

Meggie J. (Dunivent) Miller

University of West Georgia
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Master of Public Administration, *University of West Georgia*, 2015

Master of Sociology, *University of West Georgia*, (In Progress) – 18+ Hours Completed

Post-Bacc Certificate in Data Analysis and Evaluation Methods, *University of West Georgia*, 2015

Bachelor of Arts in Anthropology, *University of West Georgia*, 2009

Teaching Experience

University of West Georgia

Adjunct Online Instructor (Sociology Department)

Fall 2018 – Present

Teaches eCore (University System of Georgia's Online Collaborative Program) SOCI 1101.

Adjunct Instructor (First Year Experience)

Fall 2016 – Fall 2017

Taught First Year Experience Seminar UWG 1101 online and as a hybrid course.

Higher Education Experience

University of West Georgia

Academic Instructional Support Specialist, Online Proctored Exam Coordinator, and eCore/eMajor Liaison (UWG Online)

May 2017 to Present

Provides academic instructional support services to students in online programs, as well as support for virtual classroom technologies and related services for faculty, students, and staff. Serves as administrator, and provides level 3 support on a variety of distance learning related software, web applications, services, and initiatives with campus-wide impact. Serves as UWG testing coordinator for online proctored exams and eCore & eMajor Liaison.

Online Student Success Advisor and eCore/eMajor Liaison (UWG Online)

August 2015 – April 2017

Supported student success initiatives by providing general assistance to online students, as well as responding to requests from potential students. Collaborated with campus partners to ensure students enrolled in online programs received the highest level of student services and served as eCore & eMajor Liaison.

Departmental Assistant – Intermediate (College of Social Sciences Dean's Office)

April 2013 – July 2015

Departmental Assistant – Intermediate (Mathematics Department)

November 2012 – March 2013

Supported Deans with academic affairs and other issues that affect student success. Hired, trained and mentored student assistants. Planned events including: Service Days, Focus Groups, Lecture Series, and Workshops. Assisted with website maintenance, marketing projects (college newsletter, etc.) and social media. Managed budgets and oversaw purchasing for department

Research Assistant and Senior Volunteer (Antonio J. Waring Archaeological Laboratory, UWG)

August 2007 - April 2011

Acted as liaison for teachers and professors in the Atlanta Metro area. Processed and tracked archaeological collections (with bar-coding), investigated domestic house structure and monitored community program use with MS Access and ArcGIS Desktop. Developed and taught training workshops for volunteers and community members.

Technical Skills

Banner 9, CourseDen/GoView (Desire2Learn/BrightSpace), ProctorU, Smartermeasure, Evisions Argos, Google Suite, Degree Works/Wolf Watch, EAB Navigate, SEADS, FootPrints/Numara, PeopleSoft, ePro, MS Office, Qualtrics, OpenText, ESRI ArcGIS Desktop

Professional Development

TILT (Transparent Assignment Design) Workshop, Spring 2019

Distance Education Certificate Program, Spring 2018

Qualtrics Research Core Expert Training, Spring 2018

Data Analysis Workshop Series, Spring 2017

Quality Matters Workshop Series, Fall 2015

UWG Alumni Leadership Workshop, UWG Alumni Relations, Spring 2015

Microsoft Excel Advanced Techniques, Skillpath, Summer 2014

Professional Experience

ExpressJet Airlines, Atlanta, GA

Flight Attendant

November 2010 – November 2012

Kim Stanley Insurance & Financial Services, Inc., Jacksonville Beach, FL

Administrative Assistant & Active Insurance Agent

July 2001 - June 2006

Presentations

Miller, Meggie and Janet Gubbins. 2021. "UWG Online Support and Services." University of West Georgia Momentum Center Team Orientation.

Miller, Meggie and Janet Gubbins. 2021. "UWG REACH: At-Risk Programs in the Time of COVID-19." Distance Learning Administration Conference.

Miller, Meggie, Janet Gubbins, Vicki Griffin, Megan Roberts and Lindsey Winchester. 2021. "UWG REACH: Engaging Students in the Time of COVID-19." Innovations in Pedagogy Conference.

Miller, Meggie. 2019. "Proctored Exam Coordination for the Online Classroom: A Brainstorming Session." Distance Learning Administration Conference.

Miller, Meggie. 2016. "Supporting Online Students." PAAA Meeting (Professional Association of Academic Advisors at UWG).

Miller, Meggie and Jennifer Beggs Weber. 2015. "Work-life Balance & Strategic Planning at UWG." COSS Faculty Focus Groups (Focus Group Facilitator for Two sessions).

Miller, Meggie and Jennifer Beggs Weber. 2015. "Work-life Balance." COSS Staff Retreat (Focus Group Facilitator).

Foster, Thomas and **Meggie Miller**. 2010. "Architectural household analysis of Proto-historic and Historic Period Structures at Etowah, Georgia." 68th Annual Southeastern Archaeological Conference.

Dunivent, Meggie, Susan Fishman-Armstrong, and Thomas Foster. 2009. "How to Create an Education Outreach Program with Minimal Funding and Time." 74th Annual Meeting of the Society of American Archaeology (Session Organizer and Presenter).

Dunivent, Meggie and Heather McGuire. 2009. "Evolution Revolution: Laying the Foundation for Darwinian Evolution in an Introduction to Anthropology Course." 2009 Southern Anthropological Society Meeting; 11th Annual UWG Research Day – Social Sciences Division; 11th Annual UWG Big Night.

Taylor, Marybeth, Armando Tovar, **Meggie Dunivent**, and Thomas Foster. 2009. "Etowah Indian Household Economy during the Lamar Period." 74th Annual Meeting of the Society of American Archaeology (Poster Presented).

Dunivent, Meggie. 2008. "The Confederados: Who Where They and Why They Left." 10th Annual Research Day – Social Sciences Division; Carrollton Sons of Confederate Camp April Meeting.

Membership & Service

2015 – Present	Member , Professional Association of Academic Advisors (PAAA)
2014 – 2018	Treasurer; Rep; Benefits Committee Chair , UWG Staff Advisory Council
2013 – 2017	Board Member , UWG Alumni Association
2011 – Present	Volunteer , Cystic Fibrosis Foundation – Georgia Chapter
2007 – 2013	Senior Volunteer , Antonio J. Waring Archaeological Laboratory, UWG

Scholarships & Awards

2017	Advisor Advocate of the Year - PAAA, UWG
2015	Nominated , Values - "Best of the West" Award and Recognition Program, UWG
2014	Nominated , Outstanding Staff Member, COSS Faculty/Staff Awards, UWG
2008 - 2009	Waring Full Scholarship for Academic Excellence in Anthropology , UWG
2009	Business and Professional Women's Club Scholarship , UWG
2009	Carol E. Hill Anthropology Award , UWG
2009	11th Annual Research Day (1st Place Award) – Social Science Division, UWG
2009	Lewis H. Larson Jr. Volunteer Medal Rewards – Bronze Level (100 Hours), UWG

Fieldwork

Archaeological Research, Investigating the Indian Village Site at Apalachicola, Phenix City, AL, 2009, 2011, 2012.