

## **PROFESSIONAL PROFILE**

- Fourteen years of experience in higher education at four-year public research universities and community colleges.
- Eleven years of experience in academic advising and counseling.
- Three years as Point of Contact for the department (i.e. Department Chair).
- Two years of experience in grant management.
- Achieved tenure and promotion to Assistant faculty at University of Hawai‘i, Mānoa (UH Mānoa) effective August 1, 2021.
- Ability to work with and build relationships with a diverse group of individuals, organizations, and communities.
- Strong written and verbal communication skills.
- Dedicated to promoting student success in all areas of life.
- Committed to inclusion, excellence, integrity, and accountability.
- Quick learner and detail oriented.
- Strong leadership abilities.
- Knowledge of transfer related issues nationally and locally.
- A strong understanding of articulation agreements, policies, and procedures within the University of Hawai‘i system.
- Strong leadership skills with creative and innovative ideas.
- Developmental advising philosophy.

## **EDUCATION**

- EdD, Educational Administration, University of Southern California. Los Angeles, CA, 2015
- MEd, Counseling, University of Hawai‘i at Mānoa. Honolulu, HI, 2007
- BA, Psychology, University of Hawai‘i at Mānoa. Honolulu, HI, 2004

## **ACADEMIC HONORS AND AWARDS**

- 2021 NACADA Region 9 Excellence in Advising – Community College Award
- 2020 ‘Oikela Award for Outstanding Advising Unit, Mānoa Transfer Coordination Center
- University of Hawai‘i at Mānoa Dean’s List – Fall 2003, Spring 2004, and Fall 2004

## **HIGHLIGHTS OF PROFESSIONAL EXPERIENCE**

### **Director and Transfer Specialist – Mānoa Transfer Coordination Center, University of Hawai‘i at Mānoa, July 2016 – current**

- Director effective Fall 2024.
- Served as the Interim Director from Fall 2021 - Spring 2024.
- Serves as primary point person regarding the processes and issues involved in the transfer from the UH System Community Colleges to Mānoa.
- Ensure that transfer students communicate to the appropriate advisors, resources, and services.
- Oversees the transfer process and helps students resolve the transfer of credits, articulation issues, and program requirements.
- Develops programs based upon the needs of the transfer students and campus-based programs.
- Administers all aspects of the Ka‘ie‘ie Degree Pathway Program.
- Serves as UHM’s liaison to counselors/advisors at other UH campuses, maintains transfer websites, and manages data on transfer students.
- Assist in planning, implementing and managing services for transfer students.

- Advise students on curricular requirements, academic options, policies and procedures.
- Teach courses, workshops, and/or seminars in the department.
- Advise students in formulating and assessing academic and career goals.
- Develop and implement group sessions and workshops.
- Provide ideas and initiatives in the development and evaluation of academic advising policies and procedures.
- Keep abreast of peer and benchmark practices and standards in advising; participate in regional/national discussions.
- Write a variety of correspondence and program descriptions and proposals.
- Lead changes in policies and procedures for advising based on national trends.
- Maintain a research/scholarly profile related to academic advising as a profession.
- Other duties as assigned.

### **VA/Military Counselor – Honolulu Community College, August 2015 – July 2016**

- Served as the College’s point-of-contact to provide initial counseling, informational service, outreach, and academic counseling to military or veteran personnel.
- Assisted with designing, implementing, evaluating, and improving the college’s services to military personnel. Established and maintained communication and viable working relationships with education officers of local military installations, military-affiliated educational institutions, and community organizations.
- Facilitated the provision of a wide range of student development and success services such as new student orientation and registration, workshops, satisfactory academic progress interventions, financial aid assistance, and referrals to on and off-campus resources.

### **Program, Research, and Project Specialist– University of Hawai’i at Hilo November 2012 – March 2014**

- Oversaw fiscal and administrative management for assigned projects under the Hawaii Island Beacon Community
- Served as a liaison between assigned projects and the Research Corporation of the University of Hawaii (RCUH) when fiscal and administrative issues arose.
- Primarily worked with sub-contractor Booz Allen Hamilton to ensure successful completion of the project.
- Ensured compliance with UH, state, and federal policies and procedures.

