

Michelle D. Mason
Senior Associate Dean for Experiential Learning
And Associate Dean for Enrollment
Florida International University College of Law
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LAW SCHOOL ADMINISTRATION

Senior Associate Dean for Experiential Learning

Florida International University College of Law, Miami, FL.

07/14 – Present

- Hire, manage, and evaluate clinical faculty, supervising attorneys, and staff in the following experiential learning areas: law clinics, externships, and pro bono programs.
- Responsible for working with faculty to coordinate learning across all existing offerings, and for programmatic and curricular initiatives related to experiential learning with a focus on emerging and best practices in legal education.
- Provide curriculum oversight and guidance as clinical faculty design and implement evaluative measures (formative/summative assessments) supporting student learning outcomes.
- Ensure that accreditation requirements including compliance with relevant standards are incorporated into experiential learning goals and objectives.
- Initiate, cultivate, and sustain productive relationships with university, business, community-based, governmental, and public sector entities.
- Deploy resources efficiently and effectively maintaining organizational fiscal stability.
- Proactively lead fundraising efforts including research, proposal writing, and reporting requirements.
- Member of College of Law Dean’s mission-integrated, collaborative, senior administrative team.

Associate Dean for Enrollment

Florida International University College of Law, Miami, FL.

07/14 – Present

- Design and execute enrollment management plan built upon statistical analysis, enrollment assessments and predictive modeling.
- Provide leadership to key enrollment management personnel (recruitment, admissions, and financial aid).
- Implement and review policies, processes, and programs, which support the recruitment, admissions, and matriculation of qualified law students.
- Direct the coordination of the law school’s current students, faculty, administration, and alumni as they assist with recruitment efforts.
- Serve as advisor to the College of Law Dean and Faculty on all JD enrollment management matters.

Director, Center for Professionalism and Ethics

Florida International University College of Law, Miami, FL

10/10 – 08/17

- At request of College of Law Dean, drafted, submitted, and received (one-million-dollar) approval from the FIU Board of Trustees to establish the Center for Professionalism and Ethics.
- Founded, developed, and advanced center whose mission was to enhance public confidence and faith in the legal profession and the judiciary by educating and training law students to become ethical member of the bar who practice with the highest level of integrity and professionalism.
- Designed course and speaker series focusing on professionalism, ethics and leadership theories, principles, and training.
- Planned and coordinated various legal professionalism symposia.
- Negotiated an agreement with the Veteran's Administration Hospital to provide legal representation to veterans through a medical-legal partnership.
- Developed curriculum for, and launched in partnership with the FIU College of Education and Office of Engagement, a Math and Civics Summer institute for 3rd, 4th, and 5th graders.

Senior Associate Dean for Enrollment Management, Student Development and Outreach

Florida International University College of Law, Miami, FL

10/10 – 07/14

- Overall responsibility for providing leadership, senior management, policy guidance, and supervision for all student services programs, admissions policies, enrollment strategic plans, curriculum delivery, student records management, community service, externships, and student professional development programs.
- Developed, implemented, and marketed pipeline initiatives and other community-based outreach to promote College's equity and access mission.
- Managed professional, administrative, and support staff in the Offices of Admissions and Financial Aid, Career Development, Student Records and Registration, and Student Affairs.
- Supervised law faculty in the Office of Externships and Pro Bono.
- Oversaw all aspects of personnel administration for enrollment management and student development administrative units including salary administration, performance review, organizational and staff development.

Associate Dean for Admissions and Student Services

Florida International University College of Law, Miami, FL

07/01 – 10/10

- Directly responsible for the development and delivery of a comprehensive program of activities, events and support services to the student body as founding Associate Dean for Admissions and Student Services.
- Formulated and administered academic policies, procedures, and regulations in conjunction with the faculty and other key administrators.
- Provided academic, career, and personal counseling to student body.
- Created and implemented programs that promoted diversity, multiculturalism, equity, and respect for difference among the faculty, administration, staff, and students.
- Worked collaboratively with the University Disability Services Office to coordinate academic accommodations and services for students with disabilities.

