

## **Mwauna D. Maxwell**

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### **EDUCATION**

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Amberton University, Garland, TX

M.A. Professional Counseling

M.S. Human Relations & Business

Texas Woman's University, Denton, TX

Graduate-level Psychology Hours (18+)

B.S. Psychology Cum Laude

### **PROFESSIONAL EXPERIENCE**

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**El Centro College, Dallas, TX January 2019 – present**

**Psychology Faculty**

- Teach Introduction to Psychology (PSYC 2301) online using Blackboard learning management system (LMS).
- Provide feedback to students about their progress in the course.
- Assess student learning outcomes using signature assignments.
- Collaborate with faculty and other college personnel on behalf of students.

**El Centro College, Dallas, TX January 2011 - present**

**Learning Framework Faculty/Department Chair**

*Key Responsibilities*

- Teach on-ground and online Learning Framework (EDUC 1300) courses using Blackboard LMS. *Class Video Reflections:* <https://media.dcccd.edu/video.php?vid=15822>
- Teach learning communities (MATH 1314, DMAT 0091)
- Provide feedback to students about their progress in the course.
- Provide coordination for Learning Framework & Human Development (HDEV 0100).
- Hire, coach, supervise, and evaluate adjunct faculty.
- Build class schedules for fall, spring, and summer classes.
- Train faculty to use electronic portfolios as a learning tool.
- Develop and maintain eCampus template as a resource for adjunct faculty.
- Assess student learning outcomes using signature assignments.
- Partner with Office of First-Year Experience & Retention (FYER) to organize class visits.
- Serve on college committees: Distance Education Committee, DCCCD Learning Framework Curriculum Committee, Lassiter Early College High School Advisory Committee

**Cedar Valley College, Lancaster, TX August 2006 - December 2010**

**Visiting Scholar/Faculty Counselor**

*Key Responsibilities*

- Served as a visiting scholar for a two-year period
- Taught Human Development (HDEV) courses and served as the Department Chair

- Taught learning community with developmental writing
- Consulted with faculty members about student concerns/promoted counseling services
- Provided counseling/crisis intervention services and referrals when appropriate
- Provided case management for academically underprepared college students
- Provided educational planning, academic advising, and career development to students
- Served on DCCCD Human Development Curriculum Committee

**Cedar Valley College, Lancaster, TX October 1999 - August 2006**

**College Director of School Alliances & Institutional Outreach**

*Key Responsibilities*

- Led a Department of Education grant program designed to assist first-generation college/economically disadvantaged high school students in succeeding in pre-college performance and higher education pursuits (Upward Bound Program)
- Assisted in writing Upward Bound grant proposals
- Managed a \$334K annual budget
- Selected, trained, supervised, and evaluated 17+ employees (FT and PT)
- Prepared annual reports related to Department of Education requirements
- Presented information to high schools, school boards, college groups, and parents

**Cedar Valley College, Lancaster, TX October 1997 – September 1999**

**Counseling Associate, Coordinator of Workforce Development**

*Key Responsibilities*

- Coordinated a grant-funded program for single parents and displaced workers (Job Training Partnership Act)
- Taught Interpersonal Relations course for single parents program
- Provided academic advising, career planning, and case management for participants
- Generated quarterly and annual reports for submission to the Texas Higher Education Coordinating Board
- Interpreted assessment scores and provided advisement and registration for students
- Led efforts to market the program, recruit students, and interact with State and local agencies

**PRESENTATIONS**

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**El Centro College, Dallas, TX**

Mirror, Mirror on the Wall: Teaching Reflective Thinking Through ePortfolios

Using Library Tools to Evaluate Ethical Viewpoints

Change Your Song: What Students Can Learn from the Singing Habits of Humpback Whales

**Cedar Valley College, Lancaster, TX**

He Said, She Said: Gender Patterns in Communication

Bridging the Generation Gap: Promoting Effective Communication among Students & Staff

Relationships 101: How to Build & Maintain Healthy, Positive Relationships

Classroom Management for Faculty Parts I & II

Handling Difficult & Distressed Students

## **PROFESSIONAL INVOLVEMENT**

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Mentor for faculty and students  
El Centro College Faculty Association  
Texas Community College Teachers Association  
Southwestern Christian College Alumni Association  
New Student Orientation Volunteer

## **CAREER HIGHLIGHTS**

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2018 Led efforts to compile a new FT Faculty Handbook  
2018 Achieved Quality Matters national standard for online courses  
2017 Nominated for Minnie Stevens Piper Professor Award  
2016 Nominated for Minnie Stevens Piper Professor Award  
2014 Developed curriculum for the Learning Framework Ready-to-Go online course  
2014 Presented at the Texas A&M University Assessment Conference  
2013 Received El Centro's Quality Enhancement Plan (QEP) Award  
2005 President's Award, Cedar Valley College - Enrollment Management Team  
2003 Named 'Leader of the Year' by the Leadership DCCCD Participating Class

## **TECHNOLOGY SKILLS**

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Microsoft Word, Excel, PowerPoint, Outlook  
Colleague Student Management System  
Blackboard Learning Management System  
Foliotek ePortfolio Software  
Portfolium ePortfolio Software  
LinkedIn