

CURRICULUM VITAE

Agatha S. Caraballo, PhD
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Statement of Teaching Philosophy

As an educator, I am motivated to empower my students to become engaged, informed, and responsible citizens, as well as independent individuals who are true to their core guiding values. Public affairs and administration encompasses a myriad scope of issues, policies, organizations, and professions. For me, teaching public administration is to instill and nurture a strong sense of ethics and service, as well as, personal, community and global responsibility.

My pedagogical approach embraces a flipped classroom that involves active learning and higher-order thinking activities, rather than more traditional lectures, textbooks, and exams. I strive to develop assignments that encourage students to become active participants in their education and engaged members of their communities. For example, students may be required to attend a public meeting (county commission or city council), which allows them to observe local government in action and creates opportunities for students to network with administrators and learn about parliamentary procedure.

Personal Attributes

Highly qualified educator with over 10 years of education experience.

Detail oriented professional with extensive educational administrative experience.

Spearheaded a major undergraduate curriculum reform and successfully launched a fully online BPA degree option.

Efficiently and creatively use my experience to identify ways in which students can learn and discuss material in their course.

Very active in the South Florida community, and serve on several local government advisory boards, nonprofit organization boards, and professional associations.

Dedicated to continual improvement looking for innovative and creative evidence-based methods for online instruction.

Experienced developer of Quality Matters certified courses.

Consistently achieve high student evaluations within courses taught.

Conversational knowledge of Spanish and limited Brazilian Portuguese

Apply a variety of teaching styles and adapt instruction to students with diverse learning styles.

Ability to excel in a demanding, outcome-oriented, and dynamic work environment.

Utilize proven teaching strategies that promote student success.

Skilled facilitator with vast expertise in all areas of public administration.

Formal Education

PhD, Public Affairs Florida International University, Miami, FL	2012
BS, Communications Florida International University, Miami, FL	2002
AA, Communication Santa Rosa Junior College, Santa Rosa, CA	1999

Administrative Experience

Assistant Chair, Department of Public Policy and Administration Florida International University, Miami, FL	2018 - Present
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Help with scheduling and coordinating teaching assignments

Assist the Chair and Program Committee Chairs with selection, supervision, and evaluation of adjunct and visiting faculty

Support Budget and Program Committees with budget formulations

Perform additional administrative tasks as requested by the Chair

Undergraduate Program Director, Department of Public Policy Administration Florida International University, Miami, FL	2014 - Present
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Oversee the general administration of the department's undergraduate degree offerings, including the Bachelor of Public Administration (BPA) major and minor.

Serve as the Program Director for the Undergraduate Certificate in Leadership Studies.

Execute program reforms based on internal and external accreditation standards to improve student graduation and retention rates.

Spearheaded program accreditation reviews and ensure compliance with standards from the Southern Association of College and Schools: Commission on Colleges (SACS COC).

Implemented the first phase of a long overdue comprehensive program reform that involved streamlining the number of required courses and right-sizing our adjunct to fulltime faculty ratio to meet SACS-COC guidelines.

Updated the program catalog to enforce existing program prerequisites.

Collaborate on ongoing undergraduate program reform, which involves remodeling the program from a Bachelor of Public Administration program into a Bachelor of Science in Public Service and Leadership.

Planned and coordinated the successful launch of a fully online BPA degree option in Fall 2015.

Teaching Experience

Digital Instructor, Department of Public Policy and Administration
Florida International University, Miami, FL

2013 - Present

Design, develop, and teach multiple courses per semester and engage in ongoing research into innovative and creative evidence-based methods for online instruction

Train faculty colleagues on new instructional developments and digital tools related to online learning, and provide pedagogical and research support for online and hybrid courses

Serve as a liaison between the department, FIU Online and the library regarding digital platforms and the design, delivery and evaluation of online instruction using the Quality Matters benchmark.

