

# MICHAEL D. SHUTT

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## EDUCATION

December  
2006

### Doctor of Philosophy

*Major:* Student Affairs Administration

*Dissertation Topic:* Parents as partners in alcohol prevention: A university perspective

*Academic Institution:* University of Georgia

December  
1999

### Master of Public Administration

*Specialization:* Nonprofit Organization Administration

*Major Project:* Examining First Generation AIDS Service Organizations: Gay Men's Health Crisis, Lansing Area AIDS Network & London Lighthouse.

*Academic Institution:* Michigan State University

May  
1997

### Bachelor of Science

*Major:* Physiology

*Specialization:* Health and Humanities

*Academic Institution:* Michigan State University

*Study Abroad:* University of Surrey, Guildford, England, 1994–1995

## EMPLOYMENT

June 2008  
to  
Present

### Assistant Dean for Campus Life & Director of Lesbian, Gay, Bisexual and Transgender Life

*Location:* Emory University, Atlanta, GA

*Primary Duty:*

- Management of the Office of Lesbian, Gay, Bisexual, and Transgender Life's daily operations, programming, support services, policies, procedures, strategic plan, and budgets.

*Office Management:*

- Supervise the Program Coordinator of the Office of LGBT Life and Office interns.
- Coordinate and support faculty, staff, students, administrators and community members of the Office of LGBT Life's Advisory Committee.
- Produce reports related to annual operations, programs evaluations, office assessments, and equal opportunity initiatives.

*Assessment & Program Evaluation:*

- Safe Space Evaluation (in progress).
- Office Utilization Assessment (in progress).
- Office of LGBT Life Needs Assessment.

*Budgeting, Development, & Grant Writing:*

- Develop and manage the Office's \$160,000 budget.
- Manage the Office's Foundation account.
- Create \$1 million dollar case statement for the university-wide capital

campaign.

- Develop relationships with alumnae/i to support the vision of the Office.
- Write and manage grants.

*Support Services:*

- Provide one-on-one support to meet the developmental needs of students.
- Recruit, train, and supervise discussion group facilitators in coordination with the Director for the Center for Women.
- Facilitate referrals to appropriate on and off campus resources.
- Advise and provide support in leadership development for LGBT student groups.
- Create and maintain a safe space for students to study, socialize, and explore their identity.
- Act as a liaison between LGBT students and various campus departments and offices.

*Educational Programming, Training & Outreach:*

- Design and facilitate social justice trainings for students, faculty and staff.
- Cultivate relationships with alumnae/i and friends of the Office.
- Partner with community, state and national LGBT and social justice organizations.

September  
2005  
to  
June 2008

**Assistant Dean of Students: Lesbian, Gay, Bisexual, & Transgender Resource Center**

*Location:* University of Georgia, Athens, GA

*Primary Duty:*

- Management of the Lesbian, Gay, Bisexual, Transgender (LGBT) Resource Center's daily operations, programming, support services, policies, procedures, strategic plan, and budgets.

*Support Services:*

- Organized, coordinated, and co-supervised ten facilitators for five psychoeducational discussion groups for LGBT students.
- Provided one-on-one support to meet the developmental needs of students.
- Facilitated referrals to appropriate on and off campus resources.
- Advised and provided support in leadership development for LGBT student groups.
- Created and maintained a safe space for students to study, socialize, and explore their identity.
- Acted as a liaison between LGBT students and various campus departments and offices.

*Educational Programming, Training & Outreach:*

- Coordinated campus-wide educational, social and cultural programs.
- Coordinated all aspects of the UGA Safe Space programming including curriculum development, facilitator training, program management, and program evaluation.
- Designed and facilitated diversity trainings for students, faculty and staff.
- Cultivated relationships with alumnae/i and friends of the Center.
- Managed service learning projects.

*Office Management:*

- Recruited, trained and supervised approximately 25 volunteers

consisting of interns, office workers, federal work study students, practicum students, and LGBT discussion group facilitators.

