

**Highly accomplished individual** with extensive education and managerial experience. Has strong leadership and motivational skills, proven ability to manage and train both faculty and staff. Recognized for professionalism, positive mental attitude, commitment to excellence, and demonstrated ability to communicate and interact effectively with senior management and associates. Apply critical thinking and problem resolutions skills to all projects undertaken. Has the ability to handle multiple concurrent projects in a fast-paced environment strong troubleshooting and follow-up ability

**Areas of expertise include:**

- Project Management for Institutional Effectiveness
- Budgeting Knowledge
- Leadership and Team Building
- Knowledge of regulatory agency rules
- Supervision experience
- 25 years of teaching (full and adjunct)

23 years experience monitoring compliance with State, Regional and National regulatory agencies.  
25 years of classroom instruction, lecture preparation, and advising.

**Dallas County Community College District August 2007 – Present**

- Instructed Criminal Justice classes.
- Conducted student advising
- Scheduled classes
- Monitored course syllabi
- Prepared grade and attendance reports

**Dallas County Community College District August 2006 – August 2007**

Mountain View College (Dallas County Community College District)

Eastfield College (Dallas County Community College District)

- Instructed Criminal Justice classes.
- Conducted student advising
- Scheduled classes
- Monitored course syllabi
- Prepared grade and attendance reports

**Aviation Institute of Maintenance– Dallas, Texas**

**Director of Education ■ January 2006-August 2006**

- Prepared and monitored yearly departmental budgets with P & L responsibility.
- Worked with diverse multicultural students and staff.
- Coordinated with Admissions Department to insure student enrollment and attainment of budgeted starts.
- Developed and instructed professional development courses for faculty.
- Developed, maintained, and implemented school catalog, curriculum and syllabi as specified by State and National Regulatory agencies.
- Monitored retention and attendance of students, school population of 250 students.
- Worked closely with advisory committees to ensure up-to-date curriculum and industry practices.
- Ensure instructor effectiveness through periodic consistent implementation of student feedback surveys, classroom observations, and instructor performance reviews.
- Ensure maintenance of accurate and timely student attendance and grade records.
- Ensure safety and cleanliness of education offices, storage areas, and classrooms.
- Ensured institutional effectiveness by meeting or exceeding standards established and adopted by both State Regulatory Bodies and National Accreditation Agencies.
- Reduced attrition and increased retention through an aggressive retention plan to ensure graduation and placement
- Counseled students about financial aid availability.
- Responsible for maintaining proper student teacher ratio.
- Ensure that proper supplies, furniture and equipment are on hand for education needs.
- Submitted timely and accurate reports, personnel paperwork, and other documentation required by regulatory agencies.
- Conducted new student orientations

## High-Tech Institute – Irving, Texas

### Director of Education ■ January 2005- October 2005

- Prepared and monitored yearly departmental budgets with P & L responsibility.
- Worked with diverse multicultural students and staff.
- Coordinated with Admissions Department to insure student enrollment and attainment of budgeted starts.
- Developed and instructed professional development courses for faculty.
- Developed, maintained, and implemented school catalog, curriculum and syllabi as specified by State and National Regulatory agencies.
- Monitored retention and attendance of students, school population over 850 students.
- Worked closely with advisory committees to ensure up-to-date curriculum and industry practices.
- Ensure instructor effectiveness through periodic consistent implementation of student feedback surveys, classroom observations, and instructor performance reviews.
- Ensure maintenance of accurate and timely student attendance and grade records.
- Ensure safety and cleanliness of education offices, storage areas, and classrooms.
- Ensured institutional effectiveness by meeting or exceeding standards established and adopted by both State Regulatory Bodies and National Accreditation Agencies.
- Managed and ensured compliance with Southern Association of Colleges and Schools, Texas Higher Education Coordinating Board, Texas Workforce Commission and National Accreditation Agencies.
- Hired and supervised staff of 34 full time Program Mangers and instructors.
- Reduced attrition and increased retention through an aggressive retention plan to ensure graduation and placement
- Counseled students about financial aid availability.
- Responsible for maintaining proper student teacher ratio.
- Ensure that proper supplies, furniture and equipment are on hand for education needs.
- Submitted timely and accurate reports, personnel paperwork, and other documentation required by regulatory agencies.
- Conducted new student orientations

