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Search Committee

Assistant Vice President (AVP) for Diversity, Equity & Inclusion

Cleveland State University

Dear Members of the Search Committee:

Please accept this letter of application for the Assistant Vice President (AVP) for Diversity, Equity & Inclusion position at Cleveland State University (CSU). The impressive accomplishments of your institution are a testament to its quest for quality. Cleveland State University's mission and inclusive vision combine to create a unique set of expectations for an executive leader, and I am confident that my lived experiences and professional leadership make me singularly qualified to join the CSU community as a champion for all student populations. During my career I have directly and indirectly engaged in diversity, equity, and inclusion related efforts surrounding higher education. I bring a proven reputation for forging partnerships between stakeholders both internal and external in implementing meaningful initiatives and programs with the focus on student engagement, leadership development, student conduct, crisis management, retention, 1<sup>st</sup> and 2<sup>nd</sup> year experiences, Title IX, international education, community, diversity, and inclusion.

It is paramount the next Assistant Vice President (AVP) for Diversity, Equity & Inclusion must have a keen awareness of and a laser focus on strengthening community relations within higher education. Given the political climate facing higher education, I am committed to bring the political savvy and understanding to ensure collaborative efforts to address any future or potential challenges to the mission of the institution. My passion for bridging gaps while serving underrepresented populations dates back sixteen years when I served as an Enrollment Specialist. It was there that I began to understand the issues related to diversity and developed an orientation program to help students and staff understand cultural competencies, benefits of diversity, and the importance of social justice. Throughout my tenure I have served productively and effectively as a senior administrator at different institutional types. Importantly, I possess the leadership skills and administrative background to promote continued academic growth and student success at Cleveland State University. My communication and fundraising skills are significant administrative assets that any institution can benefit from.

The enclosed curriculum vitae reflects that I have garnered the necessary experience needed to serve Cleveland State University as Assistant Vice President (AVP) for Diversity, Equity & Inclusion by "providing institution-wide leadership to holistic education and expanding the college's mission in teaching, research, and service". My educational background, along with my professional experiences and devotion to inclusion, makes me a prime candidate for this position. Furthermore, the Assistant Vice President (AVP) for Diversity, Equity & Inclusion should exemplify the attributes needed for developing relationships with students, faculty, staff, business partners and alumni. I recognize the importance of team building and being able to modify and address complex situations and develop suitable resolutions.

Complementing my education and experience are my strengths in strategic planning, student leadership development, multi-cultural instruction, international partnership, networking, and fundraising.

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Furthermore, I have been quite successful in managing relationships with Boards of Directors/Trustees and other top-level executives. Managerially, I embrace input from a diverse group of collaboratives to help build a solid meaningful relationship. As I reflect on my experience and potential to work alongside everyone at Cleveland State University, I would encourage and lead an ongoing strategy to ensure unwavering “Teamwork and Collaboration”. The array of responsibilities that are sought after in the Assistant Vice President (AVP) for Diversity, Equity & Inclusion align with those that I have held throughout my career, including:

- Seasoned team leader with over sixteen years of student affairs experience as a chief student affairs practitioner, chief diversity officer, executive administrator, enrollment management, recruiter, student conduct investigator, and Title IX Coordinator
- Leading inclusion efforts with university stakeholders in addressing issues related to campus climate, recruitment and retention, faculty and staff, student life
- Student-centered professional dedicated to student engagement, development, and collaborative relationships to enhance the overall holistic student experience
- Progressive responsibility for operations, organizational development, staff development and supervision, assessment, program development, budget management, SACSCOC accreditation and academic/student affairs partnerships
- Membership in national, state, local boards and organizations that are focused on not only diversity and inclusion, but student affairs as well as student conduct, international education, Title IX, Title IV, and other federal compliance
- Trained in behavioral threat assessment, investigatory techniques, crisis management, Student Affairs best practices, academic success strategies, and Diversity, Equity & Inclusion
- Leadership experiences within Student Affairs, Enrollment Management, risk assessment, policy development, and programming
- Demonstrated ability in utilizing assessment and strategic planning to drive evidence-based decision-making
- Innovative and enthusiastic communicator with a positive approach and genuine compassion for students and higher education
- Experience working with diverse populations of students, faculty, and staff; possess well-developed interpersonal skills and the ability to motivate and direct others in a supportive and cooperative team environment

I have a strong track record for working with stakeholders and developing and implementation of comprehensive plans, policies, and promising practices that directly relate to equity, inclusion, and student affairs. I possess a great deal of experience in implementing and facilitating activities and initiatives that support cultural, social, and intellectual diversity. As the chief student affairs officer on campus, I have facilitated and participated in establishing processes that are effective and fostering a diverse campus culture inclusive of all origins, identities, religions, and orientations.

