

BO YOUNG BAE

16834 Blue Crane Way Unit 1 San Diego, CA || (253) 343-4498 || bo.y.bae@gmail.com

EDUCATION

Doctor of Philosophy, Leadership Studies 2018

Specialization: Higher Education Leadership

Dissertation – In Pursuit of Transformative Learning: Exploring the Stimulation of Curiosity Through Critical Reflection in the College Classroom

University of San Diego

Master of Arts, Student Affairs Administration in Higher Education 2006

Ball State University

Bachelor of Arts, Psychology 2005

Wheaton College

PROFESSIONAL EXPERIENCE

Program Director, BA & MA in Organizational Leadership September 2019 – Present
Administrative Faculty

College of Extended Learning

Point Loma Nazarene University

- Taught 1-3 courses/term in the adult degree completion (BA in Org Leadership) & graduate (MA in Org Leadership) programs
- Designed curriculum, created syllabi, provided students with appropriate evaluation activities, and assigned grades accordingly
- Hired, trained, and coached adjunct faculty who taught in the programs
- Provided ongoing support to faculty in partnership with the Center for Teaching and Learning
- Evaluated faculty performance by reviewing student evaluations, observing classes, and monitoring professional and academic productivity
- Monitored the development and approval of all syllabi for all BA & MA courses
- Oversaw academic quality of programs
- Reviewed quality of curriculum and instruction
- Implemented and maintained program assessment plans
- Provided leadership through the university program review process (for BA in Org Management – 2019, MA in Organizational Leadership – 2020)
- Implemented assessment of student learning initiatives, new instructional approaches, and blended learning options

Other Program Director Administrative Responsibilities:

- Supported annual enrollment goals
- Developed academic plans and marketing strategies to create a strong pipeline between both programs

- Fostered community between both programs through events, coaching, and mentoring
- Participated in processes and activities relating to student orientation and commencement
- Interviewed graduate applicants for admissions into the MA in Org Leadership program
- Interviewed exceptions candidates in BA in Org Leadership program
- Participated in student grievance and retention process
- Reviewed and approved course sequencing and program calendars
- Represented the program to accrediting bodies
- Ensured quality and accuracy of program information in annual catalog
- Created a yearly budget
- Supervised program staff

**Program Director, BA in Organizational Management
Administrative Faculty**

July 2018 – September 2019

College of Extended Learning
Point Loma Nazarene University

- Taught 1-4 courses/term in the adult degree completion BA in Organizational Management program
- Designed curriculum, created syllabi, provided students with appropriate evaluation activities, and assigned grades accordingly
- Hired, trained, and coached adjunct faculty who taught in the program
- Provided ongoing support to faculty in partnership with the Center for Teaching and Learning
- Evaluated faculty performance by reviewing student evaluations, observing classes, and monitoring professional and academic productivity
- Monitored the development and approval of all syllabi for all courses
- Oversaw academic quality of program
- Reviewed quality of curriculum and instruction
- Implemented and maintained program assessment plan
- Provided leadership through the university program review process
- Implemented assessment of student learning initiatives, new instructional approaches, and blended learning options

Other Program Director Administrative Responsibilities:

- Supported annual enrollment goals
- Participated in processes and activities relating to student orientation and commencement
- Interviewed exceptions candidates
- Participated in student grievance and retention process
- Reviewed and approved course sequencing and program calendars
- Represented the program to accrediting bodies
- Ensured quality and accuracy of program information in annual catalog
- Created a yearly budget

Instructor, Leadership Studies Minor
Graduate Assistant, Leadership Studies Minor
School of Leadership and Education Sciences (SOLES)
University of San Diego

August 2015 – August 2018

- Taught 1-3 courses/semester in the undergraduate Leadership Studies Minor
- Designed curriculum, created syllabi, provided students with appropriate evaluation activities, and assigned grades accordingly
- Hired, trained, and coached part-time instructors who taught in the Leadership Studies Minor
- Co-designed a hiring process for part-time instructors that included creating internal department documents and starting the process for university contracts
- Co-created long-term course schedule (3 years out) for course offerings in the Leadership Studies Minor
- Advised and mentored students during office hours (3 hours per week)

