

MICHAEL D. SHUTT, PhD

PROFESSIONAL QUALIFICATIONS

Organizational Development & Change Management

Established and restructured programs and departments to support the needs of students, faculty, staff, and alumni. Developed and managed advisory boards to increase community engagement and transparency. Managed organizational change to meet student needs and institutional outcomes.

Accomplishments:

- Managed the reorganization of four identity-based offices to create Emory University's Center for Diversity and Inclusion.
- Founded and directed the UGA LGBT Resource Center.
- Served on the leadership team that transitioned Emory University's three identity-based Presidential Commissions to a unified Advisory Committee for Community and Diversity and established an annual reporting process for all operational units of the institution.
- Led organizational processes related to the incorporation of the Consortium of Higher Education LGBT Resource Professionals as a nonprofit organization.

Access, Equity, & Inclusion

Developed unit, division, and campus-wide policies and procedures to increase access, inclusion, and equity. Developed and facilitated social justice education trainings for faculty, staff, and students. Served on divisional and institutional diversity committees.

Accomplishments:

- Increased programs and initiatives to meet the needs of queer students, students living with disabilities, transgender students, and Latino students.
- Led the development of a social justice plan for Emory Campus Life.
- Facilitated the establishment of Centro Latino at Emory University.
- Proposed, developed, and co-chaired the Emory University Advisory Committee on Community and Diversity's annual symposium on community and diversity.

Supervision

Recruited, supervised, mentored, and evaluated professional staff, graduate assistants, undergraduate students, and volunteers. Developed and supported professional development plans for staff. Coordinated staff retreats to increase engagement and establish departmental goals and strategies. Managed divisional and university-wide committees and initiatives.

Accomplishments:

- United four departments and developed new staffing models to create the Center for Diversity and Inclusion.
- Implemented staff engagement assessment processes and instituted organizational changes based on the results.

Budgeting & Fundraising

Developed and managed annual departmental and program budgets. Oversaw multiple endowments. Coordinated fundraising efforts utilizing one-on-one annual giving, fundraisers, and direct mail. Wrote grant proposals to support program and assessment efforts.

Accomplishments:

- Restructured program budgets for the Center for Diversity and Inclusion to increase transparency, decrease program costs, and align budgets to strategic priorities.
- Received grants to support assessment efforts, resources, and student leadership development opportunities.
- Established three endowments totaling \$275,000 to support leadership opportunities.
- Launched a \$250,000 campaign with alumni to increase discretionary funds for programmatic efforts.

