**CURRICULUM VITAE Monaca Eaton**

655 Auditorium Road

152 Baker Hall

East Lansing, MI 48824

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**EDUCATION**

**PhD Candidate**

**Social Science – Social Work**

**Michigan State University**

**Anticipated 2023**

**Cognate: Higher Education and Educational Technology**

**Certificate: College of Education - *Teaching and Learning in Higher Education***

**Focus: Educational Technology in Social Work Education and Post-Secondary Teaching and Learning**

**Walter and Pauline Adams Academy for Instructional Excellence and Innovation**

2014 - 2015Fellow *-* Michigan State University

**Master of Social Work: Organizational and Community Leadership**

2006 *–* Michigan State University, East Lansing, MI: GPA 3.98

Certificate: *Macro Practice in the Urban Arena*

Independent Study: Doctoral Readings in Political Science: *The Role of Faith Based Organizations in Urban Service Delivery*

Independent Study: Social Work: *Macro Applications for Art Therapy – Community Building and Space Making*

Phi Alpha Honor Society and Phi Kappa Phi Honor Society

**Bachelor of Arts Social Work (BASW)**

 2003 *-* Michigan State University, East Lansing, MI

Dean’s List

Phi Alpha Honor Society, Vice President

**PROFESSIONAL EXPERIENCE**

**Associate Director for Teaching and Instruction**

**School of Social Work – Michigan State University**

**August 2018 – Present**

**Interim 2017-2018**

**One of two associate directors in the School of Social Work. Focus area: Teaching and Instruction. Manage and schedule instructional offerings in all on and off campus programs across the BASW, MSW and PhD program. Hire and supervise per course faculty. Work with budget and revenue models. Supervision and evaluation of fixed term faculty with exclusive teaching workloads. Conduct annual reviews, teaching evaluations, and promotions for fixed term and per course faculty. Respond to issues around instruction in face to face, online, hybrid and distance/blended education. Offer instructional support, coaching and mentoring as needed. Support teaching faculty in skill development. Facilitate faculty and student concerns related to academic courses. Assist Director of the School with additional duties as needed.**

**Director of Undergraduate Education/BASW Program**

**School of Social Work - Michigan State University**

**July 2016 – Present**

**Promotion to Senior Specialist in the University Specialist System 2020**

Administer the undergraduate educational mission of the School to ensure a high-quality educational experience for undergraduate students. Develop and implement program policies and operations related to instruction, student progress, and student preparation for entry to professional practice and/or graduate education. Work in conjunction with School Associate Director, MSW Program Director, Field Education Director, and others, to ensure compliance with CSWE Educational Policy and Accreditation Standards, and compliance with college and university policies and procedures.

Work with administrators in the College of Social Science, Office of the Registrar, Office of the Associate Provost for Undergraduate Education, Office of Institutional Equity, Associate Provost for Undergraduate Education and Office of the Associate Provost for Academic Human Resources, as necessary**.** Function in the role of Associate Chair for the School of Social Work in relation to University and College functions.

Oversight and supervision of advising, student support services, and student professional development for social work majors. Implementation of curriculum and policy as it relates to undergraduate education, social work education, and social work accreditation. Coordinate and conduct professional readiness reviews, academic student reviews, probation hearings, and other student support initiatives. Coordinates BASW admissions, transfer admissions, student recruitment and retention efforts.

Responsible for program evaluation, reporting to accrediting bodies, creation of academic courses, certificate programs, support for online education and the Undergraduate Research Initiative.

Serve as part of the Administration Team for the School of Social Work.

**Academic Specialist - Undergraduate Academic Advisor**

Michigan State University - School of Social Work

January 2013 – 2016

Academic advising and support for approximately 240 undergraduate pre-social work and declared social work students including academic, wellness, career and pre-professional support services.

Academic and career advising, including freshman and sophomore students interested in enrolling in the social work program; academic advising of junior and senior students enrolled in the social work program; consulting with students on schedules and graduation requirements; keeping academic records on all declared social work major majors, in conjunction with the undergraduate office assistant and following appropriate university and professional confidentiality and privacy guidelines; remaining current with all College of Social Science and university academic requirements; providing certification for students for graduation and licensure.

Student recruitment including outreach services to freshman and sophomore students self-identified as planning to follow a social work major; recruiting social work students from community colleges and other transfer student feeder programs, along with on campus events, such as the College of Social Science Major Fair, and other recruitment efforts as directed by the School. Development of recruitment materials, student guides, career information, and student support ancillaries.

Coordinate admissions process including oversight of prerequisite course verification and transfer student admission. Coordinate the Undergraduate Research Initiative, including research mentoring, poster presentations, data synthesis and analysis.

Coordinate and participate in academic reviews and professional readiness reviews for admitted social work students. Update course and departmental curriculum in accordance with University and College requirements.

**Continuing Education Assistant Director**

Michigan State University - School of Social Work

July 2006 – November 2012

Oversight of day to day operations of the Continuing Education Program including such including off site program management and oversight, event management, event follow up, customer service, accreditation standards, supervision of student employees and online registration system.

