

# MELANIE MARINE

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## LEADERSHIP EXPERIENCE

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**University of Wisconsin Oshkosh** Oshkosh, WI  
*Director, Testing Services and Student Opinion Survey*  
*April 2021 – present*

- Promote Testing Services to and work cooperatively with internal and external constituents.
- Develop, implement, and maintain written policies, procedures and protocol for office management, unit services and quality control.
- Collaborate with other university offices on various University wide projects.
- Identify and reduce inefficiencies.
- Interview, hire and train all department staff.
- Lead, manage, provide direction for, and evaluate all department staff.
- Provide technical assistance for all software used and manage the department's website
- Certify for and administer tests for internal and external stakeholders.
- Maintain relationships with all seven vendors, including negotiation of compensation through contracts.
- Serve as the primary contact for Placement Testing at the university.
- Generate and submit reports to university administration as requested.
- Employ the National College Testing Association (NCTA) professional standards and guidelines.
- Responsible for all fiscal management, including planning, directing, and tracking; identifying new revenue streams, grow existing relationships; identifying, monitoring, and mitigating financial risks.
- Identify opportunities for and provide staff development.
- Actively involved in the National College Testing Association (see professional development.)
- Successfully completed the NCTA nine-month reaccreditation process for Testing Services through 2028. We are the only nationally accredited testing center located at a university in the entire state of Wisconsin.
- Developed policies and procedures for returning to testing, work, and school during a pandemic.
- Implemented Akindi, a software to help faculty grade multiple choice tests.
- Beginning Spring 2024, use QClassroom, through Qualtrics, to administer the Student Opinion Survey to all faculty on all UW Oshkosh campuses.
- Beginning Spring 2024, lead the transition from Classroom Testing to Accommodated Testing, including the use of Accommodate, the software used to make appointments and receive tests from faculty.
- Spring 2026 – lead department in transition from Accommodate to AIM

*Senate of Academic Staff – Elected member, fall 2015 – spring 2021. Faculty Senate Liaison: 2016-2017 school year. Vice President, 2017-2018 school year. President elect 2018-2019 school year. President 2019-2020 school year.*

- As part of these collective roles, I have participated in the following committees: Provost's Administrative Staff, Leadership Council, Conference on Shared Governance, Faculty Senate, Compensation Committee and the Title and Total Compensation UW System Committee for Instructional Academic Staff.
- Led meetings, arranged agendas, advocated for, and communicated with Professional and Instructional Academic Staff.
- Garnered a working knowledge of the Faculty/Staff Handbook as well as policies and procedures for our campus.
- Collaborated with Faculty Senate, University Staff Senate, and Oshkosh Student Association.
- Drafted proposals, recommendations, and policies.

- Worked with University administration to develop plans, policies, and procedures for transitioning to online teaching and business during the pandemic.

## TEACHING EXPERIENCE

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### **University of Wisconsin Oshkosh** Oshkosh, WI

*Lecturer, Reading Study Skills Center, Fall 2003 – Spring 2008; Senior Lecturer, Fall 2008-Spring 2017; Senior Lecturer II, Fall 2017 – April 2021*

- Developed and taught Academic Recovery (ACAD 115), a course for students on probation, offered every semester. This course began as a pilot, and I have seen it through to 6 sections being offered each school year.
- Implemented one on one meetings with all students in ACAD 115. As this was best practice, all students met with me three times a semester
- Collected, maintained and reported on all data for ACAD 115. At the time of my departure, 76% of the students who enrolled in ACAD 115 were retained at UW Oshkosh to the next semester. Graduation rate within 3 years of taking the course was 52%.
- Taught multiple sections of Comprehensive Study Skills each seven-week period, interim, and summer (ACAD 125).
- Facilitated individual meetings with students enrolled in Comprehensive Study Skills.
- Developed a new academic strategies course specifically for students who are conditionally admitted to UW Oshkosh. A pilot will be held fall 2020.
- Developed and taught a one day reading workshop specifically for students in Comm 104 with Dr. Jennifer Considine. (fall 2018-spring 2021)
- Hired, trained, scheduled, and supervised 8-13 student Academic Mentors. (beginning fall 2008 – spring 2019)
- Part of the 4-instructor team that completely revamped the Study Skills course over the 2012-2013 school year. I was responsible for researching and developing the Time Management and Learning and Memory sections of the class.
- Taught Applied Study Skills (ACAD 135), a course in which I attended World Regional Geography and constructed Study Skill lesson plans based on the Geography material. (2003-2016)
- Conducted workshops for the World Regional Geography students. (2003-2016)
- Converted the Comprehensive Study Skills course to the strictly on-line format using Desire2Learn, and now Canvas (including the selection of a textbook); taught class beginning spring 2008 and annually since then.
- Met with students one on one who need additional help in various study skills areas.
- Held workshops on Test Preparation, Preparing for Finals and Test Taking for students at all levels.
- Participated in course revisions, including researching, and writing a unit on Procrastination for our Study Skills course.
- Developed and managed the Reading and Study Skills Department webpage and Facebook page.

