

# Jeremy Paul McMillen

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## EDUCATION

***Pursuing Doctorate of Education (ABD), Higher Education Supervision, Curriculum, and Instruction***, Texas A&M University-Commerce, Commerce, TX. Anticipated Graduation Date: May 2006. GPA 4.0

***Master of Science, Sociology***. Texas A&M University-Commerce, Commerce, Texas. August 1997. Studies included a semester at the University of London, UK. GPA 4.0

***Bachelor of Science, Sociology with Criminology emphasis; 2<sup>nd</sup> Major in Political Science***. East Texas State Univ. December 1995. Graduated with Highest Honors and Academic Distinction. GPA 3.88

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## PROFESSIONAL EXPERIENCE

January 2005-Present

***Dean of Planning and Institutional Effectiveness***  
Trinity Valley Community College, Athens, TX

Responsible for strategic planning and oversight of Institutional Effectiveness Processes. Oversight of the College's quality enhancement processes, including the development learning outcomes and administrative outcomes. Facilitate the College's effort for reaffirmation of accreditation by SACS, including preparation of the compliance certification and the early development of the quality enhancement plan. Supervision of college's institutional research functions, news service, print shop functions, as well as college advertising and publications.

February 2002-January 2005

***Director of Institutional Research***,  
Texas A&M University-Commerce, Commerce, TX

Responsible for the administration of University Institutional Research processes, including research to support strategic planning, program development, and learning outcomes assessment. Instrumental in preparing the University's for its' SACS Reaffirmation of Accreditation visit (Spring 2003). Active involvement with University planning and advisory councils and *ad hoc* member of other committee's/task forces as needed. Facilitated the development of learning outcomes assessment plans for academic departments. Developed the institution's System for University Planning and Effectiveness Reporting, an online database designed to link planning, assessment, and program improvement activities to the institution's overall mission. Implemented an institutional data warehouse to support data-based decision making on campus. Provided leadership for an effective Institutional Research team.

February 2000-February 2002

**Research Analyst.**

Texas A&M University-Commerce, Commerce, TX

Responsible for implementing Institutional Research processes, including reporting performance data to the Texas Higher Education Coordinating Board, the Legislative Budget Board, and the Texas A&M University System. Responsible for responding to information requests from the President, the Chancellor, the Legislature and other public entities. Conducted research to support new program proposals submitted to the Texas Higher Education Coordinating Board. Compiled and presented information to support strategic planning on our campus. Served as a primary data contact for campus master planning process with the architect firm Freese and Nichols. Facilitated marketing research efforts to support the development of the University's marketing plan, including focus groups to determine what messages resonated with various stakeholders.

October 1997-February 2000

**Director of Educational Talent Search.**

Paris Junior College, Paris, TX.

Responsible for the leading a team of professionals to administer the Educational Talent Search Program, a Federally funded educational outreach program designed to assist low-income and first generation students to complete high school and gain entry into a college of their choice. Responsible for the direct supervision of all professional Educational Talent Search Team members, budget management (\$300,000+ annually), reporting project performance, community relations in 8 counties, school relations with 25 high schools and 6 junior high schools.

January 1998-May 2000

**Sociology Instructor (Adjunct).**

Division of Social Sciences, Paris Junior College.

Full teaching responsibilities in *Social Problems*, *Introduction to Sociology*, and *Criminology* courses.

August 1997-May 1998

**Research Assistant/Writer**

Assisted Dr. Lewis Yablonsky on his book, *Juvenile Delinquency (5th ed.)*, Wadsworth (2000). Authored *Juvenile Delinquency Instructor's Manual*, Wadsworth (2000).

Aug. 1996- December 1997

**Sociology Instructor (Adjunct /Grad, Assistant).**

Dept. of Sociology, Texas A&M University-Commerce.

Full teaching responsibilities in *Social Problems* courses.

Aug. 1995- May 1996

**Computer Lab Coordinator (Teaching Asst.).**

Department of Sociology, East Texas State University.

