

EXPERIENCE

UNIVERSITY OF SOUTHERN CALIFORNIA
Marshall School of Business
Leventhal School of Accounting

1985 to Present

Assistant Vice Dean for Academic Affairs, MSB

2015 to Present

Associate Dean, Leventhal Master's Programs

2005 to Present

Professor of Clinical Accounting

2005 to Present

Professor of Clinical Business Communication

2001 to 2015

Department Chair, Department of Business Communication

1998 to 2005

Responsibilities and Accomplishments

Assistant Vice Dean for Academic Affairs, Marshall School of Business, July 2015 to present

Faculty Management

- Responsible for tracking teaching loads and courses taught using FACT—Faculty Annual Compensation and Teaching System (Salesforce)
- Monitor and approve teaching overloads for all faculty
- Oversee recruiting and promotion of RTPC faculty, full time and part time
- Establish and monitor salary scale for PT faculty
- Monitor class sizes and work with Chairs and department managers on under-enrolled sections
- Work with Vice Deans and Chairs to ensure best mix of elective offerings

Faculty Quality and Professional Development

- Implement Third-Year Reviews for entry-level RTPC faculty
- Develop and implement plan for evaluating part-time faculty
- Monitor teaching evaluations and work with faculty teaching coaches
- Worked with clinical committee on RTPC professional development criteria

Committees, Curriculum, and Administrative Responsibilities

- Oversee MSB Committees on RTPC Faculty and RTPC Faculty Promotion
- Establish and oversee Marshall Part-Time Faculty Review Committee
- Supervise Institutional Research Assistant Dean
- Attend Chairs' meetings and prepare and distribute minutes
- Serve as Marshall School final approver of curriculum changes

Associate Dean, Master of Accounting and Business Taxation Programs for Leventhal School of Accounting, 2005 to present

Leadership and Administrative Responsibilities

- Consult with Dean, faculty, staff and board of advisors to develop and implement strategies for continuous improvement and program growth
- Lead team responsible for recruiting students, admissions, scholarships, academic advising, class scheduling, curriculum issues and career placement
- Interview 65+ program applicants each year; admit and follow up as needed
- Promote student life/community activities throughout the year including orientations, sports activities, Thanksgiving celebration, end-of-semester celebrations, Chinese New Year celebrations and commencement
- Spearhead professional development of full time students through workshops and individual interactions as needed
- Advise faculty and students as needed on academic and personal issues
- Worked with MAcc and MBT Graduate Committees to review and update curriculum; implemented changes required by 2014 and 2017 CPA licensure requirement changes and developments in the profession
- Created “Leventhal Excellers” to increase student and faculty skill levels in Excel.
- Identify annually approximately 35 MAcc/MBT students to work as instructional assistants or in program administration during the academic year; match students with faculty and programs and adjust throughout the year as needed
- Lead Assurance of Learning efforts for master’s degree programs
- Active in Accounting Program Leaders Group of AAA and FSA
- Promoted development of MAcc with Data and Analytics

Program Coordinator, PwC International Tax Immersion Program, 2011 to present

- In competition with other schools, developed winning proposal for educational program for PwC international tax professionals. USC is the only location that PwC uses for this global program.
- Combine 3 mainstream tax classes with 75 hours of specialized tax training involving key tax faculty for the educational piece of this program.
- Communicate with PwC leadership 7 months of the year for this program

Academic Program Manager, AACSB International Bridge Program for Professionally Qualified Faculty, 2006 to present

- Appointed by Marshall Deans to represent USC Marshall and Leventhal in developing and managing week-long teaching program for business executives.
- Appointed academic seminar manager by AACSB for program presentations in universities across the country. (This year held the 18th program at New York University.
- Promote strengths of USC/Marshall/Leventhal to 400 Bridge Program “graduates” since program inception, as well as to AACSB management

- Select faculty from different universities, review and approve all course materials, and host programs at USC, UC Irvine, Babson College, George Mason University, Ohio State University, University of Texas, Austin, Georgetown University, Washington University at St. Louis (2016), UCLA, NYU.
- Produced revenue sharing income for USC Marshall--\$98,000 (2006-2012)
- Hired both full-time and part-time RTPC faculty from Bridge Program

Department Chair, Department of Business Communication, 1998-2004.