Responsible for database functions/inquiries, special projects, certificate programs, online programs, continued quality assurance, weekly dispensation meetings, curriculum development and implementation. Administration of continuing education certificate programs, online course programming, social work licensure exam preparation courses, and school social work Certification courses. Creation of online continuing education programming, certificate programs and curriculum to support continued learning and professional development. Representation of the Continuing Education Program across the state for 3-5k social work professionals annually.

**Research Specialist**

Michigan State University - School of Social Work

July 2006 – July 2008

Assist in the creation of a nationwide training curriculum for the recruitment and retention of social workers in child welfare. Conduct interview protocols, survey development, data entry, data analysis and manuscript preparation. Author quarterly and year end grant reports, budgets, and review board information for “Developing Models of Effective Child Welfare Staff Recruitment and Retention Training” – Grantor- US Department of Health and Human Services http://socialwork.msu.edu/Outreach/Child-Welfare/Curriculum

**Graduate Research Assistant to the Director**

Michigan State University - School of Social Work

August 2003 – May 2006

Research assistant to Dr. Gary Anderson for US Department of Health and Human Services Grant “Recruitment and Retention of Child Welfare Workers in Michigan” and “Preparing MSW and BSW Students to Effectively Enter the Field of Child Welfare”. Coordinate research activities, IRB Approval, create and administer survey instruments, focus groups, data collection, data entry, and primary and secondary data analysis, manuscript writing and preparation, data dissemination.

**Student Research Assistant**

Michigan State University - School of Social Work

September 2002 – August 2003

Student research assistant to Dr. Gary Anderson and Dr. Peg Whalen. Data collection, data coding, interviewing, primary and secondary data review, data analysis, data presentation, report writing, and dissemination of findings for impact evaluation of Michigan’s Pilot Permanency Planning Mediation Program in conjunction with the Michigan State Court Administrative Office.

***Legal Assistant***

Law Offices of Paul L. Decocq, Howell, MI

March 1998 – August 2003

Office and document management, client contact, intake, record keeping, research, document and manuscript preparation, court liaison, general office duties.

**TEACHING EXPERIENCE**

Michigan State University – School of Social Work

Senior Clinical Instructor **-** 2015- present

Clinical Instructor 2006 – 2015

Human Behavior and the Social Environment (SW 310 – Face to Face)

 Research Methods II in Social Work (SW 431 - Face to Face)

Undergraduate Independent Study- Research Focus (SW490 - Face to Face)\*

Research Seminar: Preparation for Undergraduate Research (SW491 - Hybrid)\*

Self-Care and Stress Management for Helping Professionals (SW491 - Online)\*

Professional Development for the Emerging Social Worker (SW491 – Online)\*

Applied Social Work Research: Field Design and Survey (SW 832 – Face to Face)

 Essential Theory in Org and Community Social Work (SW844 – Online)

 Special Topics in Social Work: Leadership Seminar (SW 891 - Hybrid)

\*Indicates new courses developed

*Course Assistant* ***-*** *2003 - 2006*

Research Methods in Social Work I&II (SW 430-431)

Integrative Social Sciences: Society and the Individual (ISS 210)

Research Essentials (SW 891)

Applied Social Work Research: Field Design and Survey (SW 832)

**PUBLICATION**

Neal, M., **Eaton, M**., Greenhow, C., Ankenbrand, A., & Chapman, A. (In press). Evaluating social media.

In Deschaine, M.E, Francis, R.W., & Whale, D.E. (Eds.), *Effective Educational Social Media.* NCPEA/ICPEL Press.

Chapman, A., Ankenbrand, A., **Eaton, M**., Greenhow, C., & Neal, M. (In press). Social media as an

expressive communication tool. In Deschaine, M.E, Francis, R.W., & Whale, D.E. (Eds.), *Effective Educational Social Media.* NCPEA/ICPEL Press.

Sage, M., & **Eaton, M**. (2019). Social service innovations: Evaluating health apps. *Social Work Today*,

19(3), 8-9.

**Eaton, M.** & Anderson, G. (2008). *Title IV-E follow-up study: Statewide findings.* East Lansing, MI:

Michigan State University, School of Social Work.

Reibschliger, R., Shied, J., Luz, C., Mickus, M., Liszewski, C., & **Eaton, M.** (2007). How are

the experiences and needs of families of individuals with mental illness reflected in medical education guidelines.  *Journal of Academic Psychiatry, 32*, 119-126.

**Eaton, M.**, Anderson, G., & Whalen, P. (2007). Permanency planning mediation pilot program:

The Michigan experience. T*he Michigan Child Welfare Law Journal, 8,* 2-10*.*

**Eaton, M**; Anderson, G & Whalen, P. (2006). *Child welfare worker recruitment and retention: Resilient*

*child welfare worker interviews.* East Lansing, MI: Michigan State University, School of Social Work.

