

**Tracy A. Cook JD, Ph.D.**  
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## **CURRICULUM VITAE**

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### **EDUCATION**

<b>North Carolina State University</b> <i>Doctor of Philosophy</i> Educational Research and Policy Analysis -Adult, Workforce, and Continuing Professional Education Dissertation title: <i>A Qualitative Case Study of Adult Learner Experiences with an Ongoing Student Success Environment</i> – under the direction of Dr. Susan J. Barcinas	<b>Raleigh, North Carolina</b>
<b>State University of New York at Buffalo, School of Law</b> <i>Juris Doctor</i>	<b>Buffalo, New York</b>
<b>State University of New York at Buffalo</b> <i>Master of Arts</i> German Languages and Literature	<b>Buffalo, New York</b>
<b>Indiana University of Pennsylvania</b> <i>Bachelor of Science</i> Secondary German Education, Minor in Educational Psychology	<b>Indiana, Pennsylvania</b>

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### **RESEARCH INTERESTS**

Adult learners in postsecondary environments, adult learning theory, effective teaching practices for adult professionals, community colleges, student success initiatives, professional and workforce development, continuing legal education reform, transformative learning, diversity, equity, and inclusion in higher education.

### **COURSES OF INTEREST**

Adult learners in postsecondary environments, adult learning theory, effective teaching practices for adult professionals, professional development for the professions, especially legal professionals, continuing legal education reform, and effective teaching practices for adult professionals.

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### **PROFESSIONAL EXPERIENCE**

**Trinity Washington University, Washington, DC**  
*School of Professional and Graduate Studies (PGS)*

**08/2021 – 07/2022**

Tracy A. Cook JD, Ph.D.

*Dean*

- Oversee School of Professional Studies (adult learner program), Business and Graduate Studies, and Education programs with an employee population of 50 and a student population of 300.
- Analysis of enrollment and retention data and synthesis of analytics and trends.
- Directed, motivated, and supervised faculty and provided faculty and staff training and professional development programs.
- Managed academic resources, assessment, and delivery of curriculum materials according to institutional and department strategic plans.
- Redesigned and reinstated Credit for Prior Learning (CPL) for undergraduate adult learners.

**North Carolina State University, Raleigh, North Carolina**

**10/2016-06/2019**

***College of Education***

*Acting Assistant Director*

- Managed the Department Chair, Advanced Administrator, and Educational Leadership Program Institutes within the Department of Education, Leadership, Policy, and Human Development's Adult, Workforce, and Continuing Professional Education program.
- Design, facilitate, present, and evaluate professional development programs for community college department chairs, deans, and executive leadership on topics such as adult learners, postsecondary education and workforce development, equity, diversity, and inclusion (DEI), and legal issues, including FERPA, Title IX, and employment law.

**North Carolina State University, Raleigh, North Carolina**

**08/2016-08/2018**

***Journal of Transformative Education (JTED).***

*Managing Editor*

- Monitored and manage manuscript lifecycle from submission to publication.
- Worked with editors to ensure timely submission of manuscript revisions, reviewer comments, and final decisions.
- Corresponded with authors and reviewers regarding the submission of materials.
- Worked with the production team to ensure the timely release of the journal issue.
- Represented the journal at conferences and at Meeting with the Editors to present the state of the journal data.

**Shaw University, Raleigh, North Carolina**

**08/2013-05/2016**

***School of Business and Public Administration***

*Business Law Professor*

- Taught undergraduate law courses online via Moodle and on-campus and managed academic progress.
- Designed a business law online course that was adult learner-focused by utilizing self-directed and experiential learning strategies creating a learner-centered environment.
- Advised students on postgraduate education options including law school admission.

Tracy A. Cook JD, Ph.D.

- Collaborated with department chair on issues related to academic dishonesty and violations of the honor code.