Other LSM Administrative Responsibilities:

As Leadership Studies Minor Student Affairs (SA) liaison:

- Served as the Leadership Studies Department connection to Emerging Leaders course
- Met and collaborated with SA Emerging Leaders Coordinator on curriculum and administrative tasks
- Collaborated with SA Staff to continue to develop Emerging Leaders program

As Co-coordinator of the Leadership Studies Minor:

- Advised students in their leadership development
- Coordinated the Leadership Studies Minor offerings of LEAD 387P (Practicum) courses
- Organized Leadership Workshop Series
- Supervised the Leadership Advisory Board (LAB)
- Managed changes to the program, and promoted the Minor in various student organization and university fairs
- Recruited students into the Leadership Studies Minor
- Maintained the Leadership Studies Minor website and listserve
- Updated the Leadership Studies Minor Instructor and Graduate Assistant handbooks
- Assisted the Director of the Leadership Studies Minor in assessments and reports

Graduate Assistant, Office of Admissions and Outreach
School of Leadership and Education Sciences

August 2014 – August 2015

Academic Success Coordinator,
Herberger Institute for Design and the Arts
Arizona State University

July 2012 – July 2014

Student Leadership Specialist, Office of Student Involvement
University of Washington Tacoma

July 2008 – July 2011

Student Affairs Coordinator,
Atkinson Graduate School of Management
Willamette University MBA

August 2006 – July 2008

TEACHING EXPERIENCE

Point Loma Nazarene University (2018-Present)

- Taught multiple Organizational Management and Leadership courses in the BA in Organizational Management/Leadership program and College of Extended Learning

- Instructed on leadership theories, emotional intelligence, effective interpersonal communication, group relations, and ethics
- Taught multiple sections of the graduate writing course
- Instructed on academic and professional writing skills

Spring 2021	CEL 5099	Writing Success for Graduate School (3.0, Graduate)
Fall 2020	SCL 4001	Cultural Influences in the Workplace (4.0, Undergraduate)
Summer 2020	CEL 5099	Writing Success for Graduate School (3.0, Graduate)
Spring 2020	CEL 5099	Writing Success for Graduate School (3.0, Graduate)
Fall 2019	MRD 4024	Capstone Research – Presentation and Reporting (1.0, Undergraduate)
Spring 2019	MRD 424	Capstone Research – Presentation and Reporting (1.0, Undergraduate)
	CEL 599	Writing Success for Graduate School (3.0, Graduate)
Fall 2018	MRD 301	Personal Leadership Development (4.0, Undergraduate)
	MRD 424	Capstone Research – Presentation and Reporting (1.0, Undergraduate): 2 sections
	CEL 599	Writing Success for Graduate School (3.0, Graduate)

University of San Diego (2018-2020)

- Taught multiple Higher Education Leadership courses in the Department of Leadership Studies
- Instructed on student development and leadership theories, group dynamics, research methods, and ethics

Fall 2020	LEAD 569	Meaning Making and the Collegiate Experience (3.0, Graduate)
Spring 2019	LEAD 547	Action Research (3.0, Graduate)
Fall 2018	LEAD 569	Meaning Making and the Collegiate Experience (3.0, Graduate)

University of San Diego (2015-2018)

- Taught multiple Leadership Studies courses in the Leadership Studies Minor
- Instructed on leadership theory, change processes, group dynamics, cultural competency, emotional intelligence and ethics
- Co-collaborated on curriculum changes for LEAD 150: Emerging Leaders

- Created curriculum and syllabus for LEAD 179: President's Leadership Class in collaboration with President of the University of San Diego, Dr. James T. Harris III
- Co-instructed LEAD 179: President's Leadership Class with Dr. Harris
- Developed syllabi in various courses
- Guided students in their learning through experiential practices and reflection