Partial teaching responsibilities in *Social Science Statistics* courses.

Maintained the computer lab and tutoring sessions as necessary for course participants.

June. 1994- June 1995

**Research Assistant.**

Center for Social Research, East Texas State University, Commerce, TX.

Responsible for preliminary implementing a community health study in a rural African-American community under the direction of Dr. Randy McBroom and Dr. Linda Matthei. Involved in the development of the survey instrument, survey methodology, and the collection of data through face-to-face interviews in the community.

## COMMITTEES

### Trinity Valley Community College

Committee on College Planning, 2005-present  
Chair, Strategic Planning Committee, 2005-present  
Chair, Advertising Committee, 2005-present  
Chair, Recruitment and Retention Committee, 2005-present

### Texas A&M University-Commerce

Strategic Planning Committee, 2000-2004	SACS Strategic Focus Steering Committee, 2001-2003
President's Educational Advisory Committee, 2002-2004	SACS Self-Study Steering Committee (ex officio), 2001-2003
Planning Committee for the Regents' Initiative, 2001-2004	SACS Self-Study Institutional Effectiveness, 2001-2003
Raiser's Edge Implementation Team, Chair, 2002-2004	Marketing Advisory Council (ex officio), 2000-2003
Banner Implementation Team, 2004	Recruitment Task Force, 2001-2002
General Education Committee, 2003	Retention Task Force, 2001-2002

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## CONFERENCE PRESENTATIONS

McMillen, J.P., J.R. McBroom, S. Chennakesavula. *"Communicating Commitment to University Mission, Program Purposes, and Institutional Effectiveness through Creative Technologies."* Assessment Forum hosted by the American Association of Higher Education, Denver, CO, June 2004. (by Invitation)

McMillen, J.P., J.R. McBroom, S. Chennakesavula. *"Integrating Unit Missions, Unit Plans, and Learning Outcomes with the Institutional Mission: The System for University Planning and Effectiveness Reporting (S.U.P.E.R.) Database,"* 30<sup>th</sup> Annual Conference of the Southern Association for Institutional Research, San Antonio, Texas, October 2003.

Burks, B., J.R. McBroom, and J.P. McMillen. *"The Role of Institutional Research in a SACS Reaffirmation Self-Study: A Qualitative Analysis,"* 30<sup>th</sup> Annual Conference of the Southern Association for Institutional Research, San Antonio, Texas, October 2003.

Wierschem, D., J.P. McMillen, and J.R. McBroom, *"Data Warehouse Development in an Academic Setting: Issues of Power, Control and Ownership,"* 30<sup>th</sup> Annual Conference of the Southern Association for Institutional Research, San Antonio, Texas, October 2003.

McBroom, J.R., J.P. McMillen, and Wierschem, D., *"Information Security Responsibilities in an Academic Environment,"* 43<sup>rd</sup> Annual Forum of the Association of Institutional Researchers, Tampa, Florida, June, 2003.

McBroom J.R., D. Wierschem and J.P. McMillen, *"The Managerial Implications Involved in the Development of an Academic Data Warehouse,"* 42<sup>nd</sup> Annual Forum of the Association of Institutional Researchers, Toronto, Canada, June, 2002.

Wierschem, D., J.P. McMillen, and J.R. McBroom, *"The Intricacies of Data Warehouse Development in an Academic Setting,"* Syllabus Fall 2001 Boston, MA, November 2001.

McMillen, J.P., D. Wierschem, and J.R. McBroom, "*Methodology for Developing an Academic Data Warehouse*," 28<sup>th</sup> Conference of the Southern Association for Institutional Research, Panama City Beach, FL, October 2001.

McMillen, J.P., D. Wierschem, and J.R. McBroom, "*Incorporating Texas Higher Education Coordinating Board Data in an Institutional Data Warehouse*," Texas Association of Institutional Researchers Annual Conference in Corpus Christi, TX, February 20, 2001.