**Miller-Motte College, Raleigh, North Carolina**

**10/2009 – 01/2013**

***Paralegal Studies Department***

*Program Director*

- Managed the day-to-day activities of the paralegal program consisting of 60+ students.
- Engage with the business community for internship and advisory committee.
- Taught procedural and substantive law courses. Supervised full-time and part-time faculty, including performance review and in-class observation.
- Co-designed, implemented, and managed student conflict resolution protocol.
- Served as a factfinder for the student conduct committee.
- Mentored faculty regarding teaching strategies and pedagogy.
- Designed and implemented a review program for graduates taking the North Carolina Paralegal Certification exam. Pass rate = 70%

**Tracy A. Kachur, Attorney at Law. Williamsville, New York**

**06/2002 – 12/2010**

***Self Employed***

*Attorney*

- Operation of solo practice law firm dedicated to Criminal Law and Practice, Workers' Compensation, Family and Matrimonial Law, Bankruptcy, and General Litigation.
- Represented minors as a Law Guardian in Family Court.
- Represented clients with the Aid to Indigent Prisoners Assigned Counsel Program, Family Court Assigned Counsel and Law Guardian, and the Erie County Bar Association Volunteer Lawyers Project.
- Supervised law clerks on various legal research and writing projects.

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## RESEARCH, PUBLICATIONS, AND PRESENTATIONS

### PAPERS AND CONFERENCE PROCEEDINGS

Kachur, T., Barcinas, S. (2021). Community college adult learner experiences with a student success environment. American Association for Adult and Continuing Education (AAACE). <https://eric.ed.gov/?id=ED611595>

Kachur, T. A. (2020). *A Qualitative Case Study of Adult Learner Experiences at a Community College with an Ongoing Student Success Environment*. North Carolina State University. <https://repository.lib.ncsu.edu/handle/1840.20/38403>

Barcinas, S., Kachur, T., Akroyd, D., McCann, H., and Zheng, Y, (2016). Adult learner perceptions and experiences in a community college engaged in intensive student success reforms. Adult Education Research Conference. <http://newprairiepress.org/aerc/2016/papers/3>

## PAPERS IN PROGRESS

### ***Continuing legal professional education: Bridging the gap between educational program planning and the law*** (Co-authored with Dr. Susan Barcinas)

Law is the only profession without a national standard, governing body, or uniform rules for member compliance and professional development. While the American Bar Association (ABA) oversees how law schools are accredited, the licensure and professional development for lawyers is solely left to the states. The ABA can make recommendations to the states; however, such recommendations are purely voluntary. Moreover, each state has its own criteria for attorney professional development and these requirements vary from state to state. With the need to keep attorneys abreast of the constant changes in the law, best practices in practice management and ethics, as well as an awareness of issues of diversity, mental health, and substance abuse, effective and quality program planning is ensuring that a lawyer possesses the professional competence and skills to provide quality of legal services to the public. This means not only disseminating information but creating an engaging and effective learning environment.

## CONFERENCE PRESENTATIONS

### **American Association for Adult and Continuing Education (AAACE) 2018 Conference – Myrtle Beach, South Carolina**

October 5, 2018

Presentation Topic: A Qualitative Study of Adult Learners in Postsecondary Contexts and Their Perceptions of Return-on-Investment Decisions Co-presented with Dr. Susan Barcinas and Ana McClanahan

### **American Association for Adult and Continuing Education (AAACE) Commission of Professors of Adult Education (CPAE)**

CPAE co-conference with AAACE, Memphis, Tennessee

November 3, 2017

Presentation topic: Adult Undergraduate Learner Discourse in the Literature

Co-presented with Dr. Susan Barcinas, Dr. Chad Hoggan, and Ana McClanahan

### **The Council for Study of Community Colleges (CSCC) 58th Annual CSCC Conference, Fort Worth, Texas April 6-8, 2017**

Presentation Topic: Community College Faculty Perceptions of Adult Learners in the Intergenerational Community College Environment (Co-presented with Susan Barcinas)

### **American Association of Adult and Continuing Education (AAACE) 2016 AAACE Conference, Albuquerque, New Mexico**

November 9, 2016

Presentation topic: Community College Intergenerational Learners: Navigating a Student Success Environment. Co-presented with Dr. Susan J. Barcinas and Dr. Duane Akroyd

Tracy A. Cook JD, Ph.D.