- Managed the Center and student organization's foundation, state, and student activities budgets.
- Maintained the informational components of the Center's website.
- Coordinated and support faculty, staff, students, administrators and community members of the LGBT Resource Center Advisory Board.
- Produced reports related to annual operations, programs evaluations, and assessments.

*Assessment & Program Evaluation:*

- Community LGBT Services Referral Assessment.
- Queer Graduate Student Experience Assessment.
- Safe Space Program Evaluation.
- LGBT Resource Center Utilization Assessment.
- Rainbow Chat Program Assessment.
- Social and Academic Climate for LGBT Students.

*Accomplishments:*

- Collaborated with students, faculty, staff, and university administrators to establish the first LGBT Resource Center in the University System of Georgia.
- From 2006 to 2007, increased the number of visits to the Center by 17%, visits to the Center's website by 105%, and the number individuals Safe Space trained by 35%.
- Initiated the establishment of a LGBT graduate student group.
- Increased the number of holdings in the Center's library from 250 to over 1000 through donations by alumni, student, staff, and friends of the Center from 2005 to 2007.
- Collaborated with Counseling and Psychiatric Services to create five psychoeducational groups focused on sexual, racial, and gender identities.
- Initiated and hosted the first southeast regional meeting of the Consortium of Higher Education LGBT Resource Center Professionals.
- Co-coordinated programs and services with: African American Cultural Center, Multicultural Services and Programs, Institute for Women's Studies, Office of Institutional Diversity, Department of Intercultural Affairs, Counseling and Psychiatric Services, International Student Life, University Housing, Health Promotion, Department of Counseling and Human Development, Department of Clinical Psychology, Department of Campus Life, and UGA Career Center.

August 2000  
to  
August 2005

### **Alcohol and Other Drug Health Educator**

*Location:* University of Georgia, Athens, GA

*Primary Duty:*

- Provided comprehensive, age appropriate alcohol, tobacco, and other drug (ATOD) prevention education.

*Support Services:*

- Provided one-on-one and group ATOD intervention programs: Certified Instructor for *Prime for Life: Campus*.
- Advised and provided support in leadership development for ATOD prevention student groups.

*Educational Programming and Training:*

- Researched and produced health related educational materials.

- Developed and presented ATOD prevention and other health education programs for classrooms, residence halls and campus-wide events.
- Provided training and support for faculty and staff on ATOD issues.
- Developed and facilitated stress management and men's health programs.

*Assessment & Program Evaluation:*

- First Year Student Alcohol and Other Drug Use Assessment (2002, 2004, 2006)
- CORE Alcohol and Other Drug Survey (2001, 2003, 2005)
- Alcohol Sanction Evaluation (2003-2005)
- Alcohol and Other Drug Environmental Media Scan (2002-2003)

*Accomplishments:*

- Developed and coordinated a comprehensive evaluation of all educational sanctions for alcohol and other drug violations.
- Coordinated the reorganization of the peer health education program.
- Established and conducted a biennial assessment of alcohol and other drug use by incoming students.

## ADDITIONAL EMPLOYMENT

2000	<p><b><u>Pedro Zamora Public Policy Fellow</u></b>  <i>Location:</i> AIDS Action, Washington D.C.</p>
1999	<p><b><u>Residential Assistant</u></b>  <i>Location:</i> Centers for Academic Programs Abroad, London, England</p>
1998-1999	<p><b><u>Graduate Judicial Advisor</u></b>  <i>Location:</i> Michigan State University, East Lansing, MI</p>
1998-1999	<p><b><u>Graduate Alcohol, Tobacco, and Other Drug Education Coordinator</u></b>  <i>Location:</i> Michigan State University, East Lansing, MI</p>
1997-1998	<p><b><u>Graduate Resident Advisor</u></b>  <i>Location:</i> Michigan State University, East Lansing, MI</p>