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If selected to join Cleveland State University, I would not only arrive ready to support the President's Cabinet and work with my administrative colleagues across campus, but also with a deep appreciation for strategic leadership, meaningful assessment and bridging the curricular with the co-curricular. I recognize the undertaking of a strategic higher education leader to be a trusted agent of sustained collaborative efforts. I would welcome the opportunity to speak with your interview team to further describe how I can fulfill your requirements as the new Assistant Vice President (AVP) for Diversity, Equity & Inclusion at Cleveland State University. Please refer to the enclosed curriculum vitae and application package for more detailed information regarding my career history and contributions to higher education.

Best,



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## LEADERSHIP PROFILE

Chief Student Affairs Officer with over sixteen years of experience in direct supervision of student support services, programming, compliance, and student development with the innate ability to establish rapport with stakeholders at all administrative levels. Passionate student-centered practitioner who provides guidance and academic enrichment to students, faculty, and scholars. A catalyst for promoting cultural exchange in efforts to foster a campus culture which supports academic success and holistic student development. Strong verbal and written communication skills. Highly effective servant-leader with a strong ability to establish and maintain cooperative working relationships with administration, faculty, staff, and students in a diverse, multicultural environment. Proven leadership in the areas of:

Admissions and Recruitment	Assessment, Evaluation and Accreditation
Campus and Community Partnerships	Diversity, Multiculturalism, and Inclusion
Strategic Enrollment Management	Facility Management
Fiscal Management	Policy and Procedures Development
Program Implementation	Federal Compliance Management
Staff Development	Strategic Planning and Reorganizational Processes
Student Leadership Development	Behavior Intervention

## EDUCATION

### Doctorate

Life University

### Master of Science

Arkansas State University

### Bachelor of Science

Alabama Agricultural and Mechanical University

## STUDENT AFFAIRS AND MULTICULTURAL LEADERSHIP EXPERIENCE

### Assistant Vice President of Student Affairs and Enrollment Management

Alabama State University | 2020-2022

### Director of Diversity and International Affairs

#### Title IX Coordinator

Alabama State University | 2017-2022

*Located in Montgomery, Alabama, the "birthplace" of the Civil Rights Movement, Alabama State University is a medium-sized, four-year public institution boasting 53 majors at the undergraduate, graduate, and doctoral levels. With a keen focus on its historical past, but promising future, Alabama State University is an institution committed to excellence, innovation, and opportunity. Daily, nearly 5,000 students are exposed to seven academic colleges spanning its oldest, the College of Education, to its world-renown, College of Visual and Performing Arts.*

**Primary Responsibilities:** Reported directly to the President and Vice President of Student Affairs and served as a member on the President's cabinet, offered executive and administrative guidance, as well as policy development, to sixteen directors, one officer of Judicial Affairs, three administrative assistants and 80- plus support team members; and, worked closely and collaboratively with other senior administrators, students, faculty and staff members, alumni and community partners to create holistic curricular and co-curricular experiences that were student-

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centered, engaging, empowering and transformational. Served as Chief Diversity Officer responsible for supporting the mission and strategic initiatives of the institution related to multicultural affairs. Ensured superior delivery and assessment of Diversity and Inclusion services and initiatives through best practices, training, educational programs, and multicultural activities. Functioned as the subject matter expert (SME) on visa and immigration compliance and federal regulations as mandated by the U.S. Government. Provided advocacy, support, and advisement for underrepresented campus populations and organizations with goals focused on advancing D&I. Developed and implemented diversity related workshops that promoted awareness and understanding of gender and cultural differences.

## **Duties:**

- Directly supervised the departments of Diversity & Inclusion, Title IX, International Affairs, Judicial Affairs/Student Conduct, Career Services, Student Media, Retention, Student Life, and Admissions.
- Served as the Principal Designated School Official (PDSO) as required by the Department of Homeland Security (DHS) to administer F-1 visa issuance and compliance.
- Served as the Responsible Officer (RO) as required by the Department of State (DoS) to manage all J-1 visa compliance.
- Managed and reported all visa status and immigration activities to SEVP and Immigration and Customs Enforcement (ICE) through SEVIS for the duration of the student or visitor program.
- Acted as the subject matter expert on visa and immigration compliance and federal regulations as mandated by the U.S. Government.
- Processed work authorizations for Curricular Practical Training (CPT) and Optional Practical Training (OPT) in accordance with U.S. Citizenship & Immigration Services (USCIS).
- Developed and conducted new International Student Orientation for F-1 students, new J-1 Scholar Orientation, CPT/OPT employment workshops for students, faculty, and professional staff.
- Represented the university as point of contact for Federal agencies, top-level managers in the agency, and various governing boards and committees.
- Facilitated the visa application process with the Office of Admissions and U.S. Consulates to provide program sponsorship.
- Managed the Study Abroad (SA) office, led student recruitment, steered institutional global initiatives and program implementation, collaborated with third party providers, facilitated comprehensive SA advising in tandem with faculty, developed pre-departure and post-arrival orientations.
- Served as Coordinator of the National Student Exchange (NSE) program to counsel and provide supplemental academic advising each semester.
- Liaised with Admissions, Financial Aid, Housing, Health Insurance, and Athletics to ensure appropriate services are available to international and NSE students.
- Developed annual budgets for DIA and perform periodic performance management evaluations.
- Utilized quantitative and qualitative evaluations to assess the relevancy and continual funding of diversity and cross-cultural programming.
- Served as the advisor of International Student Association (ISA), Student Government Association (SGA), Collegiate 100, and Amplified.
- Served as Chief Diversity Officer to support the mission and strategic initiatives of the institution related to diversity.
- Ensured superior delivery and assessment of Diversity and Inclusion services and initiatives through best practices, training, educational programs, and multicultural activities.
- Provided advocacy, support, and advisement for underrepresented campus populations and organizations with goals focused on advancing D&I.
- Developed and implemented diversity related workshops that promote awareness and understanding of gender and cultural differences.
- Collaborated with the VP of Student Affairs to provide leadership for campus efforts that aid the persistence and academic success of underrepresented (Veteran, Disabled, LGBTQ, International, Non-traditional) students.
- Fostered a diverse campus culture which is inclusive of gender, race, ethnicity, national origin, age, religion, sex, gender identity, and sexual orientation to advance the mission of the university.
- Evaluated and improved office functions by utilizing CAS standards as a benchmark in effort to operate within best practices.