- Established and maintained mentor relationships between the bench, local/regional voluntary bar associations, and the student body.
- Developed evaluative instruments to assess the effectiveness of services delivered to student body.
- Collaborated with the University Media Relations Department to disseminate information regarding the College of Law's mission and progress to key academic and professional constituencies.
- Assisted Director of Development with efforts to establish alumni network and raise funds for numerous law school events.
- Served as administrative lead for the following initiatives: Academic Support, Community Service, Diversity Week, New Student Orientation, Annual Public Interest Auction and Commencement.
- Established the Public Interest Auction, which raised funds supporting public sector fellowship grants on behalf of students.
- Coordinated a yearlong pipeline partnership "*Project Access*" with the Hispanic National Bar Foundation, a mentorship program that paired area students from high school, college, and law school with an attorney.

Assistant Dean for Admissions

Vermont Law School, South Royalton, VT

01/01 – 05/01

Director of Admissions

Vermont Law School, South Royalton, VT

01 – 01/01

- Created a strategically integrated marketing and recruitment program designed to increase the number of applications and conversion of an incoming first-year class that met both enrollment targets and academic standards.
- Acted as project leader for the production of all marketing and recruitment materials, both print and electronic (website).
- In coordination with the College of Law Director of Information Technology and the University Communications Department, responsible for the creation and ongoing maintenance of the College of Law website.
- Developed outreach programs to recruit and retain a racially, economically and geographically diverse student body.
- Collected and analyzed quantitative, demographic and other datum supporting short-term and long-range enrollment planning.
- Stabilized a historically declining LSAT, GPA, and enrollment by designing recruitment and marketing plan that resulted in increased applications and an improved acceptance/applied ratio.

Associate Director of Admissions

Seton Hall University School of Law, Newark, NJ

10/97 – 01/00

- Conceived and implemented strategic recruitment program.
- Counseled prospective students concerning admissions requirements, application processes, curricular, and the law school culture.
- Primarily responsible for designing initiatives fulfilling institutional enrollment goals to maintain racial, economic, and geographic diversity amongst the student body.

ACADEMIC APPOINTMENTS

Supervising Attorney

Florida International University College of Law, Miami, FL
Community Lawyering Clinic
01/19 – Present

Faculty Fellow

Florida International University Honors College
8/17 – Present

Faculty Administrator

Florida International University, Herbert Wertheim College of Medicine
Department of Humanities, Health and Society
8/16 – Present

EDUCATION ADMINISTRATION

Director of Placement

Prep for Prep, New York, NY
06/97 – 10/97

Admissions Officer

Phillips Exeter Academy, Exeter, NH
08/95 – 06/97

CONSULTANT

Enrollment Management Consultant

University of Dayton School of Law, Dayton, OH
05/12 – 12/12

Pre-law and Admissions Consultant

Kaplan Educational Center, New York, NY
12/98 – 12/99

CORE ACCOMPLISHMENTS

- Launched the FIU Law Practice Access to Justice (low bono) Initiative (Summer 2017).
- Through an interdisciplinary partnership, established a new clinic (FIU Embrace Law) providing legal services to autistic and developmentally disabled adults (2017).
- Law school chosen as collaborative partner supporting the federal Court-Assisted Reentry (“CARE”) Initiative (2016).
- Awarded certificate of recognition by the Miami-Dade County Commission, acknowledging the legal clinic’s work on behalf of the Mom and Pop Small Business Grant Program (2015).
- Named by the Daily Business Review as one of the Top 20 Women in the Law (2014).
- Received the Florida Bar’s Law Faculty Professionalism Award (2013).

- Appointed Co-Chair of the FIU Fostering Panther Pride Committee organized to launch program providing former foster care and homeless students with additional support to assist them during their college years.
- Named as one of South Florida's Top 50 Most Powerful Black Professionals (2012).
- Nomination by the FIU Provost to the Miami-Dade County Public Schools Ethics Advisory Board. Elected Vice Chair, September 2011.
- Selected to serve on the AALS Executive Committee of the Section on Student Services. Appointed Chair-Elect, fall 2010.