## PUBLICATIONS

2010	<p><b>Shutt, M. D.,</b> Garrett, J. M., Lynch, J. W., &amp; Dean, L. A. (2010). Developing a model for best practices in student affairs. <i>Journal of Student Affairs Research and Practice</i>. Under Review.</p>
2009	<p>English, E., <b>Shutt, M. D.,</b> &amp; Oswalt, S. B. (2009). Decreasing use of alcohol, tobacco, and other drugs on a college campus: Exploring potential factors related to change. <i>National Association of Student Personnel</i></p>

- Administrators Journal*, 26(2), 163-182.
- 2007 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.
- 2006 Oswalt, S. B., **Shutt, M. D.**, & Cooper, D. L. (2006). Incoming students' alcohol use and intent to join Greek organizations. *Journal of First-Year Experience & Students in Transition*, 18(2), 31-52.
- 2006 **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.
- 2004 **Shutt, M. D.** (2004). Factors related to first year students' intent to use alcohol. Unpublished manuscript, University of Georgia.

## CONFERENCES & PRESENTATIONS

- 2011 Garrett, J. M., **Shutt, M. D.**, Lynch, J. W., & Dean, L. A. "Developing a model for best practices in student affairs." National Association for Student Personnel Administrators National Convention. Philadelphia, Pennsylvania, March 2011. Proposal submitted.
- 2011 **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. Proposal submitted.
- 2010 Garrett, J. M., **Shutt, M. D.**, Lynch, J. W., & Dean, L. A. "Developing a model for best practices in student affairs." Emory University Student Affairs Assessment Conference. Atlanta, Georgia, October 2010.
- 2010 Bendoraitis, S., Bhattar, R., Johnson, J., Marrow, L., Martell, M., Rafus, E., Rankin, S., **Shutt, M. D.**, Subbaraman, S. "Beyond the Rainbow: The Legacy, Movement and Future of LGBTQ Inclusion on Campus." Gay, Lesbian, Bisexual, and Transgender Knowledge Community Preconference Institute at the National Association for Student Personnel Administrators National Convention. Chicago, Illinois, March 2010.
- 2010 Adkins, J., Atkinson, S., Beemyn, B. G., Bendoraitis, S., Bhattar, R., Bruno, M., Kessler, D., McGraw, C., Morrow, L., Rokosch, E., **Shutt, M. D.**, & Travers, S., & Walker, T. "LGBT Campus Administrators Preconference Institute." National Gay and Lesbian Task Force Creating Change Conference. Dallas, Texas, February 2010.

- 2010 **Shutt, M. D.** "College Student Caucus." National Gay and Lesbian Task Force Creating Change Conference. Dallas, Texas, February 2010.
- 2009 **Shutt, M. D.** "Assessing Queer Programs and Services on Campus." National Consortium of Higher Education LGBT Resource Professionals Continuing Education Conference Call Series. October 14, 2009.
- 2009 **Shutt, M. D.** "Don't Reinvent the Wheel: Know Your Resources." Kennesaw State University LGBT Leaders Summit. Kennesaw, Georgia, April 2009.
- 2009 **Shutt, M. D., Lynch, J., & Garrett, M.** "Assessing Programs to Create Best Practices for LGBT Students." National Association for Student Personnel Administrators National Convention. Seattle, Washington, March 2009.
- 2008 **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.
- 2008 **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.
- 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.
- 2007 **Shutt, M. D.** "Parents as Partners in Alcohol Prevention: A University Perspective." Southern Association of College Student Affairs Annual Conference. Dallas, Texas, November 2007.
- 2007 **Shutt, M. D., & Rokosch, E.** "Establishing LGBT Support Services on Campuses in the South." Southern Association of College Student Affairs Annual Conference. Dallas, Texas, November 2007.
- 2006 **Shutt, M. D., Cohen, C., Oswalt, S. B., & Rokosch, E.** "Queering College Campuses in the South." National Gay and Lesbian Task Force Creating Change Conference. Kansas City, Kansas, November 2006.
- 2006 Oswalt, S. B., & **Shutt, M. D.** "Evaluating Alcohol Interventions: What Works and What Doesn't." Poster Session, American College Health Associations Annual Meeting. New York, New York, June 2006.
- 2006 Oswalt, S. B., & **Shutt, M. D.** "The Health Center's Role Regarding Lesbian, Gay, Bisexual and Transgender Issues on Campus." Poster Session, American College Health Associations Annual Meeting. New York, New York, June 2006.

