

MEGAN ST. VIGNE

CURRICULUM VITA

EDUCATION

Ed.D, Higher Education Leadership – Sam Houston State University, anticipated May 2026

M.S., Academic Advising – Kansas State University; May 2014

B.S., Recreation and Leisure Studies (Sports Management) – University of North Texas; May 2009, Cum Laude

PROFESSIONAL EXPERIENCE

SAM HOUSTON STATE UNIVERSITY, Huntsville, Texas

January 2015-Present

Associate Vice President, Enrollment Success, October 2021-Present

Dynamic leader that is proficient in collaboration and adept in effective communication with diverse stakeholders to effectively support the Division of Strategic Enrollment and Innovation, and the departments under my portfolio, to break down barriers and equip students with the necessary tools for success.

- Provide daily oversight and support to the Veterans Benefits Processing team, ensuring efficient certification processes, student support, and continued review of processes to provide continuous improvement to daily operational effectiveness.
- Support Enrollment Technologies to facilitate the ongoing development and continuous improvement of the EduNav and DegreeWorks platforms, optimizing student enrollment and academic planning experiences and providing campus with real-time student degree plan information.
- Supported the establishment of academic testing services (e.g., make-up exams) by fostering campus collaboration and communication, growing the Testing Center's capabilities and reach beyond standardized testing services.
- Provide daily oversight in the Registrar's Office ensuring efficient and timely registration processes, adherence to state and educational compliance, seamless schedule building, and comprehensive commencement planning and graduation evaluations, thereby supporting students from enrollment through graduation.

October 2021-May 2023

- Oversaw undergraduate academic advising for the SAM Center, promoting holistic advising approaches with an intent to impact student retention and persistence.
- Supported Career Success Center in daily efforts to expand employer networks for students, increasing frequency and quality of student career events (e.g., interview skills, resume building), and growing career fair participation, thereby fostering a career-focused approach to post-graduation employment.

Director of Academic Advising, October 2018-October 2021

Collaborative leader and strong communicator across all levels of university administration and departments, dedicated to serving students where they are and removing barriers and providing tools and support for persistence to graduation.

- Collaboration and constant communication with colleges and academic leadership (e.g., Deans, Vice Provost, Associate Deans), academic support offices (e.g., Academic Success Center), enrollment success departments (e.g., Registrar's Office, Admissions), and additional campus stakeholders to remove student enrollment barriers and streamline retention efforts across campus.
- Member of Campus Connect Advisory Council and Coordinated Care Network, in partnership with Student Success Technologies, to ensure advising triage of Early Alerts falls in-line with best practice and is documented to support advisor's work.
- Initiated integration of career and academic advising, leading to more natural career conversations and career exploration for students, as part of the career redesign taking place across campus.
- Formed Degree Plan Committee, in collaboration with other departments, to build a stronger communication channel regarding student degree plans, barriers to enrollment and data transparency, and accurate information for all campus stakeholders (e.g., students, advisors, departments).
- Created Sam Center Training Committee, which serves as the official onboarding process for all new

advisors hired in the Sam Center. As content continues to be streamlined and finalized, this program will eventually roll out to all individuals who advise students across campus; internal and external to the Sam Center.

- Lead a team of 37 professional academic advisors and administrators, dedicated to academic and career advising to help students persist to graduation and obtain successful career outcomes.
- Continued advising redesign of the Sam Center through the expansion of advising services and teams at The Woodlands Center and creation and implementation of the Remote Advising Team to better serve our students and remove barriers to accessing information and services.

College Liaison, January 2018-October 2018

Senior Academic Advisor, May 2017-October 2018

Associate Academic Advisor, March 2015-May 2017

Academic Advising Specialist, Part Time, January 2015-March 2015

Self-motivated academic advisor, serving an approximate caseload of 600 students, with extensive knowledge of campus processes, policies, and degree plans, to better foster student success and persistence to graduation.

- Mentored, trained, and supervised College of Business Administration Team Advisors regarding professional development, advising processes, communication, and campus policies and procedures.
- Verified 90+ Hour forms for all students seen by the College of Business Administration Team to promote on time graduation.
- Served as point of contact between the College of Business Administration and the College of Business Administration Advising Team to enhance communication between the college and academic advisors.
- Provided individualized guidance tailored to the student's degree to ensure proper enrollment in courses that were relevant and kept student on track within their degree plan.
- Retention advisement for all students on probation or suspension to assist students in understanding requirements to return to good standing and to continue progressing within their degree.
- Presentations to First Year Experience classes providing information about academic advising and school policies to promote advising as learning.

UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER, Fort Worth, Texas

August 2010 – May 2014

Student Services Associate

Maintained and coordinated various daily activities, including scheduling of events and maintenance of equipment for a 8,000 square foot facility while directly overseeing all administrative documentation for 2,000+ members.