### **Academic Advisor - School of Nursing and Dental Hygiene, University of Hawai’i Mānoa September 2010 – June 2012**

- Counseled students regarding educational issues such as course and program selection, class scheduling school adjustment, study habits, and career planning.
- Enforced all administration policies and rules governing students.
- Planned and conducted orientation programs and recruitment activities.
- Sponsored student organizations.

### **Interim Dean/International Student Services Coordinator – Mid Pacific Institute January 2009 – May 2010**

- Counseled individuals to help them understand and overcome personal, social, or behavioral problems affecting their education.
- Ensured students with special learning needs were receiving appropriate accommodations.
- Coordinated the Homestay program for the international students.
- Advocated and provided support for the international students.
- Conferred with parents or guardians, teachers, other counselors, and administrators to resolve students' behavioral, academic, and other problems.

- Met with parents and guardians to discuss their child’s progress and to determine their priorities for their children and their resource needs.

## HIGHLIGHTS OF SCHOLARLY CONTRIBUTIONS

### Presentations

- **Prepose-Forsen, L.,** Mitani, N., (2023). *Using Transfer Student Voices to Create a Transfer Seminar Course: Where do we go from here?* UH System Academic Advising & Transfer Network (AATN).
- **Prepose-Forsen, L.,** Tomilson, S. (2023). *Reassessing Automatic Admissions*, UH System Academic Advising & Transfer Network (AATN).
- **Prepose-Forsen, L.,** Mitani, N. (2022). *Listening to the Voices of Our Transfer Students to Create a Transfer Seminar Course*. National Institute for the Study of Transfer Students (NISTS).
- **Prepose-Forsen, L.,** Mitani, N. (2022). *Using Transfer Student Voices to Create a Transfer Seminar Course: Summary of Initial Assessment Data*. National Resource Center for the First-Year Experience and Students in Transition.
- **Prepose-Forsen, L.,** Brown, J., Mitani, N. (2021). *Adapting to Change in the UH Transfer World: Pins, Catalog Years, and Transfer Policy, Oh My!* UH Mānoa Council of Academic Advisors (CAA) Summer Conference.
- **Prepose-Forsen, L.,** Mitani, N. (2021). *Listening to the Voices of our Transfer Students in order to Create Meaningful Initiatives*. National Academic Advising Association (NACADA) Annual Conference.
- Brown, J., McKee, A., Newhouse, K., **Prepose-Forsen, L.,** (2021). *Degree Pathway Partnership: Addressing Transfer Barriers through Collaboration and Advising*. National Institute for Study of Transfer Students Conference (NISTS). (February)
- McKee, A., Brown, J., Newhouse, K., **Prepose-Forsen, L.,** Sibonga, S., (2020). *Transfer Partnerships Across Islands, Using Advising to Connect*. Academic Advising and Transfer Network (AATN) Conference.
- **Prepose-Forsen, L.** (2019). *Community College Conversations (Focus Group Facilitator)*. National Academic Advising Association (NACADA) Region 9 Conference.
- **Prepose-Forsen, L.** (2018). *Increasing Transfer Student Success*. University of Hawai‘i at Mānoa Political Science Mini-Conference.
- **Prepose-Forsen, L.,** Newhouse, K. (2018). *Increasing Student Success with Limited Resources Through a Transfer Program*. 25th National Conference on Students in Transition.
- **Prepose-Forsen, L.,** Newhouse, K. (2018). *Navigating Transfer Student Success*. National Academic Advising Association (NACADA) Region 9 Conference.
- **Prepose-Forsen, L.** Newhouse, K. (2018). *Bridging the Transfer Gap in Higher Education Through a Degree Pathway Program*. National Academic Advising Association (NACADA) Region 9 Conference.
- **Prepose-Forsen, L.,** Brown, J., Jones, M., Newhouse, K. (2017). *Bridging the Transfer Gap in Higher Education Through a Degree Pathway Program*. National Association of Student Personnel Administrators (NASPA) Western Regional Conference.
- Jones, M., Brown, J., Newhouse, K., **Prepose-Forsen, L.** (2017). *Navigating the Pathway to Transfer Student Success*. University of Hawai‘i Community Colleges 2017 Hawai‘i Student Success Institute
- **Prepose-Forsen, L.,** Brown, J., Jones, M., Newhouse, K. (2017). *Bridging the Transfer Gap in Higher Education Through a Degree Pathway Program*. Hawai‘i International Conference on Education.
- **Prepose-Forsen, L.,** Jones, M., Andres, L., Martinez, M., Sakamoto, S., & Yorita, B. (2016). *Navigating the UH System Transfer Network*. Academic Advising and Transfer Network Conference.
- Brown, J., Jones, M., Newhouse, K. & **Prepose-Forsen, L.** (2016). *Deepening transfer connections: Ka ‘ie ‘ie and partnering with the UH Community Colleges*. Council of Academic Advisors Summer Conference.

