



CURRICULUM VITA

2019 - 2020

Instructor: Tony Lee, Assistant Professor
Academic Department: Higher Education & Learning Technologies

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EDUCATION

Doctor of Philosophy, Adult and Higher Education

Concentration: Workforce Learning & Development
University of Oklahoma, 2014

Masters of Education

Concentration: Training and Development
University of Oklahoma, 2011

Masters of Human Relations

University of Oklahoma, 2004

Bachelor of Business Administrations

Major: Management Information Systems & International Business
University of Oklahoma, 2002

PROFESSIONAL EXPERIENCES

Assistant Professor, Department of Higher Education & Learning Technologies Present
Texas A&M University-Commerce, Commerce, TX
Courses:
EDUC 401: Metacognition (Fall 2019)

EDUC 402: Global Communication (Fall 2019)
ORGL 4341: Leadership Theory I (Fall 2019)

Associate Director, UWC Scholars Program & China Recruitment 2017- 2019
University of Oklahoma Office of Admissions & Recruitment, Norman, OK

- Supervised graduate assistant, intern and student employees.
- Recruited international students, particularly graduates of United World College and China.
- Utilized admissions CRM to mine data and strategically form recruitment strategy for UWC prospects and travelled to recruit prospects.
- Collaborated with Admissions & Recruitment senior leadership to enhance the admissions process for prospective UWC students.
- Communicated with prospective students throughout the recruitment and application process, including extensive correspondence via phone, e-mail, skype and social media.
- Reviewed applications for admissions decisions and ensures appropriate evaluation of foreign credentials.
- Planned and implemented strategies in yielding students' enrollment and retaining students.
- Coordinated with external partners in orienting international students to the academic systems and support services at OU, its culture, and the U.S. culture in general.
- Developed academic and non-academic based student programming events to help and support 200+ international students with campus adjustment and retention.
- Assisted students with academic and personal related issues (health, immigration, etc.).
- Performed other duties as assigned or required.

Associate Director, UWC Scholars Program 2015- 2017

- Roles were similar to the Assistant Director position.

Assistant Director, United World College (UWC) Scholars Program 2014- 2015
University of Oklahoma Office of Admissions and Recruitment, Norman, OK

- Recruited international students, particularly graduates of United World Colleges worldwide.
- Responsible to all manner of questions from prospective students, parents, and school counselors.
- Analyzed trends in student recruitment and retention and make recommendation for action.
- Developed promotional materials and videos for recruitment purposes.
- Reviewed and process international students' application for admission to the university for undergraduate students.
- Applied and interpreted admission policies and procedures.
- Planned and implemented strategies to yield students' enrollment.
- Provided different academic and non-academic related programming and support services to support and retain students.
- Hired and managed student assistants.
- Advised The United World (TUW) student organization.

Graduate Academic Advisor, *Educational Leadership and Policy Studies* 2012- 2014
University of Oklahoma Jeannine Rainbolt College of Education, Norman, OK

- Provided academic advising services to students and prospective students via walk-in meetings, individual appointments, e-mail, and by telephone.
- Assisted with student course enrollments.
- Maintained and updated program area, Adult and Higher Education (EDAH) information on the website.
- Coordinated relevant workshops for students on academic advising topics.
- Assisted with EDAH Graduate Recruitment Day and other special projects.

Graduate Assistant, *Student Affairs* 2011- 2012
University of Oklahoma Health Sciences Center, Oklahoma City, OK

- Coordinated Leadership Lunch Program for health professional students and staff.
- Coordinated First-Year Health Professional Student Programs (HSC 1).
- Developed strategies to increase students' participation in both programs.
- Co-planned and facilitated staff retreats.
- Assisted with other special projects.

Intramural Sports Coordinator, *Student Affairs* 2010- 2011
University of Oklahoma Health Sciences Center, Oklahoma City, OK

- Coordinated campus wide intramural sports program for health professional students.
- Worked to increase health professional students' participation in intramural sports program.
- Hired and trained referees.
- Responded to intramural sports issues and emergency situations.

Intern, *Learning and Development Office* 2010
University of Oklahoma Health Sciences Center, Oklahoma City, OK

- Learned and developed Family Medical Leave Act (FMLA) e-Learning resource.
- Conducted training workshops for faculty and staff.
- Assisted presenters with their training workshop.
- Attended Developmental Advisory Council meetings.

Assistant Director, *Student Life* 2005- 2009
University of Oklahoma, Norman, OK

- Directed the daily operations and functions of the Asian American Office.
- Assisted with the establishment of the Multicultural Greek Council (MGC).
- Coordinated the International Leadership Class and Advantage II Scholarship programs.
- Coordinated freshmen and transfer students' orientation and graduation awards banquet.
- Provided academic advising, counseling, and assistance to Asian American students.
- Advised Asian heritage student organizations, MGC Executive board, and 12 fraternity & sorority chapters.
- Organized leadership retreats for Asian American students and OU Greek chapters.

Residence Coordinator, *Residence Life*

2005

Pennsylvania State University, University Park, PA

- Recruited, trained, developed and supervised 10 Resident Assistants.
- Planned and coordinated Freshmen Orientation programs for West Halls.
- Trained and co-supervised 70 Orientation Leaders.
- Advised the Earth & Environment Science, Engineering House, and Science & Technology committees in the residence hall.
- Responsible for students' disciplinary issues and mediated roommates' conflicts.
- Responsible for residence halls emergency protocols.
- Assisted with recruitment of Residence Coordinators, Assistant Director, and Assistant Vice President for Penn State main campus Student Services.