Spring 2018	LEAD 179	President's Leadership Class (3.0, Undergraduate)
Fall 2017	LEAD 350 LEAD 372	Leadership in Group Development (3.0, Undergraduate) Leadership and Spirituality (3.0, Undergraduate)
Spring 2017	LEAD 179 LEAD 351 LEAD 357	President's Leadership Class (3.0, Undergraduate) Leadership Capstone (3.0, Undergraduate) Leadership and the Practice of Presence (3.0, Undergraduate)
Fall 2016	LEAD 350 LEAD 365 LEAD 387P LEAD 499 LEAD 569	Leadership in Group Development (3.0, Undergraduate) Professional Engagement (1.0, Undergraduate) Leadership Practical Experience (3.0, Undergraduate) Independent Study (1.0, Undergraduate) Meaning Making and the Collegiate Experience – Teaching Assistant (3.0, Graduate)
Spring 2016	LEAD 351 LEAD 350 LEAD 499	Leadership Capstone (3.0, Undergraduate) Leadership in Group Development (3.0, Undergraduate) Independent Study (3.0, Undergraduate)
Fall 2015	LEAD 160 LEAD 387P	Personal Leadership, Self-Inquiry and Discovery (3.0, Undergraduate) Leadership Practical Experience (3.0, Undergraduate)
Spring 2015	LEAD 150	Emerging Leaders (1.0, Undergraduate)

Arizona State University (2012-2014)

- Taught multiple Freshmen Experience courses, integrated in four-year undergraduate degree
- Instructed on university policies, academic probation, My ASU training, and résumé building
- Updated syllabi and curriculum every semester
- Co-instructed Fall 2012 & 2013

Spring 2014	ASU 101	Freshmen Experience (1.0, Undergraduate)
Fall 2013	ASU 101	Freshmen Experience (1.0, Undergraduate)
Spring 2013	ASU 101	Freshmen Experience (1.0, Undergraduate)
Fall 2012	ASU 101	Freshmen Experience (1.0, Undergraduate)

RELATED EXPERIENCE

University of San Diego

Leadership Coaching Certificate

- Conducted leadership coaching, met regularly with coaching supervisor, and completed leadership coursework for the Leadership Coaching Certificate
- Coached and facilitated various workshops, seminars, and retreats through the Conscious Leadership Academy (CLA) and as an independent contractor
- Coached individual professionals

Winter-Summer 2020	USD Co-Inquiry experience: leadership coaching and adult development – Co-Inquirer
Spring 2020	RiPPLES 2: Ahead of the Curve, Adaptive Leadership Network – Facilitator
Summer-Winter 2019	Rady’s Children Hospital Leadership Academy – Consultant
Summer 2019	USD Women in Higher Education Leadership Summit (WHELS) I – Group Coach
Spring 2018	2018 Leucadia 101 Board Retreat – Facilitator Our Lady of Peace Leadership Workshops “Your Leadership Mindset” – Facilitator
Fall 2017	Envision 2024: Collaborative Leadership for Change – Instructor Masters of Art in Social Innovation Leadership Workshop – Coach
Summer 2017	USD Women in Higher Education Leadership Summit (WHELS) I – Group Coach USD Women’s Soccer Team Leadership Workshop – Facilitator USD Cultivate Conscious Kids Workshop – Team Facilitator
Spring 2017	LEAD 357 Leadership and Practice of Presence – Head, Administrative Team and Assistant Director for Course Instruction
Summer 2016	LEAD 551 Human Relations for Leaders – Administrative Team LEAD 150 Emerging Leaders’ Instructor training – Facilitator
Summer 2015	LEAD 150 Emerging Leaders’ Instructor training – Facilitator

Arizona State University

2012-2014 Major map coordination, catalog and DARS report reviews, advised undergraduate art, design, music and film students in course selection, major/minor declarations, career planning, internship and study abroad opportunities, portfolio/milestone reviews and graduation requirements

International Travel

Summer 2011 GeoVisions' Conversation Corps program – volunteer cultural exchange through discussion, travel, and living day-to-day with host family to develop cultural worldview and skills