**CONTRIBUTION**

Jackson-Elmoore, C., Hula, R., & Reese, L. (2014). *Reinventing civil society: The emerging role of faith-*

*based organizations*. Routledge.

McKenzie, J. U., McKenzie, J., & Jackson, R. (2007). *Training Series: Staff Retention in Child and Family*

*Services*. Volumes 1-6. East Lansing, MI: Michigan State University School of Social Work.

**PRESENTATION**

DeCarlo, M., & **Eaton, M**. (2021, April). *Technology infused teaching and scholarship: Technology as*

*an act of transgression*. Workshop presented at the Association of Baccalaureate Social Work Program Directors Conference, Birmingham, AL.

Allen, J, **Eaton, M**., Nelson, A, & Wager, J. (2020, November). *Social Workers’ Knowledge, Attitudes, and*

*Self-Efficacy Related to Opioids and Opioid Users.* Research Practicum Presentation, Brown-Bag Lunch Series, School of Social Work, Michigan State University.

Laughman, L., & **Eaton, M**. (2020, April). Resiliency and Self-Care in Higher Education. Digital Live

Stream Presentation. Teaching and Learning Fireside Chat Series, Michigan State University.

DeCarlo, M., & **Eaton, M**. (2020, March). *Technology infused teaching and scholarship: Technology as*

*an act of transgression*. Workshop presented at the Association of Baccalaureate Social Work Program Directors Conference, Birmingham, AL.

**Eaton, M.** (2019, March). *Exploring the use of new media for teaching and learning in social work*

*education: Social media, advocacy and participatory culture*. Invited presentation for Board Sponsored Session on Technology at the Association of Baccalaureate Social Work Program Directors Conference, Jacksonville, FL.

**Eaton, M.** (2019, March). *Online teaching and instructional design for beginners: A community of*

*inquiry approach*. Teaching and Learning Series, School of Social Work, Michigan State University.

**Eaton, M.** (2018, October). *Essentials of teaching in higher education.* Teaching and Learning Series,

School of Social Work, Michigan State University.

**Eaton, M.** (2017, April). *Self-Care and Stress Management for Emerging Social Workers*. Keynote

speaker: Phi Alpha Honor Society Induction Ceremony. East Lansing, MI

**Eaton, M**. & Moody, N. (2016, March). *Colleagues in training: Addressing professional readiness and*

*gatekeeping.* Workshop at Association of Baccalaureate Social Work Program Directors Conference, Dallas, TX.

**Eaton, M.,** Moody, N., & Bowden, S. (2015, March). *How to move a face to face program into online*

*sections*. Workshop at the Association of Baccalaureate Social Work Program Directors Conference, Indianapolis, IN.

**Eaton, M.** (2015 – 2018). Educational Advisory Board and the Student Success Collaborative.

Training support on motivational interviewing, student centered questions, ethical use of data and new advisor training. College of Social Science, Michigan State University.

**GRANT**

Innovation in Digital Learning: Catalyst Innovation Award Grant, 2018-2019

“Creating a Supportive Culture of Teaching and Learning with Technology”

Michigan State University Hub for Innovation in Learning and Technology

12/18 Award: $10,000

12/19 Award: $2,500

**EDUCATIONAL AWARD**

College of Social Science

18-19 Award: $1000

Michigan State University Office of the Provost

18-19 AY Award: $7,550

19-20 AY Award: $9,060

Michigan State University College of Education

Award for Contribution to Faculty Research 18-19 Award: $3,000

**PROFESSIONAL COMMITTIEES/ADVISORY BOARDS/SERVICE**

**Committees & Service - Michigan State University**

Associate Chairs and Directors - College of Social Science - 2015 - present

Advisor Training Group – College of Social Science - 2016 - 2018

Student Success Dashboard – Student Success Initiative - 2015- 2017

PURI Reviewer/UURAF Judge – 2015-2021

**Committees - School of Social Work**

Administrative Leadership Team – 2016 - Present

Educational Policy Committee - 2016 - Present

Research Sequence Committee - 2006 - 2016

Human Behavior and the Social Environment Sequence Committee - 2009 - 2016

Specialist Advisory Committee - 2009 – 2012, (Chair 2012)

Continuing Education Committee - 2006- 2012

**Committees External**

National Association for Baccalaureate Social Work Program Directors

Co-Chair- Technology Committee 2019 – Present

Council on Social Work Education

Technology and Education Committee Member- 2018- Present

Michigan Transfer Pathways Consortium

Member– 2018 – Present

State of Michigan,Continuing Education Collaborative

Advisory Group for the Development of Review Standards- 2006 – 2014

State of Michigan, Department of Human Services,

Child Welfare Turnover Collaboration- 2005 – 2007

***Advisory Positions***

Faculty Advisor - Students for Social Work – MSU School of Social Work - 2006-Present

Undergraduate Advisory Board – MSU School of Social Work – 2012- Present

Student Success Collaborative - Michigan State University and College of Social Science – 2015 – 2017 Workflow Development Group and Training Group