Courses Developed, Taught and Approved to Teach:

PAD 3003 Introduction to Public Administration

The course will provide an overview of the field of public administration by focusing on its development and importance in modern government operations. The course will also review operation of government at local, state, and federal levels.

PAD 3034 Policy Development and Implementation

Examines the formulation, implementation, and evaluation of governmental efforts at federal, state, and local levels.

PAD 3804 Government and Administration of Metropolitan Areas

An intensive analysis of administrative problems in large complex urban areas encompassing many political entities. Examines overlapping relations among municipalities with special attention given to Miami-Dade County as well as current trends in public management and future directions for change.

PAD 4223 Public Sector Budgeting

The theory and practice of various approaches to budgeting, including line-item, performance, PPBS budgeting. Special emphasis on the role of the budget in shaping the program and performance and policy direction of public organizations.

PAD 4704 Applied Statistics for Policy & Management

The intent of this course is to familiarize students with the basic approaches to social research as applied in public and service settings. Emphasis will be placed on techniques for organizing and presenting data for policy and management decision-making. Prerequisites: PAD 4713 or equivalent.

PAD 4723 Applied Research Methods for Policy & Management

Research design, sampling, critical evaluation, basic research ethics, experiments and quasi experiments, reliability and validity surveys, design-implementation, qualitative and quantitative methods, secondary analysis evaluation and presentation.

PAD 4934 Integrative Seminar in Public Administration

The terminal course of the program. Students will integrate coursework and theory into the analysis of a public policy or public management problem and produce a final seminar paper. Prerequisites: Successful completion of required courses and a total of at least 108 credits.

PAD 3431 Exploring Leadership: Yourself, Your Organization and Your Community

This course is an interactive exploration of personal leadership development through current theories and models of leadership from three perspectives including individual, group, and society.

PAD 3438 Communication Skills for Policy and Management

Designed to enable students to develop oral and written skills required to communicate effectively in organizational and public policy settings.

PAD 3800 Managing Global Cities

Introduction to principles of urban governance in order to manage specific development problems of global cities.

PAD 3802 Introduction to Urban and Regional Studies

An integrated approach to the problems and prospects of metropolitan areas with emphasis on economic, political, social and administrative facets of the urban setting.

PAD 4046 Values, Ethics, and Conflict Resolution

Theories of value: ethical systems and their influence on administration, behavior and process; the administrator as an ethical actor; value conflict and resolution; the philosophical basis of American thought.

PAD 4140 Introduction to Management of Public and Nonprofit Organizations

This course addresses fundamental theories and principles of management in public and nonprofit organizations.

PAD 4141 Citizen Participation and Community Empowerment

Seminar is for public management students who want to help citizens learn from one another and strengthen the capacity of citizens to solve problems. Political, public administration, sociological, and organizational perspectives will be covered.

PAD 4432 Administrative Leadership and Behavior

Designed to expose students to a systematically related set of concepts for diagnosing human behavior in organizations; and to establish a positive value for the analysis of problems involving people, structure, environment, task technology, and situational climate.

PAD 5043 Government and Minority Group Relations

Explores the pressing contemporary issue of the relationship between government and minorities. Examines the clash between established institutional values and minority group values, and surveys remedial programs aimed at dealing with the problem. Comparative case studies will be used to analyze public agencies' internal relations with minorities (recruiting, selection, etc.), as well as their different responses to the minority groups they serve

PAD 5435 Administration and the Role of Women

The course is designed for women and men who are interested in moving into management positions, or who have done so and want to broaden their understanding of the changing role of women. Classes will allow for experimental as well as academic exploration of the issues. The course will also explore design, implementation, and evaluation of affirmative action programs.

PAD 5805 Economic Development and Urban Revitalization

This course is an interdisciplinary examination of research and practice in contemporary economic development, with emphasis on successful implementation in a variety of settings.

Professional Positions in Academia

Professional Development Consultant

Montage Education LLC

2015 - 2016

Developed and facilitated instructional workshops for primary and secondary teachers at private schools located throughout Broward County.