## Everest College – Arlington, Texas

### Academic Dean - October 2003 – January 2005

- Prepared and monitored yearly departmental budgets with P & L responsibility.
- Worked with diverse multicultural students and staff.
- Coordinated with Admissions Department to insure student enrollment and attainment of budgeted starts.
- Developed and instructed professional development courses for faculty.
- Developed and implemented school catalog, curriculum and syllabi as specified by State and National Regulatory agencies.
- Monitored retention and attendance of students, school population over 500 students.
- Worked closely with advisory committees to ensure up-to-date curriculum and industry practices.
- Ensure instructor effectiveness through periodic consistent implementation of student feedback surveys, classroom observations, and instructor performance reviews.
- Ensure maintenance of accurate and timely student attendance and grade records.
- Ensured institutional effectiveness by meeting or exceeding standards established and adopted by both State Regulatory Bodies and National Accreditation Agencies.
- Over 13 years experience monitoring compliance with State regulatory agencies.
- Managed and ensured compliance with Southern Association of Colleges and Schools, Texas Higher Education Coordinating Board, Texas Workforce Commission and National Accreditation Agencies.
- Hired and supervised staff of full time and part instructors.
- Reduced attrition and increased retention through an aggressive retention plan to ensure graduation and placement.
- Counseled students about financial aid availability.
- Responsible for maintaining proper student teacher ratio.
- Ensure instructor effectiveness through periodic, consistent implementation of student feedback surveys, classroom observations, and instructor performance reviews.
- Ensure that proper supplies, furniture and equipment are on hand for education needs.
- Submitted timely and accurate reports, personnel paperwork, and other documentation required by regulatory agencies.
- Conducted new student orientations

## **Tarleton State University – Stephenville, Texas**

### **Criminal Justice Instructor – August 2002- December 2003**

- Instructed Criminal Justice classes.
- Conducted student advising
- Scheduled classes
- Monitored course syllabi
- Prepared grade and attendance reports

## **Temple College - Temple, Texas**

### **Criminal Justice Department Chair - August 1993 – August 2002**

- Prepared and monitored yearly departmental budgets.
- Developed and instructed professional development courses for faculty.
- Developed and implemented school catalog, curriculum and syllabi as specified by State and National Regulatory agencies.
- Monitored retention and attendance of students.
- Worked closely with advisory committees to ensure up-to-date curriculum and industry practices.
- Ensure instructor effectiveness through periodic, consistent implementation of student feedback surveys, classroom observations, and instructor performance reviews.
- Ensure that proper furniture, supplies and equipment are on hand to enhance educational needs.
- Ensure maintenance of accurate and timely student attendance and grade records.
- Submitted timely and accurate departmental reports, personnel paperwork and other documentation.
- Ensure safety and cleanliness of education offices, storage areas, and classrooms.
- Ensured institutional effectiveness by meeting or exceeding standards established and adopted by both State Regulatory Bodies and Regional Accreditation Agencies.
- Managed and ensured compliance with Southern Association of Colleges and Schools, Texas Higher Education Coordinating Board, Texas Workforce Commission and National Accreditation Agencies.
- Hired and supervised staff of Full and part-time instructors.
- Counseled students about financial aid availability.
- Responsible for maintaining proper student teacher ratio.
- Ensure instructor effectiveness through periodic, consistent implementation of student feedback surveys, classroom observations, and instructor performance reviews.
- Ensure that proper supplies, furniture and equipment are on hand for education needs.
- Submitted timely and accurate reports, personnel paperwork, and other documentation required by regulatory agencies.