**Adult Education Research Conference (AERC)**

57th Annual Adult Education Research Conference, Charlotte, NC

June 2-5, 2016

Presentation Topic: Adult Learner Perceptions and Experiences in a Community College Engaged in Intensive Student Success Reforms

Co-presented with Dr. Susan Barcinas

**The Council for Study of Community Colleges (CSCC)**

**58th Annual CSCC Conference, Plano, TX,**

March 31 - April 2, 2016

Presentation Topic: Community College Student Success Reforms: The Perceptions and Lived Experiences of Community College Students, Faculty, Staff, and Leaders

Co-presented with Dr. Susan J. Barcinas

**PROFESSIONAL DEVELOPMENT - LEADERSHIP PRESENTATIONS**

**Advanced Administrator Institute (AAI) Professional Development Training for Community College Administrators, North Carolina State University**

April 19, 2019

Presentation Topic: Employment and Education Law for the Community College Administrator

**Department Chair Institute (DCI) Professional Development Training for Community College Department Chairs, North Carolina State University,**

March 21, 2019

Presentation Topic: Know Their Rights: Navigating FERPA in the 21st Century.

**Department Chair Institute (DCI)**

**Professional Development Training for Community College Department Chairs, North Carolina State University,**

October 25, 2018

Presentation Topic: Know Their Rights: Navigating FERPA in the 21st Century.

**Advanced Administrator Institute (AAI)**

**Professional Development Training for Community College Administrators, North Carolina State University**

April 5, 2018

Presentation Topic: Legal Issues for the Community College Administrator

**Department Chair Institute (DCI)**

**Professional Development Training for Community College Department Chairs, North Carolina State University,**

March 1, 2018

Presentation Topic: Know Their Rights: Navigating FERPA in the 21st Century.

Tracy A. Cook JD, Ph.D.

**Advanced Administrator Institute (AAI)  
Professional Development Training for Community College Administrators, North  
Carolina State University**

November 11, 2017

Presentation Topic: Know Their Rights: Navigating FERPA in the 21St Century.

**Department Chair Institute (DCI)  
Professional Development Training for Community College Department Chairs, North  
Carolina State University**

October 27, 2017

Presentation Topic: Know Their Rights: Navigating FERPA in the 21St Century.

**North Carolina State University, Doctor of Education Program EAC 708 – Continuing  
Education for the Professions**

July 7, 2017

Presentation Topic: Continuing Education in the Legal Profession

**Guilford Technical Community College, Jamestown, North Carolina Professional  
Development for Faculty and Administrators**

May 24, 2017

Presentation Topic: Legal Issues Primer for the Community College Administrator

**Durham Technical College, Teaching-Learning Center (TLC), Durham, North Carolina  
Professional Development for Faculty and Administrators**

April 25, 2017

Presentation Topic: Know Their Rights: Navigating FERPA in the 21St Century.

**Advanced Administrator Institute (AAI)  
Professional Development Training for Community College Administrators, North  
Carolina State University**

March 31, 2017

Presentation Topic: Know Their Rights: Navigating FERPA in the 21St Century.

**Department Chair Institute (DCI)  
Professional Development Training for Community College Department Chairs, North  
Carolina State University**

March 23, 2017

Presentation Topic: Know Their Rights: Navigating FERPA in the 21St Century.

**Advanced Administrator Institute (AAI)  
Professional Development Training for Community College Administrators, North  
Carolina State University**

October 21, 2016

Presentation Topic: Know Their Rights: Navigating FERPA in the 21St Century.

### **PROFESSIONAL AFFILIATION**

- New York State Bar Association
- American Association for Adult and Continuing Education (AAACE)
- Commission of Professors of Adult Education (CPAE)
- The Council for the Study of Community Colleges (CSCC)

### **BAR ADMISSION**

- State of New York, Eighth Judicial District
- District of Columbia
- United States District Court for the Western District of New York
- United States Bankruptcy Court for the Western District of New York
- Supreme Court of the United States

### **SYSTEM SKILLS**

- Expert qualitative and quantitative research, including analysis, synthesis, and evaluation of data
- Expert knowledge of APA and Bluebook citation formats
- Expert instructional design and facilitator, including Moodle LMS platform
- Expert level knowledge of Microsoft Office and G Suite
- Expert knowledge of Social Media platforms
- Intermediate knowledge of Tableau