- 2006 **Shutt, M. D.**, & Oswalt, S. B. "Health Behaviors of Incoming Students: Conducting Needs Assessments." American College Personnel Association National Convention. Indianapolis, IN, March 2006.
- 2006 Oswalt, S. B., & **Shutt, M. D.** "Creating Campus Change Regarding Lesbian, Gay, Bisexual and Transgender Issues." American College Personnel Association National Convention. Indianapolis, IN, March 2006.
- 2006 Oswalt, S. B. & **Shutt, M. D.** "Critical Components & Findings of a Collaborative Alcohol Intervention Evaluation." American College Personnel Association National Convention. Indianapolis, IN, March 2006.
- 2005 **Shutt, M. D.** "Factors Related to First Year Students' Alcohol Use." Georgia Network Training Institute–Georgia College Personnel Association. Callaway Gardens, GA, February 2005.
- 2005 **Shutt, M. D.** "Creating Safe Spaces." Georgia Network Training Institute–Georgia College Personnel Association. Callaway Gardens, GA, February 2005.
- 2004 Oswalt, S. B., & **Shutt, M. D.** "Collaboration in Evaluation." Georgia Network Training Institute–Georgia College Personnel Association. Jekyll Island, GA, February 2004.
- 2003 **Shutt, M. D.** "Changing the Structure of Alcohol Education and Intervention Programs." Georgia Network Training Institute–Georgia College Personnel Association. Jekyll Island, GA, March 2003.
- 2003 **Shutt, M. D.** "Creating a Culturally Competent Department." Georgia Network Training Institute–Georgia College Personnel Association. Jekyll Island, GA, March 2003.
- 2003 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, GA, January 2003.
- 2002 Hawkins, G., Linn, D., and **Shutt, M. D.** "Preventing Alcohol Problems on University Campuses: Creating Environmental Change." Georgia Network Training Institute–Georgia College Personnel Association. St. Simon's Island, GA, February 2002.
- 2001 **Shutt, M. D.** "Social Mentoring for First Year Students." Georgia Network Training Institute. St. Simon's Island, GA, February 2001.
- 2001-2003 Middlebrooks, C., Reiselt, B., and **Shutt, M. D.** "Alcohol Resource Development for New Alcohol Prevention Professionals." Georgia Network Training Institute. St. Simon's Island, GA, February 2001, February 2002,

- March 2003.
- 2000 **Shutt, M. D.** "HIV/AIDS: The Role of the Jewish Community." The Religious Action Center of Reform Judaism's L'Taken Seminars. Washington, DC, February 2000.
- 1998 Haney, D., and **Shutt, M. D.** "Peer Alcohol Education in a University Setting." Michigan Youth Conference. Lansing, MI, October 1998.

## TEACHING EXPERIENCE

- Spring 2010  
Spring 2008  
Spring 2006
- Instructor, Department of Counseling and Human Development**  
**Location:** University of Georgia, Athens, GA  
**Course:** Issues in Student Affairs Administration-LGBT Support Services  
**Level:** Graduate
- Fall 2005  
Fall 2004  
Fall 2003
- Instructor, Department of Counseling and Human Development**  
**Location:** University of Georgia, Athens, GA  
**Course:** Health Advocacy Skills  
**Level:** Undergraduate
- Spring 2003  
Spring 2002  
Spring 2001  
Fall 2000
- Instructor, Department of Counseling and Human Development**  
**Location:** University of Georgia, Athens, GA  
**Course:** Peer Health Education  
**Level:** Undergraduate