## **Del Mar College – Corpus Christi, Texas**

### **Director of Specialized Law Enforcement Training – August 1992 – August 1993**

- Prepared and monitored yearly departmental budgets.
- Worked closely with advisory committees to ensure up-to-date curriculum and industry practices.
- Ensure instructor effectiveness through periodic, consistent implementation of student feedback surveys, classroom observations, and instructor performance reviews.
- Ensure that proper furniture, supplies and equipment are on hand to enhance educational needs.
- Ensure maintenance of accurate and timely student attendance and grade records.
- Submitted timely and accurate departmental reports, personnel paperwork and other documentation.
- Ensure safety and cleanliness of education offices, storage areas, and classrooms.
- Ensured institutional effectiveness by meeting or exceeding standards established and adopted by State Regulatory Bodies and the Coastal Bend Council of Governments.
- Managed and ensured compliance with Southern Association of Colleges and Schools, Texas Higher Education Coordinating Board, Texas Workforce Commission and National Accreditation Agencies.
- Hired and supervised staff of instructors.
- Ensure instructor effectiveness through periodic, consistent implementation of student feedback surveys, classroom observations, and instructor performance reviews.
- Submitted timely and accurate reports, personnel paperwork, and other documentation required by regulatory agencies.
- Coordinated with local Police Agencies to provide necessary and required training.
- Prepared lesson plans.

## **Killeen Police Department – Killeen, Texas**

## Police Sergeant - September 1977 – August 1992

- Police officer assigned to general patrol officer duties including criminal investigations.
- Assigned to the Criminal Investigation Division Burglary and Theft Unit, investigated fraud, burglaries, and thefts.
- Assigned to the Criminal Investigation Division Robbery & Homicide Unit, investigated homicides, assaults, and robberies. Interviewed victims, suspects, and maintained crime scene security using current forensic investigative techniques, conducted undercover operations.
- Promoted to rank of sergeant -assigned to the Internal Affairs Unit, conducted internal investigations concerning allegations of police officer misconduct and violations of policy and procedure as well as state and federal laws. Ensured that all policy met state and federal guidelines. Responsible for the unit budget.
- Assigned to the personnel/training section. Ensured department's compliance with state mandated training requirements. Developed training policy, which met federal court decisions. Defensive Tactics Instructor. Conducted and participated in hiring boards.
- Assigned to the patrol division as a shift supervisor. Responsible for scheduling days off, vacations, training and other assignments.
- Assigned to the training unit, taught law enforcement classes including firearms, defensive tactics, crime scene investigation, interviewing techniques and proper criminal case preparation. Scheduled courses and coordinated with local police departments to assess training needs. Ensured officers and department met state mandated training requirements. Presented numerous training classes. Prepared unit yearly budget.
- Assigned to the Killeen Police Academy as academy director. Scheduled courses. Coordinated with local police departments to assess training needs. Responsible for maintaining lesson plans, training reports, certificates and individual officers training records.
- Presented numerous courses. Coordinated with Central Texas Council of Governments to expend criminal justice division funds for law enforcement training. Prepared yearly academy budget.

## U.S. Army March 1974 – October 1976

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### EDUCATION AND TRAINING

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Central Texas College	Associate Degree	Criminal Justice	1978
American Technological University	BS Degree	Political Science/Criminal Justice Admin.	1982
University of Central Texas	Master's Degree	Political Science/Criminal Justice Admin.	1992
Capella University	72 Credit Hours toward PhD	Human Services	

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### LICENSE AND CERTIFICATION

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Level I Director of Education Application Training (2005)  
Level II Director of Education Application Training (2005)  
Program Manager Training: Management Tools to Manage your Program (2005)  
Golden Nugget Management Training (2004)  
Basic, Intermediate and Advanced Peace officer certification.  
Basic, Intermediate and Advanced Instructor certification.

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### AWARDS

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1985	Officer of the Quarter Killeen Police Department
1989	High Junior Baseball Coach of the Year
1990	High Junior Baseball Coach of the Year
1999	Certificate of Appreciation Assistant Baseball Coach Temple College
1997	Golden Apple Award for Excellence in Teaching

# MICHAEL SANTIAGO

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