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- Established partnerships and developed meaningful relationships with local community organizations to provide students access to additional external support services.
- Served as Title IX Coordinator to ensure all students have equal access to education in compliance with the Office for Civil Rights.
- Responsible for leading efforts across divisions to ensure compliance with statutory and regulatory requirements as it relates to Title IX laws and regulations.
- Developed and implemented training for students, faculty, and staff outlining their rights under Title IX.
- Effectively assured that all students were protected from discrimination, harassment, and sexual misconduct in compliance with federal, state, and university mandates.
- Conducted investigations in response to complaints of illegal discrimination and harassment by following established procedures for conducting a comprehensive investigation.
- Maintained collaborative relationships with relevant university offices, including Judicial Affairs, VAWA, Public Safety, and General Counsel.
- Regularly assessed the university's compliance and effectiveness of policies and procedures related to Title IX.
- Remained abreast with current developments, diversity programs, and Title IX laws by maintaining professional affiliations in the field.

## **Selected Achievements:**

### **Assistant Vice President**

- Monitored, assessed and evaluated a three-year, divisional strategic plan that highlights and places emphasis on: 1) superb customer service; 2) multiple policies, procedures and programs that coincide with the academic mission; 3) institutional history and pride; 4) diversity, multiculturalism and inclusion; 5) on-going training, occupational development, and performance management of full-time and paraprofessional staff; and, 6) a steady increase in living-learning, leadership and service-learning programs and opportunities for current students
- Utilized best practices in higher education, assisted with reorganizing the division of Student Affairs and Enrollment Management by creating service and resource units: a programmatic one (Student Life, Student Media, Diversity and International Affairs, Career Services and Veterans and Military Affairs); a "helping" unit (Disability Services, Health Services, Counseling Services, Judicial Affairs and Housing and Residential Life), to better meet the ever-changing educational, social and cultural needs of both undergraduate and graduate students; and, an enrollment management unit (Admissions/Recruitment, Academic Advising, Academic Labs, Financial Aid, Registrar and Records and Retention) that aids in the pre-enrollment and matriculation of prospective and enrolled students
- Determined, negotiated, and managed 24 area budgets that equate to nearly \$4 million in programming, residential life (on- and off-campus spaces), student insurance (both domestic and international student policies) and disability and military income and expenses, benefits and contractual obligations, while seeking and exploring new and creative streams of short- and long-term revenue generation including divisional fund-raising efforts and external grant opportunities
- Served as chair of the Student Affairs Subcommittee on Accreditation, particularly as it relates to Federal Requirement 4.5 (*Student Complaints*) and Core Requirement 2.10 (*Student Support*), as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and contribute often to requests for institutional submissions (i.e., *Fifth – Year Interim Report*)
- Served on the *Student Affairs Crisis Assessment Team* (SACAT) and the *Behavioral Intervention Team* (BIT), to meet and address respectively (via a case management structure), the psychological, behavioral and emotional needs of students on a monthly basis, while working intimately with university attorneys, Health Services, Housing and Residential Life, Counseling Services and Campus Police/Public Safety to ensure a healthy, living-learning community for nearly 2,200 residential students
- Partnered and worked closely with the Division of Academic Affairs to help refine the course registration process for undergraduate students by organizing an annual spring *Registration Blitz* (on average, at least 200 hundred students participate)
- Prepared quarterly, in-depth Student Affairs' Board of Trustees reports, that highlighted departmental objectives, student learning outcomes and notable achievements, while working intimately with the Board's liaison to identify budget priorities and fiscal resources