### **University of Wisconsin Oshkosh** Oshkosh, WI

*Adjunct Instructor, Human Services Program, Fall semester 2001- Fall semester 2005, Fall 2007 – Fall 2015*

- Received training in creating online courses (spring 2007); adapted Intro to Human Services to the strictly online format using D2L and teach the course during the spring 2008 semester, and every semester after.
- Spring, 2014 taught Internship in Human Services.
- Taught Intro to Human services (in the face-to-face format) for 12 semesters.
- Worked with local agencies to provide mandatory volunteer placements for students.
- Partnered with Career Services to provide resume and internship assistance to students.
- Partnered with the Counseling Master's degree program to provide counseling experiences for students.

## PROFESSIONAL DEVELOPMENT

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- Selected for two group presentations at the fall 2026 NCTA conference
- NCTA listserv manager, fall 2025 – present
- Attended the National College Testing Association's national conference in summer 2022, 2023 and 2024, 2025
- Completed the Mentorship program through NCTA – school year 2022-2023. Currently serve on the Mentorship committee.
- Selected for and successfully completed the UW System "Principles of Supervision and Management" certification, spring 2025
- Attended "X4: The Experience Management Summit" hosted by Qualtrics, spring 2023.
- Attended "Building the Beloved Community for Students in Threatening Times" Provost's Summit, Fall 2019.
- Participated in 2 webinars by McGraw Hill Education on Oct. 20, 2017. They were entitled "Online Learning: Are Students Adequately Set Up for Success?" and "Engaging Today's Students: Maximizing the Potential of Each Learner."
- Attended the University System Virtual Showcase on "Humanizing Learning." April 4-5, 2017
- Attended "Open Educational Resources" workshop through CETL during spring, 2017.
- Participated in the "Maximizing the Active Learning Classroom" session through CETL during spring 2016.
- Successfully wrote a grant to attend and actively participated in the Institute on Peer Education. University of South Carolina – Columbia. November 7-9, 2014.
- Attended the 10<sup>th</sup> Annual Provost's Teaching and Learning Summit on Engaging 21<sup>st</sup> Century Learners, October. 2014.
- Participated in a College Success Online Event through Cengage Learning: "*Academic Fitness: Building Muscle, Discipline, and Endurance in the First-Year Seminar,*" February 1, 2011 (one contact hour).
- Completed the Interim Intensive (Jan. 2011) through the CETL on Best Practice on Online Teaching.
- Attended "*Taking Adversity Out of Diversity: Dumb Things Well Intended People Say,*" December 3, 2010, UW Oshkosh
- Participated in the *On Course National Conference "A Festival for Learner-Centered Educators,"* April 8-10, 2010, Raleigh, North Carolina (successfully applied for and fully awarded a faculty development grant to attend)

## CERTIFICATES EARNED

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- 13 certificates currently earned through the 7 vendors Testing Services partners with. They all require passing a multiple choice test at a 90% or higher.
- Won the 2022 National College Testing Association's Proctor Games, a 3 day long challenge to complete various tasks following the NCTA guidelines.
- Earned the Inclusive Excellence Pedagogy Certificate through the Center for Excellence in Teaching and Learning (CETL) during spring interim, 2017.
- Earned the Active Learning Certificate through CETL during fall, 2016.
- Earned the Online Teaching Certificate through CETL during summer, 2016.
- Earned the Quality Matters certification to apply the Quality Matters Rubric through the CETL during spring 2016. Now eligible to complete the Quality Matters Peer Reviewer certification course.
- Earned Best Practice Certification in Assessment from CETL during fall 2013.
- Earned Best Practice Certification in the Traditional Classroom from CETL during fall 2011.

## EDUCATION

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**University of Wisconsin Oshkosh**      Oshkosh, WI  
*Master of Public Administration*

- Elective courses taken in the Counselor Education and MBA programs.

