

MISTY L. SMETHERS, EdD, MAE

3500 Camp Bowie Boulevard • Fort Worth, TX 76107 • work: 817-735-5191 •
misty.smethers@unthsc.edu

EDUCATION:

Ed.D. <i>Higher Education Administration</i> University of North Texas (GPA 4.0)	Dec. 2014 Denton, TX
M.A.E. <i>Student Affairs in Higher Education</i> Western Kentucky University (GPA 4.0)	Dec. 2004 Bowling Green, KY
B.S. <i>Industrial and Organizational Psychology</i> Psychology and Business Administration Minors Middle Tennessee State University <i>Cum laude</i> (GPA 3.6)	May 2003 Murfreesboro, TN

PROFESSIONAL EXPERIENCE:

Assistant Professor, Department of Public Health Education
Director of Academic Services, *School of Public Health* Sept. 2015-present
University of North Texas Health Science Center, Fort Worth, Texas

- Responsible for MOU contract administration for the school's internship and practicum sites.
- Development, implementation, and evaluation of new and continuing retention activities to meet the mission of the School of Public Health
- Plan, implement, and evaluate operational policies for the Office of Academic Services
- Supervision of staff, graduate students, and teaching assistants
- Develop and maintain School of Public Health academic policies and procedures
- Annual reporting for accrediting bodies and university reports: CEPH, SACSCOC, and CAHME
- Responsible for enrollment management, student success, and retention for a student population of over 600 degree-seeking, certificate, and non-degree students
- Responsible for curriculum management and catalog.
- Design, distribution, and maintenance of all academic service communication through website, social media, newsletters, and Canvas.
- Responsible for the Early Intervention Team, CARE team representative, and student service representative for the School of Public Health
- Counsel students on academic and career advising issues

Assistant Director of Student & Academic Services, *School of Public Health* Dec. 2009-Sept. 2015
University of North Texas Health Science Center, Fort Worth, Texas

- Responsible for enrollment management activities for a student population of approximately 450 public health students
- Supervise two professional staff, eight graduate students, and two teaching assistants
- Developed and facilitated weekly Tuesday Interludes which consist of professional and career development sessions
- Demonstrated competency with accreditation reporting. Responsible for select sections of the CEPH self-study document
- Served as academic advisor for all graduate certificate and non-degree seeking students, approximately 60

students

- Reviewed, updated, and implemented student policies, procedures, handbooks, catalog, and guidelines for the School of Public Health
- Counseled students on academic and career advising issues
- Directed and facilitated the public health practice experience including all training sessions, poster presentations, and site supervisor evaluations

Student Development Coordinator, *Division of Student Affairs*
University of North Texas Health Science Center, Fort Worth, Texas

Jan. 2006-Dec. 2009

- Oversaw and advised 44 student organizations and four student government associations
- Trained two Student Development Coordinators and supervised two interns in the Office of Student Life
- Selected, trained, and supervised 9 student workers including orientation leaders
- Managed a budget of \$173,000.00 including student organization and government accounts, the student lounge account, and the institutional events account
- Created and managed the Leadership Institute for government and class officers which included event planning, correspondence with speakers, and marketing programs
- Planned and implemented various events including: Internship and Residency Fair, Casino Night, Preview Day, and Spring Fling
- Developed and facilitated orientation programs for incoming medical and graduate students.
- Assisted with the coordination of International Student orientation
- Published monthly departmental newsletter
- Updated, managed, and oversaw the Office of Student Life website as well as the student government and organization websites
- Created a student worker manual and a student organization handbook
- Served as a member of the university Employee Action and Benefits Committee and Vending Machine Committee
- Instrumental in changing the operational procedures for organizations and governments via the use of OrgSync software
- Worked with a wide range of constituents throughout the University, including the Texas College of Osteopathic Medicine, the Graduate School of Biomedical Sciences, the School of Public Health, and the School of Health Professions, faculty, staff, and administration to serve as an advocate for the needs and interests of students

Admissions & Recruitment
Remington College, Nashville Campus

May 2005-Nov. 2005

- Demonstrated various sales techniques and procedures to recruit students
- Interviewed potential students and discussed potential obstacles of attending college
- Provided customer service to parents, students, faculty, and staff
- Planned an Open House for criminal justice and computer networking technology students which included researching past interest, developing mail-outs, and coordinating the event