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## Diversity and Inclusion

- Engaged daily and worked with institutional partners to support the holistic student experience, including (but not limited to), Auxiliary Enterprises (i.e., Bookstore, Food Services (Gourmet Services and Aramark) and Facilities Management); Athletics (provide insight on the university's *Gender Equity in Sports Plan* and offer divisional leadership on the planning for the *Turkey Day* and *Magic City Classic*); Office of Technology Services; Buildings and Grounds/Physical Plant; and, Continuing Education
- In collaboration with Enrollment Management, redesigned summer, fall and spring *New Student Orientation* and *BRIDGE* (before college enrichment) sessions, by ensuring a smooth, one-day transition for new and transfer students; developing a "one-stop shop" web portal for information and registration; and, involving parents and family members via a *Hornet's Family* listserv and newsletter
- Developed and implemented both annual quantitative (descriptive and longitudinal surveys) and qualitative (focus groups and social media) assessment tools, to capture numerical data and personal/professional narratives that inform divisional and institutional efforts, and ultimately align themselves with best practices in higher education (i.e., Council for the Advancement of Standards in Higher Education (CAS), American College Personnel Association-College Student Educators International (ACPA) and the National Association of Student Personnel Administrators-Student Affairs Administrators in Higher Education (NASPA))
- In conjunction with eight-unit directors, revamped traditional or introduced new programmatic endeavors on campus including *Welcome Week*, *Spring Sting* (spring homecoming festivities), "*R U Good?*" Day, *9/11* and *Veteran's Day* commemorations, *World AIDS* and *National Black HIV/AIDS Awareness Days* and the *Fall* and *Spring Opportunity Fairs*, which has yielded a 15 percent increase in campus and community participation
- Encouraged and in some instances, mandated leadership development for student organizations (i.e., University Program and Activities Board, Student Government Association) and campus advisors, as well as Hazing Prevention Training for National Panhellenic (NPHC) and University Greek (UGC) Councils

## International Affairs

- Developed a New International Student Orientation, Family Orientation, and Study Abroad Program Orientation to cover rights and responsibilities, student visa regulations, work authorization, and enrollment policies required for SEVIS management, generation of documents for (i.e., I-20s) and matriculation of International Students (F-1 and J-1 students and scholars)
- Managed 12 area budgets that equated to nearly \$1.5 million in programming, residential life (on- and off-campus spaces), student insurance (both domestic and international student policies) and disability and military income and expenses, benefits and contractual obligations, while seeking and exploring new and creative streams of short- and long-term revenue generation including divisional fund-raising efforts and external grant opportunities
- Served on the *Student Affairs Crisis Assessment Team* (SACAT) and the *Behavioral Intervention Team* (BIT), to meet and address respectively (via a case management structure), the psychological, behavioral and emotional needs of students on a monthly basis, while working intimately with university attorneys, Health Services, Housing and Residential Life, Counseling Services and Campus Police/Public Safety to ensure a healthy, living-learning community for nearly 2,200 residential students
- Partnered and worked closely with the Division of Academic Affairs to help facilitate an enriching study abroad experience; maintaining a presence at Faculty Senate meetings; supporting student recruitment efforts (assist with *Discover ASU/Connection Day*); and, planning First-Year and Second-Year Experience Programs (co-chair, along with a faculty member, the *Campus Common Reader Initiative*)
- Served as co-chair of the Student Affairs Subcommittee on Accreditation, particularly as it related to *Student Achievement, Academic and Student Support Services, Institutional Environments and Federal and State Responsibilities*, as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and contribute often to requests for institutional submissions (i.e., *Fifth-Year Interim Report*)

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## **Title IX Coordinator**

- Co-authored and helped lead institutional efforts as related to procedural enhancements for the official student handbook, *The Pilot* and *The Student Code of Conduct*, by addressing and focusing on students' rights and responsibilities, traditional adjudication and judicial hearing methods, restorative justice practices, developing trends in higher education (i.e., students as parents/caretakers, student death, student discrimination and harassment and student peaceful protests policies and procedures), as well as gender-equity (Title IX) and diverse student populations (i.e., LGBTQ, Latino/a, Euro-American, International and dis(A)bled students)
- Developed summer, fall, and spring *New Student Orientation* and *Title IX* sessions, by ensuring a smooth, one-day transition for new and transfer international students; developing a "one-stop shop" web and app portal (Guidebook) for information and registration; and, involving parents and family members via a *Hornet's Family* listserv and newsletter
- Implemented a comprehensive Sexual Assault training for all athletic department staff and student athletes to aid in the NCAA Attestation process with 100 percent participation
- Partnered with Campus Safety to compile data to disseminate for the Clery Act Report annually

**Divisional and Institutional Leadership:** *Martin Luther King, Jr. Convocation* Planning Committee (Co-Chair); Student Government Association (Staff Advisor); University-Wide SACSCOC Committee (Co-Chair-Student Affairs Subcommittee on Accreditation); Reaffirmation Leadership Team; Strategic Enrollment Management Committee; Homecoming Committee (Co-Chair-Student Affairs Committee); *Campus Common Reader Initiative* (Co-Chair); Human Resources' Grievance Team (University Grievance Officer); Title IX Coordinator (Student Related Complaints); First-Year and Second-Year Experience Planning Committee; Residence Hall Development Task Force; *Fall Convocation* Planning Committee; *ASU's Sesquicentennial Celebration* Committee; ASU Career Services Advisory Committee; *Founders' Day* Planning Committee; Continuous Registration Planning Committee; Food Service Committee; University and Student Health Insurance Committee; Violence Against Wo(M)en Program Board; University Athletic Advisory/Title IX Committee; Campus Emergency Management Team; Game Day Operations Team; Miss ASU and Class Queens Leadership Program Committee; Neo-Women's Political Council; and, dis(A)bility Council; Lyceum Committee; COVID-19 Risk Management Task Force