## GUEST LECTURER

- Emory  
University
- Educational Studies  
Interdisciplinary Studies  
Physical Education  
Public Health  
Women's Studies
- University of  
Georgia
- Counseling and Human Development  
Family and Consumer Sciences  
Food and Nutrition Science  
Health Promotion and Behavior  
Recreation and Leisure Studies  
Women's Studies  
University Studies

## GRANT ACTIVITY

- 2010 Elkins, E. & **Shutt, M. D.** (2010). *LGBT Life Library Update Project*. Alliance for Full Acceptance. (\$3000). Project Fully Funded.
- 2009 **Shutt, M. D.** & Cordon, M. (2009). *Assessing the needs of trans students, LGBTQ students of color and LGBTQ faith communities on campus*. National Association of Student Personnel Administrators Regional III Research and Assessment Grant. (\$1,000). Project fully funded.
- 2007 **Shutt, M. D.** (2007). *LGBT book club*. Minority advising program mini grant. (\$200). Program fully funded.
- 2006 **Shutt, M. D.** (2006). *Alcohol and other drug use among first year students assessment*. Parents and Families Association Grant. (\$1,720). Program fully funded.
- 2003 **Shutt, M. D.**, Oswald, S. B., & Davis, J. S. (2006). *Alcohol sanction evaluation*. President's Venture Fund. (\$2,100) Program fully funded.
- 2003 Davis, J. S., **Shutt, M. D.**, & Oswald, S. B. (2006). *Alcohol sanction evaluation*. Southern Association of Housing Officers Grant. (\$200) Program fully funded.
- 2003 **Shutt, M. D.**, Oswald, S. B., & Phoenix, T. (2003). *UGA Safe Space Project*. President's Venture Fund Grant. (\$1,000). Program fully funded.

## CONTINUING EDUCATION

- 2009 Race in the Classroom: A Roundtable Workshop on Race and Teaching. Emory University, Atlanta, GA.
- 2009 Emory University Community Facilitator Training on the Equal Opportunity and Discriminatory Harassment Policy, Atlanta, GA
- 2009 LGBT Campus Administrators Institute, Denver, CO
- 2008 National Coalition Building Institute-Leadership for Diversity Institute, Hunt Valley, MD
- 2008 LGBT Campus Administrators Institute, Detroit, MI
- 2006 LGBT Campus Administrators Institute, Kansas City, MO
- 2005 LGBT Campus Administrators Institute, Oakland, CA

2005	Social Justice Summer Institute, University of Massachusetts, Amherst, MA
2003	Macromedia Dreamweaver Web Development Course, University of Georgia Training and Development, University of Georgia, Athens, GA
2003	Institutional Diversity and Equity Summit, University of Georgia, Athens, GA
2003	National Association of Student Personnel Administrators' New Professional Institute, University of Georgia, Athens, GA

## SELECTED COMMITTEE WORK

2009-Present	<p><b><u>Campus Life Assessment Team</u></b>  <i>Location:</i> Emory University, Atlanta, GA  <i>Role:</i> Steering Committee Member</p>
2008-Present	<p><b><u>Emory University Suicide Prevention Coalition</u></b>  <i>Location:</i> Emory University, Atlanta, GA  <i>Role:</i> Member</p>
2008-Present	<p><b><u>Transforming Communities Project</u></b>  <i>Location:</i> Emory University, Atlanta, GA  <i>Role:</i> Steering Committee Member, Campus Life/ Emory Alumni/Communication/Marketing Subcommittee</p>
2008-Present	<p><b><u>Emory Facilitators Network</u></b>  <i>Location:</i> Emory University, Atlanta, GA  <i>Role:</i> Facilitator</p>
2008-Present	<p><b><u>World AIDS Day Names Project Display Committee</u></b>  <i>Location:</i> Emory University, Atlanta, GA  <i>Role:</i> Member</p>
2008-Present	<p><b><u>Emory University Chapter of the National Coalition Building Institute</u></b>  <i>Location:</i> Emory University, Atlanta, GA  <i>Role:</i> Facilitator</p>
2008-Present	<p><b><u>President's Commission on Sexuality, Gender Diversity &amp; Queer Equality</u></b>  <i>Location:</i> Emory University, Atlanta, GA  <i>Role:</i> Ex-Officio Member</p>
2008-Present	<p><b><u>Diversity Officer's Council</u></b>  <i>Location:</i> Emory University, Atlanta, GA  <i>Role:</i> Office of LGBT Life Representative</p>