University Centers and Leadership Programs Assistant, *Division of Student Affairs*
Western Kentucky University, Bowling Green Kentucky

July 2003-Dec. 2004

- Coordinated facility usage for student groups, large campus events, and community programs
- Managed operations of 180,000 square foot university center
- Planned and implemented Weekend in the Woods- a student leadership retreat averaging 40 students
- Advertised, coordinated, and implemented Western Kentucky University Family Night- a program averaging 200 participants with an increase from 50
- Supervised international student workers in implementing programs targeted to the international student

- population
- Promoted and advertised various events and activities including University Center and Leadership Program's Masterplan program (1,800 students) which involved requesting donations from various restaurants
- Performed student union building management duties, which included serving as a supervisor to 75 student workers, completing event set-ups, and conducting floor inspections
- Promoted Western Kentucky University in recruitment events and college fairs
- Chair of the Career Development Committee for University Centers and Leadership Programs
- Facilitated multicultural programming as a member of the campus-wide Cultural Diversity committee
- Organized the Black History Month theme night program-average of 80 students

Student Organization and Greek Life Intern
Belmont University, Nashville, Tennessee

May 2004-Dec. 2004

- Developed and implemented the first Greek New Member retreat to educate the Greek community about campus life and Greek life
- Assisted the Coordinator of Greek Life with sorority and fraternity recruitment
- Facilitated Student Organization Training
- Led and educated Greek Presidents about campus policies and procedures

Judicial Affairs & Diversity Programs Graduate Intern
Western Kentucky University, Bowling Green, Kentucky

Jan 2004-May 2004

- Researched and developed a proposal to form a student disciplinary committee
- Assisted the Dean in the adjudication of student disciplinary committee meetings and hearings
- Created an informational brochure for incoming freshman detailing important campus information

TEACHING EXPERIENCE:

Assistant Professor, School of Public Health
University of North Texas Health Science Center, Fort Worth, Texas

Aug. 2015- present

HMAP 5050: Professional and Academic Development: This course is designed to advance the MHA competencies and enhance the professional development skills and opportunities for students through various workshops, sessions, and activities. This course assists students in defining their career goals, builds competency within their profession, and increases their knowledge and skills to excel academically and professionally. Similarly, activities in this course are designed to prepare the student professionally for the MHA internship.

PHED 5000: Certified in Public Health Examination: In this course, students sit for the Certified in Public Health (CPH) exam. The Certified in Public Health exam covers the five core areas of knowledge offered in CEPH-accredited schools and programs as well as cross-cutting areas relevant to contemporary public health. The examination was crafted to assess a person's knowledge of these competencies, regardless of his or her academic concentration.

PHED 5197: Professional and Academic Development: This course covers graduate level writing and presentation skills, career development, competency based education, diversity and privilege, interview skills, networking, resume and CV writing, and other professional development activities. Three to six sections of this course were taught every semester both online and on campus (fall, spring, and summer). Student enrollment ranges from 35-250 students in any given semester with approximately 60 online students in each online section.

PHED 5297: Practice Experience in Public Health: This course provides students with experience in public health practice through directed work in practice settings. The public health practice experience

involves different goals and activities aimed at providing opportunities for the student to expand and practice MPH core and concentration-specific competencies. Course enrollment for this course ranges from 30-65 students each semester (fall, spring, and summer).

Instructor, School of Public Health
University of North Texas Health Science Center, Fort Worth, Texas

Aug. 2013-Aug. 2015

PHED 5197: Professional and Academic Development: This course covers graduate level writing and presentation skills, career development, competency based education, diversity and privilege, interview skills, networking, resume and CV writing, and other professional development activities. Three to six sections of this course were taught every semester both online and on campus (fall, spring, and summer). Student enrollment ranges from 35-250 students in any given semester with approximately 60 online students in each online section.

PHED 5297: Practice Experience in Public Health: This course provides students with experience in public health practice through directed work in practice settings. The public health practice experience involves different goals and activities aimed at providing opportunities for the student to expand and practice MPH core and concentration-specific competencies. Course enrollment for this course ranges from 30-65 students each semester (fall, spring, and summer).

Instructor
Bowling Green Community College, Bowling Green, Kentucky

Aug. 2004-Dec. 2004

UC 175: University Experience: This course covers the introduction and transition to college including academic writing, citation styles, university policies and procedures, first year transition concerns, service learning, learning styles, and sexual health.