Assessment	<p>Developed, implemented, and reviewed annual departmental assessment plans. Served as a member of the Emory Campus Life Assessment Committee overseeing the assessment plans of multiple departments. Served as a member of Emory University Division of Campus Life reaccreditation committee (Southern Association of College and Schools). Presented and published assessment results to support the continuous improvement of the profession.</p> <p><u>Accomplishments:</u></p> <ul style="list-style-type: none"> ▪ Awarded two grants to assess the needs of LGBT students and three grants to assess the outcomes of alcohol and other drug intervention programs. ▪ Led a three-year alcohol and other drug intervention evaluation which resulted in a multi-million dollar gift. ▪ Developed and implemented a comprehensive assessment process for AOD educational programs that resulting in changes to the UGA's intervention programming.
Strategic Planning	<p>Developed, implemented, and managed divisional and departmental strategic plans in collaboration with students, faculty, alumni, and staff at private and public institutions. Led and participated in strategic planning efforts for state and national nonprofit organizations.</p> <p><u>Accomplishments:</u></p> <ul style="list-style-type: none"> ▪ Co-Chaired the divisional strategic plan implementation team for Emory Campus Life. ▪ Developed and implemented the first strategic plans for the UGA's LGBT Resource Center and Emory University's Office of LGBT Life. ▪ Provided guidance in the development of strategic plans for Emory's Office of Health Promotion, Office of Student Leadership and Service, and Dobbs University Center. ▪ Led the strategic planning process for the Consortium of Higher Education LGBT Resource Professionals.
Student Leadership Development and Advising	<p>Advised and supported the development of student leaders and organizations. Provided one-on-one and group advising. Facilitated retreats to increase organizational capacity to serve constituents, increase equity and inclusion within the organization, and manage conflict.</p> <p><u>Accomplishments:</u></p> <ul style="list-style-type: none"> ▪ Supported the development of several student organizations and groups, including Queer and Asian, Trans-Forming Gender, and Students Living with Disabilities at Emory. ▪ Served as an advisor to the Office of Leadership and Service in the development of Emory's five core leadership tenets.
Crisis Management	<p>Supported and referred students experiencing crises ranging from acute mental health concerns to interpersonal violence. Chaired and managed the Bias Incident Response Team and Open Expression Observer program. Served as a member of the on-call response team.</p> <p><u>Accomplishments:</u></p> <ul style="list-style-type: none"> ▪ Implemented Emory University's Open Expression Observer program to respond to all forms of protest and dissent on campus. ▪ Developed protocols to reduce risks associated with historically high-risk campus events. ▪ Redeveloped and implemented protocols for the Emory Bias Incident Response Team. ▪ Served on the team that developed UGA's anonymous sexual assault reporting procedures.
Student Conduct	<p>Served as a conduct officer for medical amnesty cases. Coordinated alcohol and other drug intervention programs for students who violated the code of conduct. Advised student conduct boards and served as a conduct board member.</p> <p><u>Accomplishments:</u></p> <ul style="list-style-type: none"> ▪ Evaluated all educational sanctions for alcohol and other drug violations that resulted in changes to alcohol and other drug sanctions intervention programs at the UGA. ▪ Provided intervention programs and referrals for students with alcohol and other drug conduct violations.

EDUCATION

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| 2006 | Doctor of Philosophy, Student Affairs Administration
University of Georgia
Dissertation: Parents as partners in alcohol prevention: A university perspective |
| 1999 | Master of Public Administration
Michigan State University
Specialization: Non-profit Organization Administration
Master's Thesis: Examining first generation AIDS service organizations: Gay Men's Health Crisis, Lansing Area AIDS Network, and London Lighthouse |
| 1997 | Bachelor of Science, Physiology
Michigan State University
Specialization: Health and Humanities
Year Abroad: University of Surrey, Guildford, England, 1994–1995 |

PROFESSIONAL HISTORY

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| 2016-Present | Senior Director for Community
Emory University, Atlanta, GA
Developed and managed unit and campus-wide projects for the Assistant Vice President for Community. Provided strategic guidance and support Emory Campus Life initiatives including Open Expression Observer Program, Bias Incidence Response Team, and Campus Life strategic plan/bridge fund. |
| 2014-2016 | Interim Senior Director of the Center for Diversity and Inclusion
Emory University, Atlanta, GA
Developed the newly established Center for Diversity and Inclusion, including the development and implementation of needs assessments, program assessments, budgets, and a strategic plan. Supervised the leadership teams of the Center for Women and the Offices of International Student Life, LGBT Life, and Multicultural Programs and Services. |
| 2008-2014 | Assistant Dean for Campus Life and Director of the Office of LGBT Life
Emory University, Atlanta, GA
Managed the daily operations, programs, support services, strategic plan, staff, boards, and budgets for the Office of LGBT Life. Provided institutional leadership for policy changes to increase access and equity. |
| 2005-2008 | Assistant Dean of Students and Founding Director of the LGBT Resource Center
University of Georgia, Athens, GA
Established the first LGBT resource center at a state institution of higher education in Georgia. Managed all aspects of the daily operations, programs, support services, strategic plan, budgets, and volunteers of the LGBT Resource Center. |
| 2000-2005 | Alcohol and Other Drug Health Educator
University of Georgia, Athens, GA
Provided alcohol and other drug prevention education and intervention programming. Developed and managed assessment protocols. Trained and advised peer educators. |

SELECT CONFERENCE PRESENTATIONS

Social Justice in Higher Education

Bailey, V., **Shutt, M. D.**, Subbaraman, S., Travers, S., & Woods, C. "Intersect/divide: Intersectionality & anti-racism." National Gay and Lesbian Task Force Creating Change Conference. Denver, Colorado, February 2015.