## PROFESSIONAL MEMBERSHIPS

2007-Present	National Association of Student Personnel Administrators
2003-Present	American College Personnel Association
2005-Present	Consortium of Higher Education LGBT Resource Center Professionals <u>Executive Board Member</u> : Regions Working Group Chair
2007-Present	Southern Association of College Student Affairs
2002-2005	Georgia College Student Personnel Association
2000-2005	Georgia Network of Colleges and Universities

## VOLUNTEER EXPERIENCE

<i>Campus Pride, Inc.</i>	<b><u>LGBT Summer Leadership Camp Faculty</u></b> <i>Location:</i> Towson University, Towson, MD <i>Role:</i> Planning Team Member-Curriculum Development <i>Duties:</i> Collaborate with faculty from across the country to develop and facilitate camp curriculum and activities, recruit students, and develop camp budget.
2007-2009	
<i>OUTreach Athens</i>	<b><u>Our Daily Bread Volunteer</u></b> <i>Location:</i> Athens, GA <i>Duties:</i> Make lunches for the Athens Area Homeless Shelter.
2007-2009	
<i>University of Georgia</i>	<b><u>Names Project-AIDS Memorial Quilt Volunteer</u></b> <i>Location:</i> Athens, GA <i>Duties:</i> Assisted with security of quilt.
2002	
<i>Lansing Area AIDS Network</i>	<b><u>Names Project-AIDS Memorial Quilt Volunteer</u></b> <i>Location:</i> East Lansing, MI <i>Duties:</i> Coordinated all aspects of the annual quilt display at Michigan State University, including security, volunteers, and fundraising.
1995-1999	
<i>Michigan's Prevention Network</i>	<b><u>Member of the Board of Directors</u></b> <i>Location:</i> Lansing, MI <i>Duties:</i> Acted as a student liaison from Michigan State University.
1998-1999	

## HONORS AND AWARDS

- |         |   |
|---------|---|
| 2010    | Research and Publication Award, Campus Life Awards of Service (CLASS), Emory University, Atlanta, GA  |
| 2009    | Division of Campus Life Prolific Professional Award, Emory University, Atlanta, GA.   |
| 2008    | Founders Award, University of Georgia LGBT Resource Center, Athens, GA.   |
| 2008    | Division of Student Affairs Lee Ann Seawell Award for Service to Students, University of Georgia, Athens, GA.                                 |
| 2007    | Southern Association of College Student Affairs Dissertation of the Year Award, Dallas, TX.   |
| 2007    | Pedro Zamora Award for Commitment to Diversity, University of Georgia, Athens, GA.  |
| 2006    | Division of Student Affairs Dwight Douglas Award for Service to the Division, University of Georgia, Athens, GA.                              |
| 2005    | Division of Student Affairs Lee Ann Seawell Award for Service to Students, University of Georgia, Athens, GA.                                 |
| 2004    | Division of Student Affairs Outstanding Collaborative Teamwork Award, Alcohol Sanction Evaluation, University of Georgia, Athens, GA.         |
| 2002    | Division of Student Affairs Outstanding Collaborative Teamwork Award, Dawgs After Dark Planning Committee, University of Georgia, Athens, GA. |
| 1999    | Lansing Association for Human Rights Certificate of Recognition, Lansing, MI.   |
| 1997/98 | Residence Hall Program of the Year–World AIDS Day, Michigan State University, East Lansing, MI.   |