Career Development Coordinator

Florida International University, Miami, FL

2012 - 2013

Coordinated the placement of public administration students in internships and paid positions.

Developed and maintained an extensive network of potential employers, and disseminated job and internship announcements to students.

Graduate Research and Teaching Assistant

2008 - 2012

Florida International University, Miami, FL

Collected and analyzed quantitative and qualitative data for various research projects.

Completed a graduate level internship at FIU's Metropolitan Center, an urban research think tank.

Reviewed literature on topics pertaining to public administration and public policy, collected data, developed coding instruments, and performed various content and statistical analyses.

Career Services Advisor

2006 - 2008

Miami International University of Art & Design, Miami, FL

Identified, developed, and maintained internships and employment opportunities by solidifying strong working relationships with students, faculty, businesses, and community leaders.

Prepared quarterly Portfolio Review, resume workshops, seminars, and recruitment events.

Financial Aid Officer

2005 - 2006

Miami International University of Art & Design, Miami, FL

Processed and packaged financial aid awards in a timely and highly effective manner: 90% aid paid consistently by the 5th week and 100% by the end of the 8th week of each term.

Explained tuition financing options to students and families.

Ensured that every student's file was completed with the accurate paperwork according to corporate and federal regulations.

Professional Experience

Executive Assistant

2001 - 2003

Martin Z. Margulies, Key Biscayne, FL

Audited and helped maintained a museum-quality collection of contemporary artworks.

Provided tours of the Collection at the Warehouse in Wynwood and served as a live-in property manager.

Managed office operations on behalf of the developer in the sales office for Bellini, a luxury condominium in Bal Harbour, Florida.

Event Coordinator

2001 - 2002

Alonzo Mourning Charities, Key Biscayne, FL

Participated in the recruitment of corporate sponsors and the logistical preparation and execution of the Zo's Summer Grove annual fundraising activities.

Entrepreneurial Experience

Sole Proprietor and Freelance Consultant

2010 - 2017

Agatha Swift Caraballo PhD, Miami, FL

Advised clients in the areas of sustainable economic and workforce development; diversity, inclusion, and cultural awareness training, as well as event planning and management.

Educational Training

Florida International University (FIU), Miami, FL

Canvas Pilot: Course Access and Training	June 2017
Applying the Quality Matters (QM) Rubric	March 2013
Beginner Adobe Connect Workshop	March 2013
Designing Exemplary Courses	August 2013
Blackboard Service Pack 11 Workshop	June 2013
How to get your online course QM certified	June 2013

Memberships and Affiliations

Officer, South Florida Chapter of American Society for Public Administration (ASPA)	2010 - Present
Chapter President	2016 - 2017
ASPA Best Practices Conference Co-Chair	2013 - Present
Scholarship and Awards Committee Co-Chair	2012 - Present
Southeastern Conference for Public Administration (SECoPA), Program Co-Chair	2017
Director, Council for Corporate Responsibility	2011 - Present
Co-Chair for the annual Florida Corporate Responsibility Summits	2013 - 2015
Chapter Leader and Secretary, Florida Diversity Council - South Florida Chapter	2011 – Present
Chair, Florida College Diversity Summit	2012
Diversity Best Practices Meetings	2011 - 2012
Treasurer, ASPA Section for Women in Public Administration (SWPA)	2015 - Present
University Liaison, Miami-Dade County League of Cities	2015 - Present
Faculty Member, International City/County Management Association (ICMA) Student Organization at Florida International University (FIU), Miami, FL	2015 - Present
Faculty Advisor, Pi Alpha Alpha Honor Society Florida International University (FIU), Miami, FL	2012 - Present
Member, Prior Learning Assessment Exploratory Committee Florida International University (FIU), Miami, FL	2017 - Present
Member, International Hispanic Network (IHN) University Partnerships Committee	2016 - Present
Member, League of Women Voters of Miami-Dade County	2015 - Present
Member, FIU College of Arts & Science Online Learning and Technology Committee	2015 - 2017