Shutt, M. D. "From access to justice: Moving our words to action." Opportunity and Inclusion Luncheon Keynote-Council for Advancement and Support of Education District III Conference. Orlando, Florida, February 2015.

Shutt, M. D. "Creating a culture of social Justice to improve healthcare for students on college campuses." Sponsored session. American College Health Association Annual Convention. San Antonio, Texas, May 2014.

Assessment

Shutt, M. D., & Steele, D. M. "Assessing needs of the LGBTQ graduate students and GBTQ men on campus." Southern Association of College Student Affairs Conference. Norfolk, Virginia, November 2013.

Shutt, M. D., Cordon, M., Glassman, D., & Steele, D. M. "Assessing the needs of queer students on campus." National Association for Student Personnel Administrators National Convention. Philadelphia, Pennsylvania, March 2011.

Shutt, M. D., Lynch, J., & Garrett, J. M. "Assessing programs to create best practices for LGBT students." National Association for Student Personnel Administrators National Convention. Seattle, Washington, March 2009.

Oswalt, S. B. & **Shutt, M. D.** "Critical components & findings of a collaborative alcohol intervention evaluation." American College Personnel Association National Convention. Indianapolis, Indiana, March 2006.

Shutt, M. D., & Oswalt, S. B. "Health behaviors of incoming students: Conducting needs assessments." American College Personnel Association National Convention. Indianapolis, Indiana, March 2006.

Program Development

Shutt, M. D., Rizzo, D., Roche, R., Sweeney, M. D., & Yarbrough, A. "Using collaborative leadership to create a first year orientation program." National Association for Student Personnel Administrators National Convention. Indianapolis, Indiana, March 2016.

Bruno, M., Javier, G., & **Shutt, M. D.** "Making safe zone programs on college campuses work." American College Personnel Association National Convention. Louisville, Kentucky, March 2012.

Shutt, M. D., Robbins, G., & Leslie, T. "Rainbow Chat: Collaboratively creating support programs for LGBTQ students." American College Personnel Association National Convention. Atlanta, Georgia, March 2008.

Estes, E., Jaehnig, A. L., **Shutt, M. D.**, & Taneja, A. "Establishing a LGBT resource center on your campus." National Gay and Lesbian Task Force Creating Change Conference. Detroit, Michigan, February 2008.

Shutt, M. D. "Creating a culturally competent department." Georgia Network Training Institute—Georgia College Personnel Association. Jekyll Island, Georgia, March 2003.

Development
and Alumni
Relations

Shutt, M. D. "Queer collaborations: Engaging alumni to support the development of students." National Association for Student Personnel Administrators Multicultural Institute. Miami, Florida, December 2015.

Hill, T., Kane, L., Kumler, M., Maher, S., **Shutt, M. D.**, Woolway, D. "Queerly involved: Engaging LGBT alumni and allies." Conference on Diverse Philanthropy and Leadership, Atlanta, Georgia, May 2014.

Maher, S., & **Shutt, M. D.** "Queerly involved: How to engage lesbian, gay, bisexual, and transgender alumni." Council for Advancement and Support of Education District III Conference. Orlando, Florida, February 2014.

Shutt, M. D., Ahn, D., & Correa, L. "Creating change on campus: Leveraging cross generational organizing." National Gay and Lesbian Task Force Creating Change Conference. Atlanta, Georgia, January 2013.

Alcohol &
Other Drug
Prevention
Education and
Intervention

Shutt, M. D., Oswalt, S. B., & English, E. "How millennials may be changing alcohol use on college campuses." American College Personnel Association National Convention. Atlanta, Georgia, March 2008.