- Served as the academic advisor for the 30 students in the UC175 course
- Educated students about the college experience while detailing a guide to student success in college including adherence to university policies and procedures

ADVISING EXPERIENCE:

Academic Advisor for all Graduate Certificate students and non-degree seeking students in the School of Public Health. Advise students regarding future graduate program enrollment, career tracks, and general academic policies and procedures. Advisees range from 100-150 students per year.

PROFESSIONAL PRESENTATIONS:

- **Smethers, M.** Grilli-Scott, E., Foster, A., Martinez, J., Hurt, A., Corvin, J. (2022). Association of Schools and Programs of Public Health Webinar-CPH examination overview, panel member
- **ASPPH Student Services Annual Meeting,** CPH panel member (2015-2021)
- **Smethers, M.** Romanson, B., Schneider, E. (2018, May). ASPPH Student Services Spotlight Series: Orientation, Webinar presented through the Association of Schools and Programs of Public Health.
- **Smethers, M. & Romanson, B.** (2017, March). *Training Faculty Advisors: How Student Services Can Help*, Presentation at the Association of Schools and Programs of Public Health Annual Meeting, Arlington, VA.
- **Smethers, M.** (2015, March). *PHED 5197: Professional and Academic Development course*, Presentation at the Association of Schools and Programs of Public Health Annual Meeting, Arlington, VA.
- **Smethers, M. & Axsom, A.** (2009, October) *Recording your Title Track: Middle Management in Student Affairs*, Presentation at the Southern Association of College Student Affairs Conference, Nashville, TN
- **Smethers, M.** (2007, October). *History of Higher Education: A Comparison of Higher Education in America and India*, Presentation at the Rocky Mountain Educational Research Association.
- **Smethers, M.** (2002, Spring). *BIRGing and CORFing among Greek Students* (Basking in Reflected Glory;

Cutting Off Reflected Glory) Poster Presentation, Middle Tennessee Psychological Association, Nashville, TN.

PROFESSIONAL SERVICE:

- **Association of Schools and Programs of Public Health (ASPPH)**
 - Career Coach-Interview during APHA annual conference 2020
 - Student Services Council, Co-chair 2015-2019
 - Conference Planning Committee 2016-2019
- **National Association of Student Affairs Administrators**
 - Conference Program Reviewer 2019
 - NASPA, Region III Board 2008
- **Texas Public Health Association (TPHA)**
 - Local Program Committee 2016-2017
 - TPHA Conference Volunteer Coordinator 2016-2017
- **Southern Association of College Student Affairs (SACSA)**
 - Research Committee 2011-2013
 - Membership Committee 2007-2009
 - Texas State Representative for membership 2009
 - Conference Chair, Local Arrangements 2007
- **Texas Association of College and University Student Personnel Administrators (TACUSPA)**
 - Local Arrangement , Fall 2011 conference 2011
 - Conference Chair, Summer 2007 2007

PROFESSIONAL MEMBERSHIPS & AFFILIATION:

- Association of Schools and Programs of Public Health-Student Services Council 2009-present
- American Public Health Association (APHA) 2016-present
- Texas Public Health Association (TPHA) 2016-2019
- National Association of Student Affairs Administrators (NASPA) 2003-present
- Southern Association of College Student Affairs (SACSA) 2004-present
- Texas Association of College and University Student Personnel Administration 2006-2011; present
- Higher Education Graduate Student Association, University of North Texas 2010-2014
- Student Affairs Graduate Association (SAGA), Western Kentucky University 2003-2004

UNIVERSITY SERVICE:

- UNTHSC Education Council 2022-present
- Executive Council, School of Public Health 2016-present
- CARE Team, UNT Health Science Center 2013-present
- Scholarship and Awards Committee, Chair, School of Public Health 2014-present
- Programs Director's Committee, School of Public Health 2016-present
- SPH Faculty Search Committee, School of Public Health 2018-2019
- Early Intervention Team, School of Public Health 2016-present
- Volunteer Council, UNT Health Science Center 2015-2019
- Diversity, Equity, and Inclusion, UNT Health Science Center 2015-present
- Commencement Committee, UNT Health Science Center 2006-present
- Sustainability Committee, UNT Health Science Center, 2012-present; co-chair, 2015-2018

