

Lee Allard

Experience

Director of Institutional Research

June 2023 to present

Saint Mary's College of California **Moraga, CA**

- Preparation of federal data reports including IPEDS
- Construction of data warehouse to streamline data extraction and reporting
- Building custom reports and dashboards using Microsoft Power BI
- Management of survey activities for college using Qualtrics
- Automation of routine processes using VBA programming in Microsoft applications
- Providing data support for grant applications, program review process, and accreditation reports
- Maintenance of departmental website
- Technical training for colleagues

Director of Institutional Research

September 2022 to October 2023

Adams State University **Alamosa, CO**

- Preparation of multiple state and federal data reports including IPEDS
- Construction of queries to extract data from Banner ERP and from data warehouse
- Automation of routine processes using VBA programming in Microsoft applications
- Providing data support for grant applications and accreditation reports
- Maintenance of departmental website

Director of Institutional Research

April 2020 to August 2022

Daemen University **Amherst, NY**

- Production of regular and ad hoc institutional data reports
- Assisting in various stages of survey design and development
- Construction of queries to extract data from data warehouse
- Preparation of environmental scanning reports for decision making support
- Production of annual Fact Book
- Preparation of select IPEDS reports
- Participation on committees for ensuring data quality and integrity
- Statistical consultation for faculty and administrative staff
- Automation of routine processes using VBA programming in Microsoft applications and Google Script in Google applications
- Providing data support for grant applications and accreditation reports
- Maintenance of departmental website

Director of Institutional Effectiveness and Research

February 2018 to March 2021

New Mexico Highlands University Las Vegas, NM

- Coordination of academic outcomes assessment process
- Coordination of unit level strategic planning process for both academic and administrative units
- Serving as Accreditation Liaison Officer for the Higher Learning Commission
- Leading preparation efforts for Focused Visit from Higher Learning Commission
- Providing data support for institutional grant applications and reports
- Developing custom programming applications using VBA to streamline routine and complex processes
- Creating routines and queries to extract data from enterprise system
- Conducting data analyses and produce written reports for multiple campus stakeholders
- Participation in planning and institutional improvement activities through committee membership and engagement in campus initiatives
- Maintenance of departmental website
- Development of dashboards and key performance indicators to track institutional and unit level performance

Dean of Planning and Institutional Effectiveness

August 2017 to January 2018

Hagerstown CC Hagerstown, MD

- Coordination of assessment and planning functions
- Overseeing institutional accreditation activities
- Managing grants office and institutional research office
- Producing reports for planning, accreditation, and facilities management operations
- Supervising multiple staff members

Director of Institutional Research

January 2012 to August 2017

Siena College Loudonville, NY

- Preparation and submission of mandated federal and state accountability reports
- Production of regular and ad hoc institutional data reports
- Construction of queries in Microsoft Access and SQL to extract data from enterprise system
- Assuming leadership role in ensuring data quality and integrity
- Providing data support for Fact Book, Key Performance Indicators, and other institutional data resources
- Providing data support for institutional and program level accreditation reports
- Deployment, analysis, and interpretation of nationally normed surveys, including NSSE, Noel-Levitz, CIRP, and Skyfactor
- Assisting in various stages of survey design, development, and application for institutional initiatives
- Analysis of benchmarking data to help analyze the institutional performance of the college in relation to peer, competitor, and aspirant institutions
- Preparation of environmental scanning reports for executive level decision making support

- Development of quantitative models to provide enrollment projections and housing projections
- Statistical consultation for faculty and administrative staff
- Providing data and statistical expertise for grant applications and monitoring reports

Director of Institutional Research

January 2010 to December 2011

Tyler Junior College Tyler, TX

- Participation in quality improvement initiatives and accreditation activities
- Preparation and submission of mandated state and federal accountability reports
- Production of regular and ad hoc institutional data reports
- Assisting in various stages of survey design, development, and application (surveys include CCSSE, Noel-Levitz, and SENSE)
- Construction of queries in Microsoft Access and SQL to extract data from Banner
- Preparation of data reports for program review process
- Preparation of environmental scanning reports for decision making support
- Production of annual Fact Book
- Participation in Achieving the Dream initiative as Core Committee member and Data Team leader
- Participation on committees for ensuring data quality and integrity
- Statistical consultation for faculty and administrative staff

Senior Research Analyst

May 2006 to January 2010

Butler Community College El Dorado, KS

- Participation in accreditation activities and program development process
- Assuming leadership role in ensuring data quality and integrity
- Preparation and submission of mandated federal accountability reports, including IPEDS, Equity in Athletics, and Crime on Campus
- Preparation and submission of mandated state reports
- Production of regular and ad hoc institutional data reports, including census day reports, end of term reports, and data requests from multiple college units
- Assisting in various stages of survey design, development, and application
- Data collection for Kansas Study and NCCBP benchmarking initiatives
- Construction of queries in Microsoft Access and SQL to extract data from Banner
- Participation in various committees, including Strategic Enrollment Management Team, Vocational Deans Council, Enterprise Applications Team, and Foundations of Excellence Steering Committee