FUNDRAISING AND GRANTS

- \$124,850 AccessLex Legal Education Diversity Pipeline Grant establishing pre-law program designed to facilitate the increased law school enrollment of first generation, low income, and other groups underrepresented in the legal profession (2019).
- \$100,000 FIU seed grant launching the FIU Law Practice a low bono, access to justice initiative (2017).
- \$62,000 grant supporting medical-legal partnership providing medical, other health-related services and legal representation to low income, underserved members of the Miami-Dade Community (2017 – present).
- \$70,000 grant to provide legal counseling and other related services to adults with autism spectrum disorder, intellectual disabilities, and other neurodevelopmental disorders (2016 – present).
- \$8,700 AARP grant offering free tax assistance and delivery of financial literacy educational programming (2015).
- \$41,951 grant from the Miami-Dade County State Attorney's Denise Moon Memorial Grant, funding a domestic violence advocacy project in honor and memory of FIU Law student killed by her former boyfriend (2015).
- \$82,000 in continued funding from Americans for Immigrant Justice (2014 – present).
- \$12,500 grant from Miami-Dade Commissioner (District 11) to administer area's Mom and Pop Grant Program.
- \$1,000,000 state grant supporting the development of professionalism programming (2010 – 2017).
- \$100,000 grant securing the College of Law as site for the CLEO Summer Institute (2010).

COURSES TAUGHT

Law Courses: Community Lawyering Clinic, Civil and Criminal Externship, Medical-Legal Partnership Clinic, Professionalism, Ethics and the Legal Profession and Semester-in-Practice

Undergraduate Courses: Biomedical Ethics and Law and the Legal Profession

High School Course: Criminal Justice

PROFESSIONAL ASSOCIATIONS AND SERVICE

COLLEGE OF LAW

Current

Member, Admissions Committee

Member, Scholarship Committee

Previous

Chair, Academic Support Program
Member, AALS Accreditation and Self Study Committee
Member, Ad hoc Committee on Strategic Planning (U.S. News and World Report)
Member, American Bar Association Accreditation and Self Study Committee
Member, Board of Advocates Committee
Member, Community Service Committee
Member, Curriculum Committee
Member, IT and Website Task Force

Law School Search Committees

Previous

Chair, Assistant Dean/Director of Academic Enrichment
Chair, Assistant Dean for Development
Member, Appointments and Hiring Committee for Faculty
Member, College of Law Dean
Member, Senior Administrative Appointments

UNIVERSITY

Previous

Member, College of Medicine Self-Study Accreditation
Member, FIU Marketing Task Force
Member, FIU Neutral Internal Resolution of Policy Disputes Committee
Member, Strategic Planning Committee
Member, Student-Centered Academic Excellence Committee

University Search Committees

Previous

Chair, University Chief of Police Committee
Member, Assistant & Associate General Counsel Committees
Member, Dean of the University Graduate School Committee
Member, Director of Editorial Services Committee

NATIONAL, STATE AND COMMUNITY-BASED

Current

Eleventh Judicial Circuit Professionalism Committee
Florida Bar, Student Education and Admissions to the Bar Committee
National Black Law Student Association Education Task Force

Previous

Chair-Elect, Executive Committee of the AALS Student Services Section
Vice Chair, Miami-Dade County Public Schools Ethics Advisory Board
Member, NALP Member Services Advisory Group
Member, Florida State Bar Student Education and Admissions to the Bar
Member, NALP Member Services Advisory Group
Member, William H. Turner Technical Arts High School Public Service Advisory Committee
Member, Coral Reef Legal Academic Advisory Board
Member, Essex Vicinage Advisory Committee on Minority Concerns
Member, Florida State Bar CLE Committee

Member, Florida Bar Disability Independence Group
Member, Miami Senior High Legal Magnet Program Board
Member, Miami Dade Building Better Communities Advisory Board

