
Brian Hinshaw

Experience

Associate Registrar, Academic Services, Registrar's Office, UW-Milwaukee – July 2014-Present

Lead and manage a staff of eleven University and Academic Staff in enrollment processes for undergraduate and graduate students, development of undergraduate course catalog and course/curricular approval process, academic term class scheduling and course planning, classroom assignments and schedule optimization, enforcement of faculty grading policy and administration of grade submission, advisement reporting and enrollment/degree progress data, and administration of UWM's General Education requirements. Coordinate data analytics and reporting on enrollment, transfer, class scheduling, and public directory requests. Core functional lead for UWM's student information system (PAWS) in the areas of class scheduling, course and program requirements, and advising/degree progress functionality. Work closely with faculty as well as school/college student services offices to improve degree auditing, classroom utilization, course prerequisite coding, and student scheduling. Drive initiatives with a constant underlying goal of increasing enrollment, chiefly through improving retention and student progress towards degrees.

Academic Advisement & Outreach Coordinator, Registrar's Office, UW-Milwaukee — July 2013–July 2014

Functional lead for Academic Advisement module in PAWS. High-level end user coding, testing, training, and troubleshooting of advisement reports/degree audits. Point of contact for campus advisors regarding enrollment and degree completion. Point of contact for Flex Option Academic Success Coaches, particularly in relation to degree requirement reporting. Provide and analyze enrollment-related data for campus constituents. Supervise One-Stop Enrollment web development. Represent the Registrar's Office in campus-wide initiatives, such as implementation of the Board of Regents' 30 credit policy on remedial coursework, Student Success Collaborative implementation, and Mapworks data integration with PAWS records. Back-up on enrollment and records functions.

Senior Academic Advisor, Lubar School of Business, UW-Milwaukee — Jan 2005–July 2013

Advised Business majors regarding admissions, registration, course sequencing, program requirements, and graduation. Utilized campus data to report and analyze school and university data in conjunction with academic program and requirement reviews, enrollment tracking, and marketing to current and prospective students. Recruited, advised for, and coordinated the Business Scholars Program. Reviewed and processed undergraduate policy appeals. Presented at New Student Orientation. Provided data/advising perspective on the Dean's Student Retention Workgroup. Recipient of the 2011 Business Advisory Council Outstanding Performance Award.

Lecturer, Department of English, College of Letters & Science, UW-Milwaukee — Aug 2002–May 2006

Taught English 095: Fundamentals of Composition, English 101: Introduction to College Writing, English 102: College Writing & Research, and English 233: Introduction to Creative Writing. Taught English composition sections for AOC.

Recruiting Specialist/Information Technology Assistant, Office of Career Services, Harvard University — Oct 1996–Aug 2002

Coordinated student/employer interviews. Managed and maintained a web-based program allowing students to research companies, apply for positions, and sign up for interviews. Designed, coded, and maintained OCS website. Trained employees on office software. Developed several database files to help manage office tasks like book-selling and calendar coordination.

Education

Emerson College (Boston, MA) — MFA in Writing & Literature, 1997

University of Wisconsin-Milwaukee — BA in English, 1994

University Service, Committees and Professional Memberships

- Enhancing Advising Committee (Co-Chair, 2016-2018)
- Workgroup on Undergraduate Advising (2015).
- Advisors & Counselors Network (2005-present); Awards Subcommittee (2008-11, Chair 2009-10, Acting Chair 2011).
- High Impact Practice Working Group (2013-2015). Learning Communities Council (2016-2018).
- MapWorks Advisory Committee (2013-2016).
- Panther Academic Welcome Committee (2013-Present). Coordinator/Program Lead for Mission Possible.
- Academic Staff Committee (2011-2014). Representative on Dean's Council on Enrollment (2014-2015).
- Academic Staff Senate (2008-2014, 2018). Codification Committee (2013-Present). Legislative Subcommittee (2009-2013, Co-Chair 2009-2013).
- Warehouse End-user Reporting Initiative Team (2007-Present).
- WACADA — Wisconsin Academic Advising Association (2005-Present). 2013 State Conference, Publication Committee Co-Chair (2012-2013).
- NACADA - National Academic Advising Association (2006-Present). National Conference Attendee, 2007.
- Study Abroad coordinator, Immersion in European Business: London/Dublin, Winter 2008; Asia's Emerging Markets: Hong Kong, China, Vietnam, Cambodia and Thailand, Summer 2012.
- Student Recruitment Advisory Committee (2008-2011).
- Academic Policy Committee (2006-2009).
- Peoplesoft, Higher Education User's Group, Advisement Group. (2013-Present).

Publications

Short fiction in *New Micro: Exceptionally Short Stories* (W.W. Norton & Co., 2018), *What If? Writing Exercises for Fiction Writers* (Longman, 3E: 2009, 2E: 2004), *Brevity & Echo: An Anthology of Short Short Stories* (Rose Metal Press, 2006); *Sudden Stories: A Mammoth Anthology of Minuscule Fiction* (Mammoth, 2003).

References

Available on request.