## Publications

- Prepose-Forsen, L. (2024, June). From Associate Degree to Master's Degree: A Transfer Student Success Story. *National Institute for the Study of Transfer Students (NISTS)*.  
<https://www.nists.org/post/transfer-student-success-story-elerose-apple-cordero>
- Prepose-Forsen, L. (2024, May). Assessment Data on the Post-Transfer Student Experience after Taking a Pre-Transfer Seminar Course. *National Institute for the Study of Transfer Students (NISTS)*.  
<https://www.nists.org/post/pre-transfer-seminar-course>
- Selingo, J.J. (2013). *College (UnBound): The future of higher education and what it means for students*. Las Vegas, NV: Amazon Publishing. Review by Dr. Lauren Prepose-Forsen, University of Hawai'i at Mānoa for NACADA Book Reviews

## Workshops

- *Dream Big, Start at Home - Transfer from WCC to UH*, Windward Community College Senior Bash, February 2024
- *Ka 'ie 'ie Program Overview: Best Practices, Challenges, and Resources Needed*, Council of Chief Academic Officers (CCAO) and Council of Senior Student Affairs Officers (CSSAO) Meeting, 2023
- *It's Never Too Early to Think About Transferring*, Windward Community College Senior Bash, 2023
- *Manoa Transfer Coordination Center*, UHM Student Academic Success Panel, 2022
- *Introduction to Transfer Advising: Transfer Students*, UH Mānoa New Rainbow Warrior Orientation, 2022
- *Ka 'ie 'ie Program Introduction*, KCC Secrets of Success Workshops, various dates
- *Moving On to Mānoa*, UH Mānoa New Rainbow Warrior Orientation, 2021
- *Transferring to UH Mānoa – The Ka 'ie 'ie Program*, Kauai Community College Wai'ale'ale & Kipaipai Program, 2021
- *Ka 'ie 'ie Program*, Ho'onui 'Ike (Peer Coaching) Program at Windward Community College, 2018
- *Navigating the Transfer Pathway to the University of Hawai'i at Mānoa*, TRIO Program at Honolulu Community College, 2018
- *Ka 'ie 'ie Program Overview*, CARE Team at Honolulu, Community College, 2018
- *Ka 'ie 'ie Program Introduction*, *College Success Week*, *Honolulu Community College*, various dates 2018
- *College Conversations*, Open Forum at Kauai Community College, 2018
- *Ka 'ie 'ie Program Overview*, Student Support Services at Kauai Community College, 2018
- *Implementing Ka 'ie 'ie*, Counselors at Kauai Community College, 2018
- *Increasing Transfer Student Success*, UH Mānoa Political Science Mini-Conference, 2018
- *Navigating the Transfer Pathway to the University of Hawai'i at Mānoa*, Native Hawaiian Student Services, Honolulu Community College, 2017
- *10 Transfer Tips for UH Mānoa*, Mānoa Week of Welcome, various dates
- *Transfer 101, An Introduction to Transferring to University of Hawai'i at Mānoa*, Windward Community College Frosh Camp, various dates
- *Getting Ahead of Scholarships, Understanding the Scholarship Timeline*, UH Mānoa New Rainbow Warrior Orientation, various dates
- *Automatic Admission Workshop*, University of Hawai'i Community Colleges, various dates
- *Ka 'ie 'ie Program Overview*, Honolulu Community College, various dates
- *Transfer Focus: Getting a Jump on Scholarships*, UH Mānoa New Rainbow Warrior Orientation, various dates
- *Ka 'ie 'ie Program Introduction*, UHM College of Tropical Agriculture and Human Resources Transfer Fair, various dates
- *IKEA Transfer Student Panel Workshop*, Honolulu Community College, various dates
- *IKEA Graduation, Transfer, and Ka 'ie 'ie*, Honolulu Community College, various dates