**University of Wisconsin Oshkosh**      Oshkosh, WI  
*Bachelor of Science – Human Services*

- Double minor in Spanish and Psychology

## PUBLICATIONS AND PRESENTATIONS

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- Invited to present “Implementation of a Course for Students on Academic Probation” at the Wisconsin College and Learning Center Association (WCLCA) state conference at Madison College, April 26, 2019.
- One of 90 out of over 200 applicants chosen to present at the National College and Learning Center Association (NCLCA). I presented “Implementation of a Course for Students on Academic Probation” at the national conference, Niagara Falls, NY, October 2-5, 2018. (Successfully applied for and fully awarded a faculty development grant to attend.)
- Textbook reviewer, *Psychology of Success* by Denis Waitley (2016)
- Reversed Class Test, *P.O.W.E.R. Learning: Strategies for Success in College and Life* by Robert S. Feldman (2016)
- Textbook reviewer, *Connections: Empowerment for College and Career Success* (2014)
- *On Course: Study Skills Plus 2<sup>nd</sup> Edition* – Worked with the author, Skip Downing and Cengage Publishing on developing the Annotated Instructors’ Edition. I wrote all annotations in the AIE. (2012)
- *On Course Study Skills Plus 2<sup>nd</sup> Edition* – Submitted four lesson plans for the Facilitator’s Manual. All four were accepted and published. Additionally, I reviewed and selected all lesson plans for the Facilitator’s Manual.
- Presented “Using Peer Mentors in a Study Skills Course.” At the *On Course National Conference “A Festival for Learner-Centered Educators,”* March 31- April 2, 2011, Long Beach, CA (successfully applied for and fully awarded a faculty development grant to attend).
- Textbook reviewer: *Your College Experience: Strategies for Success* by Gardner, Jewler and Barefoot, 7<sup>th</sup> edition.
- Presented "Surviving High School-Study Skills for High School Students" to Upward Bound of UW-Sheboygan, summer 2006.

## TECHNOLOGY

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- Experienced in: Microsoft Word, Excel, PowerPoint, Navigate, Microsoft office email, calendar, Teams, Edge, and Bookings; OneDrive, SharePoint, Dreamweaver MX, Adobe Acrobat, Adobe Photoshop Elements, Desire2Learn, Canvas, Google Chrome, Mail, Calendar, Sheets, Docs and Drive; Mozilla Firefox, WebEx, Zoom, Macromedia Breeze Presenter, Audacity and image sharing (used Photobucket), Facebook, Pinterest, Instagram, Snapchat and Blogger, WISER, PeopleSoft, Qualtrics, WordPress, Akindi, Accommodate and AIM.
- Familiar with Microsoft Access and Publisher, podcasting (using itunesU), and wikis/collaborative writing (used Writeboard and Google Docs)

## VOLUNTEER EXPERIENCE

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### **Martin Luther Ev. Lutheran School, 1526 Algoma Blvd., Oshkosh, WI 54901**

#### *Forensics 2017 - 2022*

- Coach 5<sup>th</sup>- 8<sup>th</sup> grade forensics.
- Help students select the category and piece they want to perform.
- Help students write their introduction and transitions for their selected piece.
- Instruct/Coach students on improvement of their selections.

#### *Reaccreditation Steering Team 2015-2016*

- Member of the 6-person team collecting data for the 15 standards required for the school to retain their exemplary status with the WELSSA accrediting body. Also chaired a subcommittee. The school received the highest recommendation and retained their accreditation for 5 more years.

#### *FCE Co-President (FCE stands for Friends in Christian Education – the school's PTO) 2013-2014*

- Lead eight meetings per school year (four for the entire school, four for the FCE executive board.)
- Wrote announcements for school newsletter and church bulletin.
- Advertised for, set up and run school Movie Nights
- Liaison between school and various community businesses for fundraisers (some examples include Culvers, Buffalo Wild Wings, Lone Elm Pizza, Tupperware)
- Maintained constant contact with the Principal and Athletic Director

### **University of Wisconsin Oshkosh Alumni Association**

#### *Quest 2 presenter, Spring 2018 – Spring 2020*

- Each spring I am invited to present to two or three Quest 2 courses on my career path, as well as my current job.

#### *Board of Directors, 1998- 2009*

- 2006 to 2009, general member of the Board of Directors.
- Elected vice president, 2000 - 2004. Oversaw the Homecoming committee and filled in when the president was absent.
- Elected secretary, 1999-2000; 2004-2006. Responsible for the taking of board meeting minutes.
- Member of the team of directors that served on the Mission/Vision statement committee that created and implemented a Mission/Vision/Goals statement for the Alumni Association.
- Participant in "UW Day: Building Wisconsin's Future," March 7, 2001. This day was created to celebrate higher education and strengthen the relationships between UW System Institutions and government officials.