Shutt, M. D. "Parents as partners in alcohol prevention: A university perspective." Southern Association of College Student Affairs Annual Conference. Dallas, Texas, November 2007.

Shutt, M. D. "Factors related to first year students' alcohol use." Georgia Network Training Institute–Georgia College Personnel Association. Callaway Gardens, Georgia, February 2005.

Akers, R., & **Shutt, M. D.** "Environmental strategies related to campus alcohol issues: The role of recreational sports." National Intramural-Recreation Sports Association Region II Conference. Athens, Georgia, January 2003.

FACULTY APPOINTMENTS & TEACHING EXPERIENCE

2012-Present

Adjunct Graduate Faculty

Indiana State University Department of Educational Leadership

2006-Present

Adjunct Faculty

University of Georgia Department of Counseling and Human Development

2006-Present

Course: Issues in Student Affairs Administration (Graduate)

University of Georgia Department of Counseling and Human Development

2003-2005

Course: Health Advocacy Skills (Undergraduate)

University of Georgia Department of Counseling and Human Development

2000-2003

Course: Peer Health Education (Undergraduate)

University of Georgia Department of Counseling and Human Development

PUBLICATIONS

- Shutt, M. D.**, Garrett, J. M., Lynch, J. W., & Dean, L. A. (2012). An assessment model as best practice in student affairs. *Journal of Student Affairs Research and Practice*, 49(1), 65–82.
- English, E., **Shutt, M. D.**, & Oswalt, S. B. (2009). Decreasing use of alcohol, tobacco, and other drugs on a college campus: Exploring potential factors related to change. *National Association of Student Personnel Administrators Journal*, 26(2), 163-182.
- Oswalt, S. B., **Shutt, M. D.**, English, E. & Davis Little, S. (2007). Did it work? Examining the impact of an alcohol intervention on sanctioned college students. *Journal of College Student Development*, 48(5), 543-557.
- Oswalt, S. B., **Shutt, M. D.**, & Cooper, D. L. (2006). Incoming students' alcohol use & intent to join Greek organizations. *Journal of First-Year Experience & Students in Transition*, 18(2), 31-52.
- Shutt, M. D.**, Oswalt, S. B., & Cooper, D. L. (2006). Parent misperceptions of incoming student alcohol and other drug use. *Journal of College Student Development*, 47(5), 577-585.

GRANT ACTIVITY

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| 2012 | Shutt, M. D. & Steele, D (2012). <i>Assessing the needs of LGBT graduate students and GBT men on campus</i> . National Association of Student Personnel Administrators Regional III Research and Assessment Grant. (\$1000). Project funded at \$500. |
| 2010 | Shutt, M. D. & Elkins, E. & (2010). <i>LGBT Life Library Update Project</i> . Alliance for Full Acceptance. (\$3000). Project fully funded. |
| 2009 | Shutt, M. D. & Cordon, M. (2009). <i>Assessing the needs of trans students, LGBTQ students of color and LGBTQ faith communities on campus</i> . National Association of Student Personnel Administrators Regional III Research and Assessment Grant. (\$1,000). Project fully funded. |
| 2006 | Shutt, M. D. (2006). <i>Alcohol and other drug use among first year students assessment</i> . Parents and Families Association Grant. (\$1,720). Program fully funded. |
| 2003 | Shutt, M. D. , Oswalt, S. B., & Davis, J. S. (2006). <i>Alcohol sanction evaluation</i> . President's Venture Fund. (\$2,100) Program fully funded. |
| 2003 | Davis, J. S., Shutt, M. D. , & Oswalt, S. B. (2006). <i>Alcohol sanction evaluation</i> . Southern Association of Housing Officers Grant. (\$200) Program fully funded. |
| 2003 | Shutt, M. D. , Oswalt, S. B., & Phoenix, T. (2003). <i>UGA Safe Space Project</i> . President's Venture Fund Grant. (\$1,000). Program fully funded. |