- Led efforts to increase visibility, reputation of CMC
- Directed unprecedented growth in faculty (9 to 21) and service to students
- Created Advanced Writing for Business as part of USC Writing Program
- Attracted 4 underrepresented minority faculty, resulting in first Marshall course designated for USC diversity requirement

University, Marshall, and Leventhal School Service Involvement

- University Graduate Program Deans Committee
- University Deans of Faculty Council
- University Writing Committee
- Marshall Clinical Faculty and Clinical Promotions Committee
- Marshall Online Programs Advisory Committee
- Leventhal Master of Accounting Curriculum Review Committee
- Leventhal Master of Business Taxation Curriculum Review Committee
- Leventhal School Development Activities

Prior Professional Positions

COMMUNICATION TRAINING & CONSULTING

Principal (Full time 1979-1985; Part-time 1985-2015)

- Develop and conduct communication training for accounting professionals across the US and internationally, including Vienna, Rome, Paris, Madrid, Zurich, and Bangkok.
- Communication coach/mentor to accounting professionals at partner and senior manager levels, specializing in women pursuing top management positions.
- Write and edit reports and significant communications for corporate clients.
- Develop communication training programs for local and national distribution by CPA firms and corporations.

COOPERS & LYBRAND (now PricewaterhouseCoopers, LLP)
Communication and Business Development Specialist

Completed academic and internal training in accounting, auditing, and business, as part of program to recruit and develop liberal arts graduates. Worked with audit, tax, and consulting groups throughout firm.

Traveled throughout United States to create, organize, or coordinate projects, and review significant firm communications or practice development efforts.

Developed and conducted training sessions for client organizations.

CALIFORNIA STATE LEGISLATURE
Joint Legislative Audit Committee, Office of the Auditor General
Auditor and Analyst

Conducted performance audits of state agencies and programs, including State Lands Division; Education Department; Human Services programs.

Worked on joint projects with Coopers & Lybrand, later recruited to join C&L.

Promoted to Editorial and Technical Assistant to California's Auditor General.

EDUCATION

University of California, Santa Cruz
Cowell College of the Humanities
University of California, Davis
Bachelor of Arts
California State University, Sacramento
Graduate Accounting and Business program

AWARDS

Faculty Excellence Award, Leventhal School, BAY
Instructor Excellence Award, California CPA Society,
Statewide recognition for outstanding contributions
to accounting education.
Marshall Dean's Community Award
Marshall Teaching Innovation Award
Women Who Make a Difference Award Nominee, LA Business Journal

RESEARCH PUBLICATION

Journal Article—Refereed Academic Journal—May 2014

Morris, Michael (Notre Dame), Maxey, Shirley, (USC)

The Importance of English Language Competency in the Academic Success of International Accounting Students

Journal of Education for Business, 89 (4/2014) pgs. 178-185

PRESENTATIONS AND PUBLISHED TRAINING PROGRAMS

AAA/FSA Annual Seminar Meeting, Savannah, Georgia (2016)

“Strategies on Supporting International Students in Master of Accounting Programs”

AACSB Bridge Program, Washington University at St. Louis (2016)

“Faculty Roles in Accreditation from Qualifications to Assurance of Learning”

AACSB Associate Deans Conference, Scottsdale, AZ (2015)

“What do PQ Bridge Program Graduates Bring to AACSB Deans and Faculty?”

Global Leadership Program—Marshall School of Business (2014)

“Executive Presence—First and Last Impressions”

Bridge Program for Business Executives, AACSB (2014)

“Building a Course Syllabus—From Learning Goals to Assessments”

“Writing in a Global Business Environment”

Los Angeles, CA; PricewaterhouseCoopers, LLP

“Executive Presence for Women”

American Society of Women Accountants

“Executive Communication Skills”

Philadelphia, PA; Drexel University Executive MBA Program

“Audit Results--Recommending Change to Management”

Vienna, Austria; The Coca-Cola Company—International Internal Audit Group

“This Class Doesn’t Save Time, But...”

Management Communication Association

Tucson, AZ; Eller College of Business and Public Administration, University of Arizona

“Essentials of Networking for Women in Accounting”

Studio City, CA, American Society of Women Accountants

“Town & Gown—Combining Communication Theory with Corporate Practicum in Communication Classes”

Cincinnati, Ohio (ABC Conference)

Published Training Programs Adopted for National Use

Writing Skills for Tax Professionals--A Self-Study Program

PricewaterhouseCoopers, LLP., New York

The Art of Communicating: Transition to Leadership

California Society of Certified Public Accountants

Management Letters: Reporting on Internal Accounting Controls

American Institute of Certified Public Accountants

Wrote participant and instructor materials for this national training program.