## **Immigration Partner/Senior Human Resources Consultant**

Cedars-Sinai Medical Center | 2015-2016

*Cedars-Sinai Medical Center is a non-profit, tertiary 886-bed hospital and multi-specialty academic health science center located in Beverly Hills in the Mid-City West area of Los Angeles, California. Part of the Cedars-Sinai Health System, the hospital employs a staff of over 2,000 physicians and 10,000 employees.*

**Primary Responsibilities:** Acted as a central point of contact for international relations associated with the hospital. This included credentialing foreign nationals to ensure all documents complied with federal regulations. Consulted and coordinated with HR Practice Managers, Consultants/Business Partners to assist their client's departments and research units on procedures necessary for completing applications for temporary employment, labor certification and permanent residence for prospective foreign national employees. Provided overall leadership and direction in all areas of immigration and appointments.

## **Selected Achievements:**

- Maintained current knowledge of HR profession and changes in relevant immigration practices, laws, and regulations and CSMC business operations
- Served as the lead representative of the Medical Center in dealing with high-ranking officials in Federal agencies, top-level managers in the agency, and various governing boards and committees
- Represented the Medical Center to federal, local, and foreign government agencies, collaborating institutions, organizations, and foundations



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- Presented, organized, and conveyed problems and issues within and across other functions with client groups in a team setting to provide business solutions; establish processes that are effective; present technical information in easily understood terms
- Assumed leadership in managing and/or participating in special projects related either to HR Compliance-VISA departmental or organizational needs and priorities
- Provided extensive knowledge of I-9 compliance requirements and employment eligibility verifications.
- Responsible for maintaining the integrity and compliance of the Medical Center's VISA office
- Managed and prepared F-1, J-1, H-1B, B-1, E-3, O-1 and TN nonimmigrant petitions for filing with U.S. Citizenship & Immigration Services (USCIS), Department of Labor (DOL) and U.S. Consulates
- Administered visa compliance associated with the Medical Center's Immigration Services and Exchange Visitor Program for international specialty occupations, research scholars, specialists, faculty, allied health professionals, and business & technical professionals
- Ensured institutional compliance with federal regulations by performing timely and accurate registration and reporting of all visa status students to the government through SEVIS
- Responsible for collaboration with outside counsel and consulting, advising, preparing and the submission of various nonimmigrant and immigrant visas: E-3, O-1, and PERM, EB-1, EB-2, EB-3, I-140 and Adjustment of Status immigrant petitions for green cards
- Ensured timely case file updates, including all required documentation, and designated case management system

## **Assistant Vice President of Diversity and Student Engagement**

New York College | 2011-2015

*New York College is a private college located in New York, in the New York City Area. It is a small institution with an enrollment of 2,500 undergraduate and graduate students. The college is dedicated to preparing professional leaders and practitioners in the field of complementary/alternative and integrative medicine, using a holistic approach to education and clinical practice that blends Eastern and Western practices in prevention and healing.*

**Primary Responsibilities:** Operating under the leadership auspices of the vice president, provided intellectual, managerial, professional development and multidisciplinary leadership for two assistant directors; one office manager, fiscal manager and marketing specialist; one intercultural specialists; two program coordinators; three graduate administrative assistants; while overseeing and administering the daily, nightly and weekend operations for a multicultural department that exists to provide diverse, inclusive and intercultural programming for students.

### **Selected Achievements:**

- Determined and made fiscal decisions related to operations, programming, and endowment budget totaling \$800,000 while also overhauling past financial stewardship practices by putting into place monthly internal auditing processes that ensured the department remained within its budget allocation
- Initiated and guided the annual strategic goal-setting process, as well as performance management schedule, with a distinct concentration on four, critical foci: 1) diverse and inclusive intercultural programming; 2) staff recruitment and professional development (undergraduate, graduate, and full-time staff); 3) academic initiatives; and 4) assessment
- Consulted and worked closely with Student Life Development, to grow alumni contributions for five, endowed program and scholarship funds
- Partnered and collaborated with the Office of Admission on matters related to the recruitment, transition, retention, and graduation of students of color (including the *NY College Scholars Scholarship Competition* and *College Visitation Days*)
- Along with the Intercultural Specialists (African American; Native/Indigenous American; Latino/a; Asian American; and LGBTQ) and two program coordinators, created and implemented roughly one hundred fifty programs, service and advocacy activities and events that interfaced annually with students, faculty, administrators, and community members