SELECT COMMITTEE MEMBERSHIP

Emory University 2008-Present	Advisory Council on Community and Diversity (Executive Committee Member) Bias Incident Response Team (Chair) Campus Life Assessment Committee (Steering Committee Member) Campus Life Institutional Accreditation Committee (Member) Campus Life Strategic Planning Team (Co-Chair) Creating Emory Leadership Team (Member) Emory Campus Life Social Justice Working Group (Chair) Emory Campus Life Professional Development Committee (Member) Emory Commission on Racial and Social Justice (Member and Student Demand Process Owner) King Week Committee (Chair)
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SERVICE

2015-Present	National Center for Civil and Human Rights LGBT Institute Programming Board Member
2015-Present	Georgia Equality Board of Directors Board Development Chair
2013	National Conference on Equality: Creating Change Conference Co-Chair
2011	World Professional Association of Transgender Health Symposium Host Committee Member
2006-2009	Campus Pride LGBT Leadership Camp Lead Faculty

PROFESSIONAL AFFILIATIONS

American College Personnel Association Consortium of Higher Education LGBT Resource Center Professionals Standards of Practice Committee Co-Chair (2014-Present) Executive Board Co-Chair (2011-2014) Executive Board Member and Regions Working Group Chair (2007-2011) National Association of Student Personnel Administrators Annual Convention Proposal Reviewer (2012-2013) Southern Association of College Student Affairs
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CONSULTATION IN HIGHER EDUCATION

2008-Present	Agnes Scott College: Developing a Safe Space curriculum in higher education Gainesville State College: Developing a Safe Space curriculum in higher education Georgia Institute of Technology: Developing trans-inclusive policies and procedures Kennesaw State University: Developing a Safe Space curriculum in higher education New York University: External Review of the NYU LGBTQ Student Center Princeton University: External Review of the Princeton LGBT Center Spelman College: Creating inclusive environments for LGBT students University of North Florida: Developing a Safe Space curriculum in higher education Wesleyan College: Celebrating and cultivating sexual and gender diversity at Wesleyan
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CONTINUING EDUCATION

2015	LGBTQ Presidents in Higher Education's Conference. Chicago, Ill.
2014	Kingian Nonviolence Training Institute. Emory University, Atlanta, GA.
2013	NASPA Certificate Program in Student Affairs Law & Policy. St. Petersburg, FL.
2013	Managers Development Program. Emory University, Atlanta, GA.
2012	American College Personnel Association's Mid Managers Institute. Tampa, FL.
2011/14	Suicide Prevention-QPR Gatekeeper Training. Emory University, Atlanta, GA.
2009	Race in the Classroom. Emory University, Atlanta, GA.
2008	National Coalition Building Institute-Facilitator Training. Hunt Valley, MD.
2005	Social Justice Summer Institute. University of Massachusetts, Amherst, MA.
2003	NASPA New Professional Institute. University of Georgia, Athens, GA.

HONORS AND AWARDS

2014	Grand Marshal, Atlanta Pride Parade, Atlanta Pride Committee, Atlanta, GA.
2013	Emory University Award of Distinction, Emory University, Atlanta, GA.
2013	Emory Campus Life Distinguished Service Award, Emory University, Atlanta, GA.
2013	L. Allen & W. Johnson Community Service Award, Human Rights Campaign, Atlanta, GA.
2010	Emory Campus Life Research and Publication Award, Emory University, Atlanta, GA.
2009/12/13	Emory Campus Life Prolific Professional Award, Emory University, Atlanta, GA.
2008	Founders Award, University of Georgia LGBT Resource Center, Athens, GA.
2007	Southern Association of College Student Affairs Dissertation of the Year Award.
2007	Pedro Zamora Award for Commitment to Diversity, University of Georgia, Athens, GA.
2006	Dwight Douglas Award for Service to the Division, University of Georgia, Athens, GA.
2002/08	Lee Ann Seawell Award for Service to Students, University of Georgia, Athens, GA.
2002/04	Outstanding Collaborative Teamwork Award, University of Georgia, Athens, GA.