher Education and the Structure of Student Affairs
 - Role of the Registrar's Office
- Guest lecturer at Cal State Fullerton, Masters in Higher Education: Student Development Theory (Fall 2015)
- Guest lecturer at University of La Verne, Introduction to College Student Services: Assessment & Evaluation (2006)
- Guest lecturer at Cal Poly Pomona, Ethnic & Women's Studies 490: Multiracial & Hybrid Identities (2005)
- Instructor at Cal State Long Beach, College of Liberal Arts 190: Freshmen Seminar (1999-2001)
- Instructor at Cal State Long Beach, College of Liberal Arts 490: Peer Mentor Seminar (1999-2001)

Conference Presentations

- Abramson, N., Lee, D., & Wadhwa P. (2020, February 21-24). Campus-wide initiative for assessment and improvement of FYE courses [Conference presentation]. Annual Conference on First-Year Experience, Washington DC, United States.
- Western Regional Careers in Student Affairs Day – Past Chair, Committee Member, Panel Member and Facilitator (2007-2015)
- Lee, D. (2012, May). The lived experience of former foster youth. Panel presentation at Cal Poly Pomona's Foster Youth Awareness Week.
- Amador, L., Gutierrez Keeton, R., Lee, D., & Zarn, R. (2009, November). Engaging a New Generation of Students in Discussions on Diversity. Presentation at the National Association of Student Personnel Administrators Western Regional Conference in San Jose, California.
- Franco, M., Hodges, J., Lee, D., Lee, S., McDowell, J., & Mucino, P. (2007, April). Shaping learning through programs and partnerships: A student life team's approach to learning-centeredness. Presentation at the American College Personnel Administrators/National Association of Student Personnel Administrators national joint conference in Orlando, Florida.
- Cheng, J., Estrada, F., Lee, D., Lee, S., & Mucino, P. (2007, April). What is the power of student activism today? Presentation at the American College Personnel Administrators/National Association of Student Personnel Administrators national joint conference in Orlando, Florida

Workshops

- CSU Middle Leadership Academy Facilitator (2019)
- Tri-City Mental Health Center: Mental Health First Aid Instructor (2011-2012)
- Mt. San Antonio College, Leadership Education and Development Program:
 - Understanding Diversity (2009-2014)
 - Power & Privilege (2009-2015)
- Scripps College: Asian American & Pacific Islander Women and Stereotypes (2008, 2008, 2011)
- Cal Poly Pomona Renaissance Scholars Retreat: Leadership & Communication (Winter 2010)
- Cal Poly Pomona First Year Experience Teaching Partner for the College of Science (Fall 2007)
- Cal Poly Pomona Student Development and Leadership Institute: Assertiveness Training, Social Responsibility, Diversity and Leadership, Program Planning, Running Effective Meetings, and What's Your Leadership Style (2003-2010)
- Cal Poly Pomona ASI Student Government Retreats: Diversity, Communication & Teambuilding (2003, 2004, 2006, 2008, 2009)
- Pomona College Peer Leadership Conference: Conflict Resolution (2005)
- ACU-I Conference: Building Multicultural Coalitions (2004)
- Cal Poly Pomona Science Council Retreat: Teambuilding & Communications (2003-2006)
- Office of Student Life & Cultural Centers Student Assistant Training: Low Ropes Course (2004)
- Cal Poly Pomona Residential Advisors Training: Program Planning (2004)
- Cal Poly Pomona Community Advisors Training: Passive Programming (2004)
- Cal Poly Pomona Bronco Fusion: Diversity Workshop/Intro to Cultural Centers (2004)
- Cal Poly Pomona Summer Bridge: Diversity Training (2002-2007)
- Cal Poly Pomona Cultural Centers: Safe Zone Ally Training (2002-2003)

AWARDS & RECOGNITIONS

- Cal Poly Pomona One Team Award (2021)
- Pomona Unified School District, Community Service Award (2018)
- Cal Poly Pomona Division of Student Affairs Collaboration Award (2018)
- Cal Poly Pomona Asian & Pacific Islander Student Center Outstanding Staff of the Year (2016)

- Cal Poly Pomona Division of Student Affairs Teamwork Award for Commencement (2016)
- Cal Poly Pomona Vice President's Leadership Award (2014)
- Cal Poly Pomona Intercollegiate Athletics Outstanding Staff Member Award (2014)
- Cal Poly Pomona Division of Student Affairs Teamwork Award for myBAR (2012)
- Cal Poly Pomona Division of Student Affairs Program of the Year Award (2010)
- University of Southern California Dissertation of the Year Nominee (2010)
- Cal Poly Pomona Associated Students, Inc. Honorary Life Member (2009)
- Cal Poly Pomona Diversity Champion Award (2008)
- Cal Poly Pomona Division of Student Affairs, Vice President Star Award (2006)
- Cal Poly Pomona Division Star Award (Fall 2005)
- Cal Poly Pomona Greek Council Most Supportive Staff Award (2004)
- Cal Poly Pomona Pride Center Outstanding Ally Award (2004)
- University of California, Riverside, Alpha Phi Omega Distinguished Service Key (2003)
- Cal State Long Beach, Phi Kappa Phi, National Academic Honor Society (2001)
- Cal State Long Beach, Phi Lambda Theta, International Honor Society for Educators (2001)

ASSOCIATIONS

- National Association of Student Personnel Administrators (NASPA) (2003-Present)
APIKC E-Mentor Program Chair (2010-2015)
- Pacific Association of Collegiate Registrars and Admissions Officers (PACRAO) (2012-2017)
- Asian Pacific Faculty, Staff and Student Association at Cal Poly Pomona (APFSSA)
Executive Board (2001-2005) / Member (2001-Present)
- California Council of Cultural Centers in Higher Education (CaCCCHE) (2005-2011)
- American College Personnel Association (ACPA) (1998-2002)
- Student Development in Higher Education Alumni Association (2002-2004), Secretary (2002-2004)
- Leadership Development for Asian Americans (LEAP)-Leadership Institute (2002 & 2004)
- Organization of Chinese Americans-Orange County Chapter Founding Member, Executive Vice President (2002)
- San Diego State University Leadership Institute-Presenter (2000 & 2001), Advisory Board Member (2001)
- Association of Professionals in Student Affairs at Cal State Long Beach, Founding President (1999-2001)

SKILLS & CERTIFICATIONS

- Experience with Microsoft Office, Adobe Creative Suite, PeopleSoft (student information system), OnBase (document imaging/workflow), Blackboard and Canvas (online learning environment), Tableau (data analytics & visualization), EAB Navigate (student success management system)
- CSU Student Success Analytics Certificate Program (2020)
- CSU Middle Leadership Academy (2018)
- Certified in Mental Health First Aid (2011, 2015)
- Certified Mental Health First Aid Instructor (2011)
- Trained in Conflict Resolution (2003) and Human Relations (2002) through National Council for Community Justice (NCCJ)
- Leadership Development Program for Higher Education (LEAP) (2002)