PUBLICATIONS

Book Chapter

Lee, T. K., & Lim, D. H. (2017). International faculty development in U.S. higher education. In Keengwe, J. (Eds.) *Handbook of Research on Promoting Cross-Cultural Competence and Social Justice in Teacher Education*. (pp. 304-319). Hershey, PA: IGI: Global.

Lee, T. K., & Lim, D. H. (2015). Learning through web-based authoring tools. In Keengwe, J., & Agamba, J. (Eds.) *Models for Improving and Optimizing Online and Blended Learning in Higher Education*.

Papers Published in Refereed Conference Proceedings

Lee, T. K., Lim, D. H., & Kim, J. H. (2017). The effect of mentoring on U.S. vs. foreign-born faculty's self-esteem and job satisfaction. Proceedings of the 2017 Adult Educational Research Conference. Norman, OK: AERC.

Lee, T. K., & Lim, D. H. (2014). Learning through web-based authoring tools. Roundtable. In D. D. Chapman & K. Guerdat (Eds.) Proceedings of the 2014 Academy of Human Resource Development Annual Conference. Houston, TX: Academy of HRD.

Lee, T. K., & Lim, D. H. (2013). Learning styles for multi-generations. In J. Gedro & D. D. Chapman (Eds.) Proceedings of the 2013 Academy of Human Resource Development Annual Conference. Arlington, VA: Academy of HRD.

Papers Published in Conference Proceedings

Lee, T. K., & Lim, D. H. (2015). The role of mentoring in faculty job satisfaction (Poster Session). Proceedings of the 2015 American Association of Adult Continuing Education Annual Conference. Oklahoma City, OK: AAACE

PRESENTATIONS & TRAININGS

Presentations & Trainings

The Role of Mentoring in International Faculty Job Satisfaction. (Poster Presentation), American Association for Adult and Continuing Education (AAACE), November 2015, Oklahoma City, OK

Effects and Impacts of a Global Community, University of Oklahoma Greek Forum. November 2015, Norman, OK

Learning through Web-Based Authoring Tools, 2014 Academy of Human Resource Development Annual Conference, Houston, TX.

Learning Styles for Multi-Generations, 2013 Academy of Human Resource Development Annual Conference. February 2013, Arlington, VA.

Building Bridges with International Students, Oklahoma College Student Personnel Association State Conference. May 2011, Broken Arrow, OK.

Team Building, University of Oklahoma Learning & Development Office. May 2011, Norman, OK

Team Building, University of Oklahoma Health Sciences Center Learning & Development Office. November 2010, Oklahoma City, OK

TEACHINGS

Teaching Experience

- Instructor, ORGL 422: Project Leadership, May 2019, summer 2019
- Instructor, ORGL 4343: Leading Change, spring 2019, May 2019, summer 2019
- Lecturer, EDAH 5333: Program Planning in Adult Learner, spring 2017
- Guest lecturer, EDAH 5043: Introduction to Research, fall 2012, spring 2013
- Guest lecturer, EDAH 5473: Race, Class, & Gender, fall 2012
- Guest lecturer, EDAH 5013: The Adult Learner, fall 2012
- Instructor, UCOL 2002: Strategic for Success, spring 2008, 2009.

MEMBERSHIPS, PROFESSIONAL SERVICES, & AWARDS

Memberships

- Member, Academy of Human Resource Development (AHRD), 2011 – present
- Member, American Society for Training and Development (ASTD) Oklahoma Chapter, 2010 – present
- Member, International Association for College Admission Counseling (IACAC), 2018 – 2019
- Member, Association of International Educators (NAFSA) Region III, 2016 – 2017

- Member, National Association of Student Personnel Administrators (NASPA), 2005 – 2012
- Member, Oklahoma College of Student Personnel Association (OCSPA), 2006 – 2012

Professional Services

- Selection committee, OU President's Award for Outstanding Sophomores, 2016
- Volunteer, NAFSA Region III Conference, 2015
- Peer Reviewer, University Forum on HRD European Conference 2014
- Peer Reviewer, AHRD International Research Conference 2014
- Volunteer, ASHE Annual Conference, 2013
- Session Chair, ASTD International Conference, 2013
- Symposium Chair, AHRD International Research Conference, 2012, 2013
- Adult and Higher Education (EDAH) Faculty Search Committee, 2012, 2013
- NASPA IV-W Regional Awards Selection Committee, 2007, 2008, 2010, 2011, 2012, 2013
- Volunteer, AHRD International Conference and Expositions, 2012, 2013
- Student Ambassador, OU Graduate College, 2011, 2012, 2013
- Volunteer, Graduation Commencement, 2006 – 2013
- Co-facilitator, OUHSC Student Affairs Staff Retreat, 2011, 2012
- Volunteer, ASTD Oklahoma State Conference Planning Committee, 2012

Honors and Awards

- Alpha Lambda Delta Honorary Member, 2019
- Waintroob/Myers Superior Performance Award, 2019
- Glenn Freeman First Timer Scholarship, 2015
- Bellwether Society Scholarship in Honor of Drs. Shannon & Kenneth Lease, 2013 – 2014
- Outstanding Graduate Student of The Year for Adult and Higher Education, 2012 – 2013
- Cleo Cross Scholarship, 2012
- Lion's Club International Student of The Month, 2004