Florida International University (FIU), Miami, FL

Chair, Membership Task Force for President Jancie Lachance
American Society for Public Administration (ASPA) 2017 - 2018

Faculty Mentor, Mandela Washington Fellowship for Young African Leaders
Florida International University (FIU), Miami, FL 2015 - 2018

Co-Chair, Site Host Committee for the Public Administration Theory Network (PAT-Net)
Annual Conference in Miami, FL 2014

Member, United States Technical Advisory Group in Human Resource Management
International Organization for Standardization and the American National Standards Institute 2013 - 2016

Committee Member: Student Success; Community Service;
Speakers Bureau; and Sabbatical Review 2006 - 2008
Miami International University of Art & Design, Miami, FL

Community Service and Leadership

Volunteer Speaker, Ethical Governance Day
Miami-Dade County Commission on Ethics and Public Trust 2014 - Present

Appointee, City of Miami's Community Advisory Board
Chair, Community Outreach and Education Subcommittee 2016 - 2018

Appointee, City of Miami's Senior Citizen Advisory Board 2016 - 2017

Cohort Member, Educational Leadership Enhancement Program (ELEP)
Florida International University (FIU), Miami, FL 2016 - 2017

Volunteer, Honey Shine Inc. Mentoring Program for Girls 2014 - 2017

Member, Southside Elementary Parent Teacher Association 2011 - 2015

Community Member and Scholarship Committee Chair, Allapattah Community Action
Committee for the City of Miami 2010 - 2011

Board Member, Haitian-American Organization for Women 2010 - 2011

Professional and Scholarly Presentations

Conference Co-Chair, "Municipal Innovation and Civic Engagement"
12th Annual ASPA South Florida Best Practices Conference, Cutler Bay, FL February 2018

Conference Program Co-Chair, "Defending Public Administration in a
Time of Uncertainty," 2017 Southeastern Conference for Public Administration,
Hollywood, FL October 2017

Conference Co-Chair, Panel Presenter, and Moderator, "Fostering Civic Participation
and Community Engagement" and "Developing a Shared Vision for Change"
11th Annual ASPA South Florida Best Practices Conference, North Miami Beach, FL February 2017

Moderator, "Beyond Work Balance: Setting Priorities & Boundaries that Work for You"
6th Annual Florida Women's Conference, Nova Southeastern University in Davie, FL January 2017

Presenter, "Applying Mobile Bandwidth and the IoT in the Connected City" Dense Networks Conference, University of Central Florida, Orlando, FL	April 2016
Presenter and Facilitator, "Professional Development Workshop" 10 th Annual ASPA Best Practices Conference, Miami, FL	February 2016
Presenter and Moderator, "Lessons of Leadership" 5 th Annual Florida Women's Conference, National Diversity Council, North Miami, FL	October 2015
Conference Co-Chair and Panel Moderator, 3 rd Annual Florida Corporate Responsibility Summit Council for Corporate Responsibility, Miramar, FL	September 2015
Presenter and Facilitator, "Leadership Through the Ages" Leadership Institute for the Florida Department of Children and Families, Southern Region Opa-Locka, FL	June 2015
Panelist, "Leveraging your Success with Network, Mentors and Sponsors," 5 th Annual Florida Diversity and Leadership Conference, North Miami, FL	April 2015
Presenter, "Identifying Local Industry Clusters and Shifts in the Round II Urban Empowerment Zones," 45 th Annual Urban Affairs Association Conference in Miami, FL	April 2015
Panelist and Moderator, "Public Service Delivery and the Private and Non-Governmental Sectors" ASPA National Conference in Chicago, IL	March 2015
Conference Co-Chair and Panel Moderator 2 nd rd Annual Florida Corporate Responsibility Summit for the Council for Corporate Responsibility, Miami, FL	September 2014
Panelist, 3 rd Arts & Sciences Online Teaching Symposium Florida International University (FIU), Miami, FL	April 2014
Presenter, "Best Practices for Online Instruction in Public Administration" ASPA National Conference in Washington, DC	March 2014
Presenter, "Promoting Sustainable Economic Development in Inner Cities" ASPA National Conference in Las Vegas, NV	March 2012
Presenter, "Skills Mismatch in the Miami-Dade County Urban Empowerment Zones" ASPA National Conference in San Jose, CA	March 2010