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- Worked diligently to initiate, strengthen, and sometimes even repair programmatic relationships with academic units (i.e., African and African American Studies, Asian American Studies, American Indian Studies and Women) to broaden curricular and co-curricular program offerings; and, increased direct faculty involvement and participation in multicultural activities and events
- Collaborated frequently with Student Life to research and develop quantitative, qualitative, and social media/real time assessment and evaluation tools that informed best practices for multicultural student programming
- Culled and submitted center-specific content and assessment data for Student Life's Accreditation Task Force
- Convened, administered, and lead the Bias Assessment and Response Team which monitored incidents of bias and discrimination on a regular basis, with a specific emphasis on coordinating educational intervention services, updating and maintaining a resource website, manual and Maxient database, preparing assessment reports for institutional leaders and providing data for university policy makers
- Oversaw, grew, and supported the curriculum and branding/marketing of an academic initiatives program, Social Justice Engagement, which included a three-hour, general education course, Crossing
- Identity Boundaries: A Journey Towards Intercultural Leadership; Advocates for Diversity and Inclusion through Education (student organization); Diversity, Intercultural and Community Engagement Certificate Program
- Worked closely with the Student Life Wellness Center, to sponsor and implement weekly HIV/STI testing, educational campaigns and presentations aimed at promoting healthy sexual and wellness behaviors among communities of color and difference
- Composed and wrote a weekly column for the *Student Life Multicultural Center Newsletter*, while updating and contributing to institutional documents like the Student Life Strategic Plan and Student Life Annual Report
- Served as one of the lead trainers/facilitators for Open Doors, a bias awareness and prevention program under the leadership of the vice president
- Promoted ten, inclusive and intercultural workshops and trainings across the institutional spectrum, including Multicultural Center 101 and Safe Zone Training

**Divisional and Institutional Leadership:** LGBTQIA Concept Mapping Study Advisory Board; International Student Experience Oversight and Implementation Committee; National Conference on Race, Diversity and Learning Planning Committee; Sophomore Transformational Experience Program; No Place for Hate Institutional Task Force; Student Wellness Task Force/ Health and Wellness Collaborative; Men's Health and Wellness Program Review Committee; Women of Color Retreat Planning Committee; and, Diversity Officers Group

## Senior Enrollment and Recruitment Specialist

Life University | 2007-2011

*Life University is a private university in Marietta, Georgia with an enrollment of 2,800 students. In addition to undergraduate and graduate programs in health and wellness-oriented fields, Life University is known for its majors include Biology, Exercise Physiology, and Liberal Arts and Humanities.*

**Primary Responsibilities:** Overseen by the director of Admission, organized territorial management for four college recruiters and maintained a database of over 500 prospective students, including athletes, international, transfer and returning students.

## Selected Achievements:

- Worked closely with the Offices of Academic Affairs and Financial Aid, to verify the academic credentials of and ensure a smooth enrollment/matriculation process for students receiving presidential and other institutional-endowed scholarships

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- Adapted and revised the *Office of Admissions Policies and Procedures Manual* and created the *Student Activities Interest Form*, which captured students' interests in co-curricular activities prior to formal enrollment
- Designated School Official (DSO)/Responsible Officer (RO) issued and tracked I-20/DS-2019 certificates of eligibility for incoming and current students and scholars
- Served as contact with Department of Homeland Security and Immigration and Control Enforcement for issues and programs related to admissions and enrollment of F-1/J-1 visa students and scholars
- Managed daily admissions department operations, including supervising staff, and training
- Actively and effectively recruited for undergraduate and graduate degree programs nationally
- Established meaningful relationships with prospective and enrolled students in order to proactively address their needs and concerns
- Developed and conducted new International Student Orientation for F-1 students, New Scholar Orientation, CPT/OPT employment workshops for students, faculty, and professional staff
- Processed international student applications, coordinating compliance with Student and Exchange Visitor Information System (SEVIS) requirements and monitor immigration status of students
- Interpreted DHS, Bureau of Citizenship and Immigration Services and Department of State regulations pertaining to international students

**Divisional and Institutional Leadership:** University Judiciary Board; Homecoming Planning Committee; College Website Development Committee; and Student Life and New Student Orientation Planning Committee