University of Washington Tacoma

2009-2011 Student Leadership Week, Student Leadership Summit – diversity trainings, conflict management, maintaining vision, navigating university system, developing as a leader, building relationships across student organizations, proposed and maintained Volunteer Services budget 2009-2011, Student Technology Fee budgets 2010-2011

2008-2009 Leadership 2008, Student Leader summer trainings, Student Leadership Summit – developing as a leader, leadership development, building relationships across student organizations, proposed and maintained ASUWT budget 2008-2009, Student Technology Fee budgets 2008-2009

Willamette University MBA

2007-2008 Coordinated the Private, Public and Community Enterprise (PACE) Program, including the selection of non-profit partners, PACE board, teaching assistants, and PACE Teams. Designed and coordinated Compass Week 2007, co-led advising program for first-year students, co-coordinated the International Arrival program, organized full-time and part-time commencements

2006-2007 Coordinated Power Lunches and Executive in Residence, advised student organizations in succession planning and leadership development, managed master calendar of all student activities

SERVICE

Point Loma Nazarene University

2020 Graduate and Extended Studies Committee (GESC)

2019 ADC Course Development Committee
CEL Grant Committee

University of San Diego

2016 Grow Great Girls/Build the Best Boys Workshop Facilitator
Project College Advisor
Creator of the Hansen Summer Institute syllabus

University of Washington Tacoma

2008-2011 Foundations of Excellence Philosophy committee
Student Technology Fee Committee (ex-officio)
Chair, Disability Support Program Specialist search committee
Mentoring Chair, Staff Association
Outreach committee, Student Affairs
Friends Educating Against Rape (FEAR) Project chair
Combined Fund Drive – Charity Fair (2 years)
Chancellor’s Advisory on Sustainability committee
Social Events committee

Willamette University MBA

2006-2008 Martin Luther King Jr. Committee
Council for Diversity and Social Justice (CDSJ)
Eastside Judicial Board

CONFERENCE PRESENTATIONS

Leadership for Change: The Real Work of Leadership and Leading From Your Edge. Co-presented at the 2017 National Catholic Development Conference.

Leadership Tools for Conscious, Inclusive Decision Making. Co-presented at the 2017 WorldLink’s 20th Annual Youth Town Meeting.

Advisors as Recruiters. Presented at the 2014 Council of Academic Advisors (CAA) Best Practices.

Creative Advising for Arts and Design Students. Presented at the 2013 Global Community for Academic Advising (NACADA) Regional conference.

Best Practices on Creative Advising for Arts and Design Students. Presented at the 2013 Council of Academic Advisors (CAA) Best Practices.

Emerging Technologies in Higher Education. Presented at the 2006 Graduate Business Student Services Association conference (formerly MBASSP).

RESEARCH

Dissertation on researching critical reflection on the stimulation and enhancement of curiosity in the college classroom – Fall 2017-Spring 2018

Assisted in coding for an empathy study in the Social Psychology department at Arizona State University – Shiota Psychophysiology Lab for Affective Testing (SPLAT) – Summer 2013

Assisted in researching for Social Intelligence Institute with Dr. Alex Zautra in the Clinical Psychology department at Arizona State University – Summer 2013

PROFESSIONAL AFFILIATIONS, AWARDS & SCHOLARSHIP

WICHE Cooperative for Educational Technologies (WCET)	2018-present
William P. Foster Outstanding Dissertation Award Nominee	2018
SOLES Dr. Joseph Rost Endowed Scholarship	2017-2018
Member of the American Education Research Association (AERA)	2017
Member of the Association for the Study of Higher Education (ASHE)	2017
Member of the International Leadership Association (ILA)	2015
Member of The Global Community for Academic Advising (NACADA)	2013
14 th Annual Continuums of Service Conference Proposal Review Committee	2010
Member of Student Affairs Administrators in Higher Education (NASPA)	2009
Member of American College Personnel Association (ACPA)	2006

LANGUAGES

English – Fluent

Korean – Proficient