Conferences Attended

American Society for Public Administration (ASPA) Annual Conference, Denver, CO	March 2018
Southeastern Conference for Public Administration, Hollywood, FL	October 2017
Southeastern Conference for Public Administration, Raleigh, NC	October 2016
Quality Matters Regional Conference, New York, NY	March 2016
Economic Summit: Revisiting the Promise and Problems of Inner City Economic Development in Detroit, MI	September 2015
South Florida Women in Leadership Symposium in North Miami, FL	March 2015
United States Technical Advisory Group (U.S. TAG for ISO/TC 260) meeting for the Society for Human Resource Management (SHRM) in Orlando, FL	June 2014

FIU Online Learning Symposium in Miami, FL	April 2014
ASPA South Florida Best Practices Conference in Miami, FL	April 2014
Florida Women's Conference for the National Diversity Council in North Miami, FL	March 2014
Sloan Consortium – International Conference on Online Learning in Orlando, FL	November 2013
ASPA South Florida Best Practices Conference in Miami Gardens, FL	April 2013
7 th Annual Federal Government Statewide Conference in Miami, FL	June 2012
Hurricane Andrew: 20 Years Later Conference in North Miami, FL	June 2012

Articles and Research

Editor, ASPA Best Practices Conference Program and supplemental material	2013 - Present
Advice Column Author, "Ask Dr. Agatha," ASPA South Florida Quarterly Newsletter	2015 - 2017
Editor, Public Administration Theory Network (PAT-Net) Conference Program, Miami, FL	2014
Dissertation: "The Impact of Round II Urban Empowerment Zones on Local Communities"	2012
Co-Author, "Can a Corporation Have a Conscience?" for the Council for Corporate Responsibility's newsletter	2011

Awards and Honors

Donald C. Stone Service to ASPA Award American Society for Public Administration (ASPA)	2018
Chester A. Newland Presidential Citation of Merit American Society for Public Administration (ASPA)	2018
Rev. Dr. Martin Luther King Jr. Service Award Florida International University	2017
Oveta Culp Hobby Training Award on behalf of the ASPA South Florida Chapter	2017
Patricia Yearwood Newsletter Award on behalf of the ASPA South Florida Chapter	2017
Legacy Miami's 40 Under 40 Black Leader of Today and Tomorrow	2016
Outstanding Leadership Award, ASPA South Florida Chapter	2011
Scholarship Recipient and Brand Ambassador, Hispanic Scholarship Fund	2010
Scholarship Recipient, ASPA South Florida Chapter	2010
Founders' Forum Fellow, ASPA National	2010

Inducted into the Pi Alpha Alpha Honor Society
Florida International University

2009

Honorary Member Liaison, Golden Key Honor Society
Florida International University

2009

Highly Competent Subject Areas

Languages:

Conversational knowledge of Spanish and limited Brazilian Portuguese

Software:

Microsoft Office Suite
Adobe Acrobat,
Adobe Photoshop
Adobe Illustrator
Adobe Connect
Prezi

QuickBooks
Stata
NCSS
SPSS
NVivo

Learning Management Systems:

Blackboard

Canvas

Subject Matter Expert:

Public Administration
Government and Administration
Applied Statistics
Applied Research Methods
Policy Development and Implementation
Public Sector Budgeting
Managing Global Cities
Policy and Management
Urban and Regional Studies

Non-Profit Organizations
Citizen Participation
Community Empowerment
Ethics and Leadership
Conflict Resolution
Women in Administration
Minority Relations
Economic Development
Urban Revitalization

References

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