## ACADEMIC AFFAIRS EXPERIENCE

### First and Second Year Experience

Alabama State University | 2018 - current

### Instructor of Biology/Myology/Anatomy and Physiology/Medical Terminology

New York College | 2011-2015

### Instructor of Biology/Anatomy and Physiology/Medical Terminology

Chattahoochee Technical College | 2010-2011

### Instructor of Anatomy and Physiology I & II Labs and Lectures

Georgia Perimeter College | 2010-2011

### Upward Bound Instructor of Biology/American Sign Language/French

North Alabama Center of Educational Excellence | 2002-2004

## LEADERSHIP CERTIFICATES AND PROFESSIONAL DEVELOPMENT TRAININGS

- Human Capital Institute | Strategic Human Resources Business Partner Certification (sHRBP)
- Association of Title IX Administrators (ATIXA) | Student Conduct Hearing Board Training
- Association of Title IX Administrators (ATIXA) | Title IX Policies and Procedures
- Association of Title IX Administrators (ATIXA) | Title IX Compliance and Athletics Training
- Association of Title IX Administrators (ATIXA) | Behavior Intervention Team (BIT) Training
- NAFSA: Association of International Educators | F-1 Student Advising
- NAFSA: Association of International Educators | J-1 Advising
- FEMA: Federal Emergency Management Agency | Emergency Preparedness for Institutions of Higher Education
- NASPA: Student Affairs Administrators in Higher Education | Mid-Managers Institute
- NASPA: Student Affairs Administrators in Higher Education | Institute for New AVPs
- NASPA: Student Affairs Administrators in Higher Education | SERVE Academy
- Campus Pride | Advisors Camp
- NCAA Inclusion Forum
- 100 Black Men of America, Inc. | Mentor Training Program

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- U.S. Census 2020 Collegiate Leadership Summit
- U.S. Department of Justice | Human Trafficking Task Force Training
- John Hopkins University | COVID-19 Contact Tracing
- University of South Florida | Diversity, Equity, and Inclusion in the Workplace Certificate
- University of South Florida | Ethical and Inclusive Leadership Certificate
- Higher Education Leadership Foundation (H.E.L.F) Institute | Lambda/Mu Cohort Fellow
- The Forum on Education Abroad | 2021 Forum Fellow

## SELECTED PANELS AND PRESENTATIONS

Whitten, L. "Equity Issues in Higher Education: Experiences with Diversity, Equity, and Inclusion at an HBCU." Messiah University. Virtual Lecture. 2022. **(Guest Lecturer)**

Whitten, L. "Meeting at the Crossroads: A Dialogue Navigating the Intersections between International Education and Social Justice." National Association of Foreign Student Advisers. Virtual Series. 2021. **(Moderator)**

Whitten, L. "The Value of NSE for Your Campus: Positioning the NSE program for long-term support and success." National Student Exchange Annual Conference Leadership Forum. Virtual Conference. 2021. **(Panelist)**

Whitten, L. "On Higher Ground: Navigating HIV & STIs at HBCUs." Converge Summit Advancing Health Equity Through Social Justice. Human Rights Campaign. 2021. **(Panelist)**

Whitten, L. "Building Leadership for the Diplomats of Tomorrow." 12<sup>th</sup> Annual HBCU Foreign Policy Conference. Global Public Affairs - U.S. Department of State Virtual Conference. 2021. **(Panelist)**

Whitten, L. "Checking our Compass: The HBCU-MSI experience from COVID-19 through Social Justice." National Association of Foreign Student Advisers Regional Conference. Virtual Conference. 2020. **(Chair)**

Whitten, L. "Student Mobility in a COVID-19 World: International Travel in 2021 and Beyond." National Association of Foreign Student Advisers Regional Conference. Virtual Conference. 2020. **(Moderator)**

Whitten, L. "The Elephants in the Room: Bridging the Gap between Diversity, Equity, and Inclusion Policy and Action." National Association of Foreign Student Advisers Regional Conference. Virtual Conference. 2020. **(Moderator)**

Whitten, L. "From the Classroom to the Boardroom: Professional Lecture Series" Alabama State University Lyceum. Montgomery, Alabama. 2020. **(Moderator)**

Whitten, L. "International Student Enrollment at HBCUs: Examining Student Support and COVID-19." Rutgers Center for Minority Serving Institutions. Twitter Chat. 2020.

Whitten, L. "The PANDEM(I.C.)." Human Rights Campaign (HRC). Virtual Webinar. 2020. **(Panelist)**

Whitten, L. "Educate, Speak, and Act Forum." The Outcomes-based Diversity Outreach Strategy (TODOS). Virtual Webinar. 2020. **(Panelist)**

Whitten, L. "Engagement: Student Affairs Professionals Perspective on Volunteer & Leadership Opportunities in NASPA Region III." NASPA: Student Affairs Administrators in Higher Education Summer Symposium. Virtual Webinar. 2020.