## PROFESSIONAL AFFILIATIONS

- Member, National Academic Advising Association (NACADA), July 2016 – current

- National Institute for the Study of Transfer Students (NISTS)

## PROFESSIONAL DEVELOPMENT

### Conferences

- University of Hawai‘i at Mānoa Council of Academic Advisors Summer Conference, July 2016, Honolulu, HI
- Academic Advising and Transfer Network (AATN) Annual Conference, October 2016, Honolulu, HI
- Hawai‘i International Conference on Education, January 2017, Hilton Hawai‘ian Village, Honolulu, HI
- Hawai‘i Student Success Institute Conference, March 2017, Leeward Community College, Honolulu, HI
- University of Hawai‘i at Mānoa Council of Academic Advisors Summer Conference, July 2017, Honolulu, HI
- NASPA Western Regional Conference, November 2017, Hilton Hawai‘ian Village, Honolulu, HI
- NACADA Region 9 Conference, March 2018, Santa Rosa, CA
- University of Hawai‘i at Mānoa Council of Academic Advisors Summer Conference, July 2018 Honolulu, HI
- Academic Advising and Transfer Network (AATN) Annual Conference, September 2018, Honolulu, HI
- 25th National Conference on Students in Transition, October 2018, Indianapolis, IN
- NACADA Region 9 Conference, March 2019, Honolulu, HI
- University of Hawai‘i Excellence in Academic Advising Summer Conference, May 2019, Honolulu, HI
- Academic Advising and Transfer Network (AATN) Annual Conference, September 2020, Virtual
- National Institute for Study of Transfer Students (NISTS) Annual Conference, February 2021, Virtual
- NACADA Region 8 & 9 Conference, March 2021, Virtual
- National Institute for Study of Transfer Students (NISTS) Annual Conference, February 2022, Virtual
- National Institute for Study of Transfer Students (NISTS) Annual Conference, February 2023, Virtual
- Academic Advising and Transfer Network (AATN) Annual Conference, March 2023, Virtual
- University of Hawai‘i at Mānoa Council of Academic Advisors Summer Conference, July 2023, Honolulu, HI
- Academic Advising and Transfer Network (AATN) Annual Conference, April 2024, Honolulu, HI

### Workshops, Seminars, and Webinars

- University of Hawai‘i Mānoa, Division of Student Success Deep Dive, Empowering First-Gen Students, August 2024
- 2024 Department Chair Bootcamp, August 2024
- 2024 Leading with Excellence Conference and Retreat, August 2024
- Transfer Students Advising Community Transfer Talks, April, June & August 2024
- National Institute for Study of Transfer Students (NISTS), TransferBOOST, June 2023
- Loina & Lawena: Hawaiian Customs and Behaviors & Ho‘okipa: Hawaiian Visitor and Host Etiquette, June 2023
- Ho‘olauna: Learn How To Introduce Yourself in Hawaiian & Nā Pō Mahina: Utilizing Hawaiian Moon Phases In Work Settings, June 2023
- Intentional Growth Strategy Discussion with EAB (*EAB: Education Technology, Services, and Research is a consulting firm specializing in educational institutions*), February 2022
- Mānoa Institutional Research Office, Transfer Student Experience Workshop, August 2021
- National Institute for Study of Transfer Students (NISTS), Beyond Free College: Making Higher Education Work for 21st Century Students, Webinar, July 2021
- NACADA, Returning to Campus: A Conversation with Advising Administrators, December 2020
- EAB: Why Virtual Advising is Here to Stay Podcast, October 2020
- CollegeSource Transfer Week Webinar Series, Policies and Processes Panel Discussion, October 2020
- CollegeSource Transfer Week Webinar Series, Thriving in Transfer: Recruitment, Admissions Advising, and Student Support, October 2020
- CollegeSource Transfer Week Webinar Series, Articulation Agreements and Pathways, October 2020

