Danielle J. McAfee

Wichita Falls, TX

PROFESSIONAL EXPERIENCE

Midwestern State University, Wichita Falls, TX
Assistant Director – Distance Education, Sep 2019 - Present

Responsible for the coordination, design, and delivery of a variety of specific training and development of faculty at Midwestern State University. Delivers group and individual training and instruction over various particular topics. Such as:

- Instructional Design – work with faculty to create online courses that align with online pedagogy principles. Work with faculty to create supplemental space in D2L for face-to-face courses. Courses should be easy to navigate, engaging for students, and account for a wide range of learners. There is a lot of training that goes into the 'why' this works best for the student.

- Building courses in D2L – work with faculty to learn the technology to build the courses online, this is all of the "clicks" needed to build the course. How to use the tools we license to complete coursework.

- Academic Integrity – train faculty to utilize online tools for Academic Integrity. This includes understanding the technology and how it works. How to assess the similarity and AI checks that we have access to. These tools give us percentages that tell us the likelihood of copying from another source and AI usage in a written paper. AI being available in a Large Language Model form to the public is still new and changing quickly. It is something that had been on my radar before it was released and there was no formal AI-specific course at that time. I worked to understand what it is, how it works, and how we can exist with it in Higher Education. Hours of research and webinars about the technology we use on campus and off. This research was all centered around pedagogy principles, and how we redesign courses to strengthen Academic Integrity while understanding that Chat GPT isn't going away and employers will have an expectation that their employees know how to use it. In my position, I must understand AI Ethics and Governance, this is all moving at lightning speed and I have worked consistently to gain this knowledge as it became available. I've recently completed an AI Ethics and Governance course provided by D2L and INQ consulting. I'm familiar with the programs available to use AI, check for AI, paraphrase writing, and what AI writing looks like.

Sul Ross State University, Alpine, TX

Collections Supervisor – Accounting Services, Nov 2016 - Present
Assistant to the Collections Supervisor – Accounting Services, June 2014 - Oct 2016

(In 2014, I began employment with SRSU as an Assistant to the Collections Supervisor. In 2016, I received a promotion to Collections Supervisor.)

Responsible for maintaining, tracking, and overseeing all aspects of the department with a strong focus on building relationships with faculty, students, and the campus community as a whole. Act as a liaison between students, faculty, creditors, federal agencies, and all aspects of administration. Use Banner reports to monitor student records, create installment plans when applicable, and supervise third-party accounts. Maintain compliance concerning collections practices in accordance with federal and state laws. Work with faculty to coordinate student holds appeal processes and distance learning exemptions. Correspond with Housing, Financial Aid, I.T., Admissions, and the Registrar to meet deadlines and remain united in our processes. Provide availability beyond normal business hours to work with all departments to accomplish goals. Utilize the *Mongoose text messaging system* to notify and work with students who are unable to communicate via email or phone call. Here are a few projects I completed:

- Streamlined Perkins Loan processing – To ensure compliance with the Department of Ed for the collection of loans, I implemented a switch to a new loan servicer and system for the loan program which entailed uploading all paper documents into Image Now, and creating open communication with the Financial Aid office to work with students owing both Stafford and Perkins loans.
- Reconfigured third-party agreements - To safeguard and guarantee these are up-to-date and all parties are made aware of and abiding by the same schedule, I created a new invoice template which was accepted by all agencies, this resulted in payments being received in a timely manner with minimum error and the ability to catch errors early.
- Participate and present at Orientation and First Year Seminar classes for new students to access and utilize their online portals.
- Train incoming employees and students to utilize the system and provide customer service to students regarding the portal.
- Participated in the 10-year SACSCOC Accreditation audit process, and passed all milestones.
- Underwent the Department of Defense Audit concerning Active Duty Military and Veterans to ensure compliance, made the recommended updates/adjustments, and passed to continue serving these students.
- Assist the Registrar by maintaining the list of students who have not met all payment requirements to be eligible for enrollment in compliance with the State of Texas to receive formula funding.

EDUCATION

Master in Business Administration, 2020
Sul Ross State University, Alpine, TX
Delta Mu Delta – Zeta Upsilon Chapter

Bachelor of Science in Criminal Justice - cum laude, 2013
Sul Ross State University, Alpine, TX

CERTIFICATIONS

AI Ethics and Governance, 2024
D2L/Brightspace Corporation, INQ Consulting

Certified Faculty Developer, 2021
The Learning Resource Network

D2L Instruction Certified, 2019
D2L/Brightspace Corporation

SKILLS

- AI Tools (Chat GPT and AI Check software)
- D2L Administrator
- Instructional Design
- Banner 9 & ARGOS (to gather reports from Banner)
- Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
- Touchnet, Department of Defense portals (including Army, Navy, and Airforce for billing and grade reporting), Sal-Net (loan servicer portal – allows us to remote in and access/transfer information securely).