# LINWOOD B. WHITTEN

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- Whitten, L., Asare-Baah, L., & Demus, C. “*History, Legacy, and Tradition at HBCUs: Recruiting and Advising Diverse Students to Explore NSE Opportunities.*” National Student Exchange Placement Conference. Des Moines, Iowa. 2020.
- Whitten, L. “*Best Practices in International Student Support Panel.*” EducationUSA Seminar on Recruiting and Hosting International Students. Montgomery, Alabama. 2019. **(Moderator)**
- Whitten, L. “*HBCU Forum: Leveraging the Legacies of HBCUs to Enhance Diversity and Inclusion in the Global Community.*” National Association of Foreign Student Advisers Conference. Orlando, Florida. 2019. **(Trainer)**
- Whitten, L. “*Careers in International Education: Perspectives from a Panel of Color.*” National Association of Foreign Student Advisers Conference. Orlando, Florida. 2019. **(Panelist)**
- Whitten, L., & Winn, J. “*Recruiting and Advising Students of Color in Study Abroad Experiences.*” National Association of Foreign Student Advisers Conference. Orlando, Florida. 2019.
- Whitten, L. “*Recruiting and Advising Students of Color in Study Abroad Experiences.*” Alabama Association of International Educators Conference. Birmingham, Alabama. 2019.
- Whitten, L. “*Title IX Workshop for Rape Prevention Education.*” Alabama Coalition Against Rape. Montgomery, Alabama. 2019. **(Co-Presenter)**
- Whitten, L. “*The Current Climate for Transgender Students at HBCUs.*” Rutgers Center for Minority Serving Institutions. Twitter Chat. 2019.
- Whitten, L., & Brooks, J. “*The Compass for Conversations: Language Matters.*” Diversity Promising Practices Conference. Auburn, Alabama. 2019.
- Whitten, L., & Brooks, J. “*The Compass for Conversations: Language Matters.*” Association for Student Conduct Administration. Jacksonville, Florida. 2019.
- Whitten, L. “*We Are Better Together.*” Tuskegee University. Tuskegee, Alabama. 2019. **(Panelist)**
- Whitten, L., & Brooks, J. “*Revenge Porn & the Law: How it is Affecting School Age Children.*” Birmingham School of Law. Birmingham, Alabama. 2018.
- Whitten, L., Taylor, C., Benson, T., Dilworth, P., & Edwards, T. “*From the Margins: Re-Centering the Work of Diversity, Equity, and Inclusion on Our Campuses.*” ALAHEDO Annual Conference. Mobile, Alabama. 2018. **(Panelist)**

## PROFESSIONAL LEADERSHIP AND MEMBERSHIPS

- Alabama Agricultural and Mechanical University (AAMU) National Alumni Association – Life Member
- Alabama Association of Higher Education Diversity Officers (ALAHEDO)
- Alabama Association for International Educators (AAIE)
- Alabama Global Networking Summit
- American Association of Blacks in Higher Education (AABHE)
- Association for Student Conduct Administration (ASCA)
- Association of Title IX Administrators (ATIXA)

# LINWOOD B. WHITTEN

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- Black Professionals in International Affairs (BPIA)
- Council for Global Immigration
- Diversity Abroad
- Human Rights Campaign (HRC)
- National Association of Diversity Officers in Higher Education (NADOHE)
- National Association of Student Personnel Services (NASPA)
- National Association of Student Affairs Professionals (NASAP)
- National Association of Foreign Student Advisers (NAFSA)
- Southern Association for College Student Affairs (SACSA)
- Study Alabama
- Unite for Reproductive and Gender Equity (URGE)

## **SERVANT AND COMMUNITY LEADERSHIP**

- Torchbearer for Special Olympics World Games
- Hosea Feed the Hungry Volunteer
- U.S. Federal Prison Mock Interviewer
- The World Games 2022 – Education Steering Committee
- Alabama Goodwill Ambassador
- Lions Club International – Board Member
- Kappa Alpha Psi Fraternity, Inc. – Life Member
- Medical Advocacy Outreach (MAO) – Board Member
- 100 Black Men of America, Inc.
- Alabama Coalition Against Rape (ACAR) – Board Member
- Alabama Human Trafficking Task Force
- ASU Friends of the Theater – Board Member

## **AWARDS, HONORS, AND RECOGNITIONS**

- Alabama A&M University “40 Under 40” Award
- RSVP Montgomery Magazine “The LIST”
- NASPA Region III “Outstanding Contribution to Student Engagement” Award
- SAEOPP “TRIO Achievers” Award
- Marquis Who’s Who in America
- American College Personnel Association (ACPA) Pan African Network “30 Under 40” Award

## **PROFESSIONAL VOLUNTEER EXPERIENCE**

- NASPA: Student Affairs Administrators in Higher Education  
Knowledge Communities (African American, International Education, Men & Masculinities, Gender & Sexuality)  
2019 NASPA Region III & SACSA Mid Managers Institute  
2021 NASPA Institute for New AVPs  
Awards Reviewer, NASPA Region III (2019 & 2020)  
Program Reviewer, NASPA Annual Conference  
SERVE Academy Region III Inaugural Cohort
- National Student Exchange (NSE)  
Assessment Committee  
Diversity and Inclusion Committee
- NAFSA: National Association of Foreign Student Advisers  
HBCU/MSI Representative, Region VII

# LINWOOD B. WHITTEN

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- NASPA: Student Affairs Administrators in Higher Education  
Board Member-at-Large, Alabama
- Diversity Abroad  
Task Force Member for Minority Serving Institutions (2018-2019) & (2019-2020)
- 100 Black Men of America, Inc.  
Collegiate 100 Campus Chapter Advisor  
Chair, Membership Committee  
Chair, Health and Wellness Committee
- Gilman Scholarship  
National Essay Reviewer
- Critical Language Scholarship Program  
National Application Reviewer
- Boren Awards  
Boren Scholarship Reviewer