- NACADA Webinar, Value of Relationships for Developing Students and Staff, May 2020
- NACADA Webinar, Information on USI Virtual Orientation for Incoming Students, May 2020
- NACADA Webinar, The Quest for Happiness: A Journey for Personal Growth, April 2020
- UH Institutional Data Governance Webinar, Security and Privacy Issues for Online and Remote Work, April 2020
- NACADA Webinar, Maintaining a Community of Care During the Corona Virus Crisis, April 2020
- Inside Higher Ed Webinar, How to Capture the 8-Second Attention Span of Gen Z – and Leave a Lasting Impression, April 2020
- NACADA Webinar, Advising Continuity: Going remote during difficult times, March 2020
- NACADA Webinar, 15 to Finish, February 2017

## **SERVICE**

### **University Service**

- 2024-current, Mentor, UH Mānoa Medical Technology Advisor
- 2024-current, Member, Council for Academic Advisors Program Modification Review
- 2023-current, Volunteer, UH Mānoa New Student Orientation and Welcome
- 2023-current, Co-Chair, Academic Advising and Transfer Network
- 2023-2024, Co-Chair, Academic Advising and Transfer Network 2024 Conference Planning Committee
- 2023, External Reviewer for Faculty Specialist at UH West Oahu
- 2023, Member, UH System Automatic Admission Workgroup
- 2023, Volunteer, UH Mānoa Council of Academic Advisors Summer Conference
- 2021-current, Member, Academic Advising and Transfer Network Committee
- 2021-2024, Point of Contact, Mānoa Transfer Coordination Center
- 2021-2023, Member, UH Systemwide Transfer and Articulation Work Group
- 2021-2023, Member, various hiring committees
- 2021-2022, Member, Student Academic Success, Promotion and Tenure Working Group
- 2021-2022, Chair, UH Mānoa Council of Academic Advisor, Awards Subcommittee
- 2021-2022, Member, Student Academic Success Department Personnel Committee
- 2020-2023, Member, UH Mānoa Council of Academic Advisors
- 2021-2022, Member, Academic Advising and Transfer Network 2022 Conference Planning Committee
- 2020-2021, Member, UH Mānoa Council of Academic Advisor, Awards Subcommittee
- 2020-2021, Co-Chair, Transfer Days, Evaluation Subcommittee
- 2020-2021, Chair, Transfer Days, Volunteer Subcommittee
- 2020, Volunteer, UH Mānoa Council of Academic Advisors Summer Conference
- 2019–2021, Member, Foundations Board, UH Mānoa General Education Office
- 2019-2020, Member, UH System Hybrid Pathway and Pinning Group
- 2018-2019, Co-Chair, UH Mānoa Excellence in Academic Advising Program, Collaboration and Communication Committee
- 2017-2019, Co-Chair, Windward Community College, Transfer Day Planning Committee
- 2017-2018, Member, University of Hawaii Community College System, Integrated Student Success - Transfer Task Force
- 2016-2017, Member, UH Mānoa Council of Academic Advising Professional Development Committee
- 2016-2017, Member, UH Mānoa Council of Academic Advising Program Sheet Committee
- 2016, Volunteer, Academic Advising Transfer Network Conference

### **Professional Service**

- 2024-current, NACADA Steering Committee for the Advising Community for Transfer Students
- 2023-current, Steering Committee Member, Gardner Institute Curricular Analytics Community
- 2023, Volunteer, National Resource Center for The First-Year Experience & Students in Transition Annual Conference Proposal Reviewer
- 2023, Volunteer, NACADA Global Award Review

- 2022-current, Member, Gardner Institute Curricular Analytics Community
- 2022-2023, Member, National Institute for Study of Transfer Students Conference Planning Committee
- 2022, Volunteer, NACADA Global Award Reader
- 2022, Volunteer, NACADA Annual Conference Proposal Reviewer
- 2021, Volunteer, NACADA Region 9 Conference Proposal Reviewer
- 2021, National Institute for Study of Transfer Students Conference Session Moderator
- 2017-2019, Chair, NACADA Region 9 Conference Planning Committee Keynote Speaker and Pre-Workshop
- 2017-2019, Member, National Academic Advising Association Region 9 Steering Committee - Community College Liaison
- 2017, Volunteer, NACADA Region 9 Conference Proposal Reviewer

### **Community Service**

- 2024-current, Volunteer Mentor, A‘ALI‘I Mentoring