SELECTED AWARDS AND RECOGNITIONS

Black Law Student Association Recognition Award
Caribbean Student Bar Association Award
Daily Business Review's Top 20 Women in the Law
FIU Community Engagement Award
Florida Bar's Law Faculty Professionalism Award
Inaugural Class Award
LeadFIU Executive Leadership Program
National Institute for Teaching Ethics and Professionalism (NIFTEP) Fellow
South Florida's Top 50 Most Powerful Black Professional
Student Bar Association Exemplary Leadership Award
Student Bar Association Service Award
University Presidential Leadership Academy

PROFESSIONAL PRESENTATIONS

- 2019 Panelist, American Inns of Court's View from the Bench & Bar Conference: *Practicing with Professionalism.*
- 2018 Workshop Leader, 10th Circuit Fairness & Diversity Summit: *Access and Diversity in Legal Education.*
- 2017 Workshop Leader, ABA Associate Deans Conference: *Dealing with Students in Distress or Crisis.*
- Panelist, LSAC Houston Forum: *Diversity Information Panel.*
- 2016 Panelist, LSAC Pipeline Diversity Conference: *Pipeline Diversity Programs, Where Your Law School's Legacy Begins.*
- Presenter, Third Annual National Diversity Prelaw Conference: *Putting Your Mask on First.*
- 2015 Presenter, Thirteenth Annual International Conference: *Pathway from Disenfranchisement to Educational Change Agent: The FIU Math and Civics Summer Institute.*
- Panelist, LSSSE Conference: *Homespun (Low Cost) Analytics: Identifying and Using Data Drawn from Phases of Student Recruitment and Admissions Processes.*
- 2014 Presenter, Catalyst Miami: *Leadership, Ethics and Advocacy.*
- Workshop Leader, 2014 Women's Conference on Diversity in Higher Education: *Power of Cutting with Female Students On-campus.*

- Presenter, 2nd Annual Professionalism Symposium.
- 2013 Presenter, FIU College of Law Conference: *School to Prison Pipeline*.
- Presenter, Preparate: Educating Latinos for the Future of America: *Effective Approaches for Defining Ethical Leadership and Civic Engagement for Today's Students, Parents, Teachers, and Administrators*.
- 2012 Presenter, ABA Section on Legal Education and Admissions to the Bar Boot Camp for Associate Deans: *"Corps" Principles*.
- Workshop Leader, Catalyst Miami: *Leadership, Advocacy and Ethics*.
- Panelist, American Association of American Law Schools (AALS) Annual Meeting: *Orientation: Creating Order out of Chaos*.
- 2011 Panelist, Florida Diversity Council College Diversity Summit: *Essential Leadership Skills*.
- Panelist, Law School Admission Council (LSAC) Minority Information.
- Presenter, FIU Tuesday Times Roundtable: *On Defining A Nation of Immigrants*.
- Workshop Leader, SEM Strategies: *Partnering Across Academic Departments/Forging Symbiotic Relationships/Increasing Diversity*.
- Workshop Leader, Southern Region Black Law Students Association (SRBLSA): *Negotiating the Job Market during Rough Economic Times*.
- Workshop Leader, FIU Student Leadership Summit: *Leadership and Advocacy for College Students*.
- Presenter, FIU Law Symposium: *Quality Education: A Constitutional Right*.
- Presenter, Miami-Dade County Public Schools Advisory Committee: *Ethics*.
- Lecturer, FIU College of Architecture: *Architecture and Ethics*.
- 2010 Presenter, American Bar Association Council on Racial and Ethnic Diversity in Legal Education Pipeline Committee.

EDUCATION

Rutgers Law School, Camden, NJ
 Juris Doctor Degree
 May 1995

Rutgers, The State University of New Jersey, Newark, NJ
Bachelor of Arts
October 1991
English Literature

Harvard Kennedy School Executive Education (HKSEE) Program, Cambridge, MA
Executive Leadership Program
May 2012

National Institute for Teaching Ethics and Professionalism (NIFTEP), Atlanta, GA
Fellow
March 2011

BAR MEMBERSHIP

New Jersey (since 2017)