McMillen J.P., "*The Utility of Post-Enrollment Employment Data for Institutional Effectiveness*," 27<sup>th</sup> Conference of the Southern Association for Institutional Research, Myrtle Beach, South Carolina, October 2000.

"*Student Leadership 101*," Texas Association of Student Special Services Programs 26th Annual Conference, January 1999.

"*Postmodern Sociology?*" Fourth Annual Student Presentation Forum of Sigma Xi – Texas A&M University-Commerce.

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## **PUBLICATIONS**

McMillen, J.P., D. Wierschem, and J.R. McBroom, "Methodology for Developing an Academic Data Warehouse," *AIR Professional File*. Number 88, 2003.

Wierschem, D., J.P. McMillen, and J.R. McBroom, "What Academia Can Gain from Building a Data Warehouse" *Educause Quarterly*. Number 1, 2003. URL: <http://www.educause.edu/ir/library/pdf/eqm0316.pdf>

"Juvenile Delinquency Instructor's Manual." for Dr. Lewis Yablonsky's text, Juvenile Delinquency, 5<sup>th</sup> Ed. (Wadsworth, 2000).

McMillen, J.P., "A Theoretical Analysis of the Concept of Alienation: The Transformation from Modern to Postmodern." Master's Thesis, Texas A&M University-Commerce, August, 1999.

McMillen, J.P., "A Divided Community: A Study of Conflict, Co-optation and Alienation in a Community Confronted with Environmental Racism." Honors Thesis, Texas A&M University-Commerce, December 1995.

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## **PROFESSIONAL CONSULTATION**

Four part series on Data-warehouse Development in an Academic Environment. National Web Conference provided at the request of *Academic Impressions*, a higher education training and development group based in Colorado. Each presentation was delivered via the internet to over 35 institutions of higher education, with attendance at each institution ranging from 1 to over 50 participants.

- Session I: Data Warehouse Orientation.
- Session II: Decision Models that Drive Development.
- Session III: Development Methodology.
- Session IV: Organizational Determinants of Success.

Effectiveness and Information Reporting Services Training – Utilization of Crystal Reports Software for Texoma Medical Center, Denison, Texas. Fall 2003. Consultation originated through the Grayson County College Center for Workplace Learning,

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## **COMMUNITY INVOLVEMENT**

Rockwall Higher Education Consortium Liaison, 2002-2004  
Commerce Leadership Institute, Planning Member-2004  
Commerce Leadership Institute, Class of 2003  
Chairperson, Texas Association of Student Special Services Programs Student Leadership Conference, 1999  
Co-Chair -- John Ben Shepperd Student Leadership Forum hosted by PJC, 1999-2000  
Leadership Facilitator -- TASSSP Student Leadership Conference, 1998  
Texas Association of Student Special Services Programs Scholarship Committee, 1998-1999  
Southwestern Association of Student Assistance Programs Webmaster, 1998-1999  
Leadership Lamar County, Class of 1999  
Lamar County Community Services Council, Member 1997-1999  
Access and Equity Committee, Paris Junior College, 1997-1999  
Student Services Committee, Paris Junior College, 1997-1999  
Sam Rayburn Public Affairs Symposium Planning Committee (A&M-Commerce), 1996-1997

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## **PROFESSIONAL MEMBERSHIPS**

Association of Institutional Researchers  
Southern Association of Institutional Researchers  
Texas Association of Institutional Researchers

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## **OTHER RELEVANT SKILLS**

Leadership Facilitator, John Ben Sheppard Student Leadership Institute  
Attended numerous state, national, and regional conferences focusing on assessment, including the Southern Association of Colleges and Schools Annual Meetings, the Snowmass Institute for Higher Education Leadership (Class of 2004), the Assessment Forum hosted by the American Association of Higher Education, the annual conferences of the Association for Institutional Research, the Southern Association for Institutional Research, and Texas Association for Institutional Research

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