- Student Performance Management Committee, School of Public Health 2016-2017
- Community Garden Committee, Chair, UNT Health Science Center 2013, 2014-2017
- Values-Based Competency Review, UNT Health Science Center 2015-present
- Values-Based Interviewing, UNT Health Science Center 2014-present
- Research Appreciation Day Committee, UNT Health Science Center 2006-2015
- DrPH Committee, School of Public Health, ex-officio 2011-2015
- PhD Committee, School of Public Health, ex-officio 2011-2016
- Interprofessional Education Committee, School of Public Health 2014-2016
- Master's, Curriculum Committee, School of Public Health, ex-officio 2011-2016
- Practice Experience Committee, Chair, School of Public Health 2014
- Valubility Committee, UNT Health Science Center 2014-2016
- Catalog Committee, Chair, School of Public Health 2013-2014
- CEPH Accreditation Committee, School of Public Health 2013-2014
- White Coat/Convocation, UNT Health Science Center 2007-2009

AWARDS AND RECOGNITION:

- Recipient, Delta Omega Public Health Honor Society, faculty inductee 2018
- Recipient, UNTHSC School of Public Health, Outstanding Staff Member 2016
- Recipient, UNTHSC Public Health Student Association, Outstanding Staff Member 2014
- Phi Kappa Phi Honor Society (inducted 2010)
- Recipient, UNTHSC Public Health Student Association, Outstanding Advisor 2010
- Recipient, UNTHSC Public Health Student Association, Outstanding Staff Member 2010
- Middle-Managers Institute, Southern Association of College Student Affairs 2009
- Nominee, Texas Association of College and University Student Personnel Administrators, New Professional of the Year 2007
- Recipient, Edward E. Elko for Distinguished Service to the UNTHSC Graduate Student Association 2009
- Recipient, Thomas Moorman Unsung Hero Award from the UNTHSC Medical Student Government Association 2007

FACULTY ADVISOR FOR STUDENT ORGANIZATIONS:

- Public Health Student Association 2010-present
- Public Health Minority Association 2019-present
- Intravarsity Campus Fellowship 2012-2018
- Public Health Community Service Organization 2011-2016
- Society of Black Public Health Professionals 2014-2016

COMMUNITY AFFILIATION AND VOLUNTEER SERVICE:

- **The Welman Project, Board Member** 2022-present
- **White Settlement Library Board** 2019-2022
- **Junior League, Fort Worth chapter** 2016-present
 - The Welman Project (2021, 2022)
 - Education Council member (2020)
 - Community Council member (2019, 2021, 2022)
 - FWISD Liaison (2019)
 - Young Women's Leadership Academy-School Coordinator (2018)
 - Developing Me program (2017)
 - GEMS Who Lunch (2017)
 - Cook Children's Pancake Picnic (2016)

- Tarrant Area Food Bank (2016)
- Jr. MINTS Mentorship K-2 FWISD (2016)
- Christmas in Cowtown (2016-present)
- FW Stockshow (2016-present)
- **White Settlement ISD Health Advisory Committee**
 - Council member 2016-present
- **White Settlement ISD, Fine Arts Academy, Parent Teacher Association**
 - Secretary 2020-2023
 - President 2019-2020
 - Vice President Arts in Education 2018-2019
 - Vice President Ways and Means 2017-2018
 - President 2016-2017
 - Secretary 2015-2016
- **White Settlement ISD, Fine Arts Academy, Parent Engagement Committee**
 - Member 2021-2022
- **Kappa Delta Chapter Advisory Board Member-UNT Denton Chapter-Academic Excellence Chair** 2018
- **Kappa Delta Sorority Alumni Association- Fort Worth, TX** 2006-2012; 2018
 - Confidence Coalition
 - Prevent Child Abuse America
- **Junior Women's Club of Fort Worth, TX** 2006-2007
 - Culinary Arts
 - Omniana-Treasurer

CERTIFICATIONS:

Job and Career Development Coach, The Career Planning and Adult Development Network

PROFESSIONAL DEVELOPMENT:

- Be Well Fellow 2020-present
- HSC Fellows Program: A leadership intensive 2018
- Management Development Program 2018
- QPR (Question, Persuade, Refer) – Suicide prevention gatekeeper training produced by the QPR Institute