- Conducted assessment and reporting of membership breakdown and facility usage.
- Supervised 7-10 employees and conducted performance appraisals per the Division of Student Affairs guidelines.
- Developed, implemented, and evaluated 2-3 programs per month to meet stakeholders' needs and desires.
- Managed and reconciled accounts and budgets maintaining accurate tracking of revenues and expenses.
- Chaired the UNTHSC Health Promotion Committee ensuring compliance with all UNTHSC goals and objectives.

CROSS TIMBERS FAMILY YMCA, Flower Mound, Texas

May 2008-July 2010

Sports & Aquatics Coordinator, April 2009 – July 2010

Assistant Swim Coach, May 2008 – July 2010

Intern, Youth and Family Programs, May 2008 – April 2009

Coordinated various sports and fitness programs for a 27,000 square foot community recreation center with 1,100+ members.

- Supervised and performed bi-weekly payroll for approximately 40 employees, assuring time and attendance reports were accurate and employees met expectations outlined by the Aquatics Department, the Cross Timbers branch, and the YMCA of Dallas.
- Scheduled events and relevant personnel at both onsite and offsite locations in accordance to YMCA

guidelines and regulations.

- Managed registration and personnel assignment for various adult and youth programs.
- Developed the introductory, year-round swim program for the branch, which included managing registration, coordinating personnel, and negotiating facility contract and terms.
- Coordinated and instructed year-round swimming lessons for families and individuals, registering approximately 1,600 participants at two different locations, meeting community requests.
- Organized team member's information within Team Manager to ensure proper documentation of administrative and performance information.
- Coordinated all home meets guaranteeing proper staffing for all required positions.
- Coordinated the annual Partners' Campaign Celebration Dinner and annual Healthy Kids Day programs, planning and executing all event logistics including, volunteer assistance, program agendas, vendor negotiations, and food and beverage coordination.

PROFESSIONAL MEMBERSHIPS AND HIGHLIGHTS

- AACRAO, 2021-present
- TACRAO, 2021-present
- NACADA, 2017-2023
- TEXAAN, 2020-2022
- Banner, Cognos, Degree Works, Navigate, EduNav, Excel

COMMITTEES/UNIVERSITY WORK

College Ready Workgroup, Fall 2023-Present

Cross-divisional group of individuals tasked with streamlining the college experience, and removing barriers to success, for students not deemed College-level Ready, per the Texas Success Initiative Assessment.

National Institute for Student Success Grant, Fall 2022-Fall 2023

Grant awarded to Sam Houston State University to support redesigned approaches to student success, retention, and graduation, through reimagining academic advising, financial aid, and academic tutoring processes.

Workflow Committee, Fall 2020-Fall 2023

Tasked with creating a streamlined process for moving all paper forms related to student file modifications (i.e., change of major/minor, substitutions) to a digital process that is tracked and stored in a virtual database. Creation of this process will provide a significant positive impact to students and all campus stakeholders with more accurate and timely information being tracked and displayed in all platforms.

Admissions Appeals Committee, Summer 2020-Summer 2022

Cross-divisional group of individuals that review student statements and supporting documents to determine if a student is prepared for the academic rigor of college, after initial denial of admission requirements via test scores and GPA's. Committee meetings with students include conversations surrounding the student's personal statements, career goals, and support structures available to them while moving through their academic journey.

Degree Plan Committee, Spring 2021-Fall 2021

Cross-divisional committee focused on reducing information inconsistencies, across multiple platforms, to better serve students and campus stakeholders through transparency in processes and information displayed.

Staff Senate, 2020-2021 term, 2021-2022 term

Group of nominated staff members who advocate and represent the interests of SHSU Staff to administration. As a collective voice, Staff Council provides staff with opportunities to success through networking and professional development.

Frontier Set Grant, SHSU, Spring 2017-Fall 2019

Funded by the Bill and Melinda Gates Foundation; part of innovational team for planning and redesigning advising and student services, digital learning and next generation digital courseware, and developmental education reform and supports for learning.

Re-Imagining the First Year (RFY), Curriculum Bucket, Fall 2016-Fall 2019

RFY focuses on re-imagining the first-year experience for all college students through innovation and implementation. The focus of the Curriculum Bucket is the redesign of the First Year Experience course, the advising model/training program, core math placement, and developmental education.

Health Promotion Committee (Chair), UNTHSC, Fall 2010-Summer 2014

A group of designated students from all colleges that discussed and developed new ideas for programming and processes for the Office of Health Promotion.

PRESENTATIONS

Theodori, A. & St. Vigne, M. A. (2019, October). *Email? What email? Conducting a Communications Audit and Mapping Exercise to Understand the Student Experience*. NACADA Annual Conference, Louisville, KY