

Todd A. Pheifer

Dedicated educator with over 25 years of experience ranging from student services to academic affairs. Committed to comprehensive development of critical thinking skills in the next generation of students.

Education

Ed.D. - Higher Education Leadership	Argosy University	2006
M.B.A.	South University	2014
M.A. - Humanities	California State University, Dominguez Hills	2013
M.Ed. - College Student Affairs	Azusa Pacific University	1998
B.A. - Business	Calvin College	1994

Teaching Experience

Associate Dean (2021-present)

Director of Accreditation, Assessment, and Grants (2020-present)

Department Chair, Graduate Programs (2020-21)

Assistant Professor (2020-present)

Azusa Pacific University

School of Business and Management

2017 to present (Adjunct: 2017 to 2020)

- Developed lesson plans in accordance with course objectives for the following graduate courses:
 - BUSI 514: Operations Management
 - HROD 500: Foundations of Human Resource Development
 - MGMT 510: Current Issues in Business and Management
 - MGMT 516: High Performance People Management
 - MGMT 561: Managing Teams and Conflict
 - MGMT 581: Ethical Leadership
 - MKTG 545: International Marketing
- Developed lesson plans in accordance with course objectives for the following undergraduate courses:
 - BUSI 496: Senior Seminar - Business Ethics
 - MGMT 311: Leadership in Management
- Authored content and worked with staff on Canvas infrastructure for the following graduate course:
 - ENTR 520: Entrepreneurial Decision Making
- Chair: Graduate Programs (2020-2021 academic year)
- Member: Masters Studies Council (2020 to present)

- Member: Masters Curriculum Review Committee (2020 to present)
 - Member: School of Business and Management Curriculum Committee (2020 to present)
 - Member: School of Business and Management Operations Team (2020 to present)
- School of Behavioral and Applied Sciences 2014 to 2019 (Adjunct Professor)
College Counseling and Student Development Program

- Developed lesson plans in accordance with course objectives for the following graduate courses:
 - CCSD 543: Legal and Ethical Issues in Higher Education
 - CCSD 551: Introduction to Student Affairs
 - CCSD 552: Process of Adult Development
 - CCSD 553: Administration in College Student Affairs
 - CCSD 571: Student Learning in the Cocurriculum
 - CCSD 581: Foundations of Higher Education
 - CCSD 583: Counseling Issues and Practice

College of Liberal Arts and Sciences 2019 to 2020 (Adjunct Professor)
Master of Science in Biotechnology

- Developed lesson plans in accordance with course objectives for the following graduate courses:
 - BIOT 516: Ethics for Biomedical Products Industry

Professor

Art Institute of California – Orange County (Education Management Corporation) 2007 to 2018

- Developed lesson plans in accordance with course objectives for the following undergraduate courses:
 - HU357: Ethics
 - HU358: Critical Thinking
 - SB214: Belief Systems
 - SB310: Cyber Theory
 - HU430: General Education Capstone
 - FS239: Career Development
 - SB216: Economics
 - FMMA208: Finance Principles
 - SB399: Worldviews of Star Wars
- Faculty Learning Management System Administrator (2014 to 2018)
- Chair: Admissions Committee
- Chair: Community Outreach Committee
- Member: Curriculum Committee
- Member: Faculty Development Committee
- Member: Institutional Effectiveness Committee
- Mentor for first-time instructors
- Student Choice Award – Outstanding Faculty Member (2011, 2014)
- Faculty panel presenter at Admissions open house events

Development and Administrative Experience

Development Director

Kingdom Causes Bellflower

2016 to present

- Identified potential donors and developed relationships with individual contributors
- Worked with staff and various constituents to envision and implement fundraising strategies
- Wrote applications for a variety of foundation, business and government grants
- Facilitated connections between local businesses and the organization
- Oversaw donor database and maintained data integrity
- Developed marketing and promotional materials
- Built connections with civic, non-profit, and faith-based organizations

Registrar

Art Institute of California – Orange County (Education Management Corporation)

2003 to 2007

- Worked with Academic Directors to create student, faculty, and facility schedule each term
- Prepared and submitted statistical reports for federal, state and accrediting agencies
- Led online student registration process and served as campus Online Service Coordinator
- Produced retention data for key staff and maintained weekly institutional enrollment report
- Trained new faculty and staff on Registrars Office procedures and policies
- Increased efficiency by revising forms and procedures in the Registrars office

Registrar / International Student Advisor / Director of Student Affairs

Brooks College

1998 to 2003

- Coordinated graduation ceremonies including creation and management of budget
- Produced and maintained all international student records
- Created student, faculty, and facility schedule each term and supervised registration process
- Developed first-year student assessment and mentoring program
- Researched and analyzed retention data and maintained institutional population report
- Updated format and content of course catalog and student handbook
- Worked with Academic staff to develop and implement student retention program
- Reported institutional data to federal, state and accrediting agencies

Residence Director

Azusa Pacific University

1995 to 1998

- Assisted students with personal and educational growth through structured programming
- Trained and supervised undergraduate Resident Advisors in a residence hall setting
- Developed programming strategy as Chair of the Residence Life Programming Committee
- Revised and rewrote RA manual to reflect changes in student needs and institutional policies
- Worked with department Staff to develop and teach a comprehensive RA training program
- Adjudicated conduct cases and used creative sanctions based on individual need
- Served on Resident Advisor and Residence Director Selection Committees

- Served as Student Life representative to the Teaching Learning Technology Roundtable
- Outlined a judicial handbook as Chair of the Residence Life Judicial Committee

Publications and Awards

- Hanshaw, G., Helm-Stevens, R., & Pheifer, T. (2022). Educational Attainment Post-Pandemic: An Examination of Growth Mindset Language and Strategies in Graduate Students. *Sciedu Press*, 11(1). DOI: <https://doi.org/10.5430/bmr.v11n1p6>.
- Pheifer, T. (2022). Formal and informal leadership. In R. Helm-Stevens and D. Kipley (Ed.), *Organizational Behavior: A Guide for Leaders, Supervisors, and Managers* (pp. 237-258). Cognella Academic Publishing.
- Pheifer, T. (2021). *Business Ethics: The Search for an Elusive Idea*. Cognella Academic Publishing.
- Helm-Stevens, R., Kipley, D., & Pheifer, T. (2018). The impact of a service-learning project on undergraduate students' faith development and spiritual formation: outcomes of an organization and administrative behavior course. *International Journal of Educational Methodology*, 4(3), 187-160.
- Pheifer, T. (2015). Ethics for Teens. *Christian Home and School*, Spring 2015, 8.
- Pheifer, T. (2000). It's a matter of time. Chapter in *My Heart I Offer: Daily Reflections on the Journey of Faith* (pp. 52). Calvin Alumni Association.
- Recipient: 2017 Calvin College Outstanding Service Award

Volunteer Experience

- Lieutenant, Compton Initiative (Social services) – 2011 to present
- Youth Ministries leader (Various ages), Bethany Church – 2010 to 2022
- Deacon, Bethany Church – 1999 to 2002 (President: 2001 to 2002), 2016 to 2018 (Vice President: 2017 to 2018)
- Board of Directors, Kingdom Causes Bellflower (Social services) – 2007 to 2015 (President: 2010 to 2015)
- Elder, Bethany Church – 2008 to 2011 (President: 2009 to 2011)
- Lecturer: Adult Sunday School – 2021 to 2022
- President, Southern California Calvin College Alumni Association – 1997 to 1999, 2006 to 2009
- Southern California Representative, Calvin College National Alumni Board – 1999 to 2002