Director of Faith Formation

2002-2006

St. Monica-St. George Church Cincinnati, OH

- Development and administration of education programs
- Design and programming of database applications to track class enrollment
- Conducting workshops and teaching classes
- Design and production of various types of publications
- Maintenance of web site
- Supervision of volunteer staff

Director of the Media Center

2000–2002

Diocese of San Bernardino

San Bernardino, CA

- Directed operations of multimedia center and library
- Designed, programmed, and documented complex, multipurpose database program (using Microsoft Access / VBA) for cataloging and tracking books and media
- Served as consultant for other database operations within the diocese
- Supervised acquisition and processing of books and media
- Coordinated the Distance Learning Project of the diocese
- Served as member of strategic planning team
- Supervised the design and development of various types of publications and catalogs
- Supervised two full-time and one part-time staff members

Director of Faith Formation

1992–2000

Roman Catholic Church

Various locations

Research Analyst

1991-1992

VA Medical Center

Nashville, TN

- Provided statistical analysis using SAS for studies of psychiatric patients at large urban medical center
- Performed data analysis and research support for clinical and research applications within the Department of Psychiatry

Education

University of Texas at Dallas, Richardson, TX

Ph.D., Human Development and Communication Science

M.S., Special Education

University of Cincinnati College of Medicine, Cincinnati, OH

M.S., Epidemiology

Vanderbilt Divinity School, Nashville, TN

Master of Theological Studies

Vanderbilt University, Nashville, TN

M.A., English

University of Dallas, Irving, TX

B.A., English

Publications

Medsker, L., Allard, L., Tucker, L. J., O'Donnell, J. L., Sterne-Marr, R., Bannon, J., Finn, R., & Weatherwax, A. T. (2016). Impact of the Siena College Tech Valley Scholars Program on Student Outcomes. *Journal of STEM Education*, 17(1), 5-14.

Allard, L. R. (2006). Exposure to Low-Level Ionizing Radiation and Risk of Leukemia and Non-Hodgkin's Lymphoma in Participants of the Fernald Medical Monitoring Program. Unpublished master's thesis, University of Cincinnati College of Medicine.

- Tallal, P., Allard, L., Miller, S., & Curtiss, S., (1997) Academic Outcomes of Language Impaired Children. In *Dyslexia: Biology, Cognition and Intervention*, Hulne, C. and Snowling, M. (Eds), Whurr Press, London, pp. 167-181.
- Ulatowska, H. K., Allard, L., Reyes, B. A., Ford, J. & Chapman, S. (1992). Conversational discourse in aphasia. *Aphasiology*. 6(3), 325-330.
- Bates E, Appelbaum M, Allard L. (1991) Statistical constraints on the use of single cases in neuropsychological research. *Brain & Language*, 40(3), 295-329.
- Allard, L. & Ulatowska, H. K. (1991). Cohesion in written narrative and procedural discourse of fifth-grade children. *Linguistics and Education*. 3(1), 63-79.
- Tallal, P., Allard, L., & Curtiss, S. (1991). Otitis media in language impaired and normal children. *JSLPA*, 15(4), 33-41.
- Ulatowska, H.K., Allard, L., Chapman, S.B. (1990). Narrative and Procedural Discourse in Aphasia. In: Joannette, Y., Brownell, H.H. (eds) *Discourse Ability and Brain Damage*. Springer Series in Neuropsychology. Springer, New York, NY.
- Ulatowska, H.K., Allard, L., Donnell, A. et al. (1988). Discourse Performance in Subjects with Dementia of the Alzheimer Type. In: Whitaker, H.A. (eds) *Neuropsychological Studies of Nonfocal Brain Damage*. Springer Series in Neuropsychology. Springer, New York, NY.

Conference presentations

- High Impact or Not? An Analysis of HIP Outcomes (presentation at Northeast Association of Institutional Research Conference, November 2016)
- Transfer Students: Mission, Strategy, Outcomes (presentation at Northeast Association of Institutional Research Conference, November 2015)
- Beyond Mail Merge: Using VBA to Automate Email Distribution in Excel (presentation at Northeast Association of Institutional Research Conference, November 2013)

Professional awards

- The James Knust Award for Excellence in Administration, Siena College, 2015

Software / programming experience

- SPSS, SAS, BMDP statistical packages
- Visual Basic for Applications (VBA)
- Google Script
- Microsoft Access, Excel, Word, PowerPoint
- Evisions Argos
- Tableau Desktop
- Survey tools including Qualtrics and Survey Monkey