

Carl E. Tapo

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Professional Summary

An accomplished Higher Education professional in Student Code of Conduct enforcement having displayed a proficiency in accountability for student non-compliance in addition to relationship building.

Skills

- Team leadership
- Code of Conduct Management
- Staff/Student relations
- Staff training/supervision
- Budget management
- Program planning
- Code of Conduct development
- Professional leadership –
LACUSPA/ASCA/SACSA

Work History

Associate Dean of Students, 01/2013-present
University of Louisiana at Lafayette

- Supervise and advise Professional Staff
- Supervise Administrative Staff
- Coordinate Student Conduct Code review, chair a Code review committee, coordinate changes for approval and disseminate changes. Designs, implements and evaluates training of students and staff who assist in the student conduct process and who serve on University Hearing Panels.
- Conducts and coordinates student conduct cases and trains staff members.
- Lead and facilitates strategic planning for the Office of Student Rights and Responsibilities. Develops departmental policies and operational budgets and provide professional development opportunities for staff.
- Manages, prepares and delegates the investigation and resolution of alleged violations involving students pursuant to University policy and federal statute.
- Coordinates and collaborates with campus entities, University Police and other enforcement agencies concerning investigation of student behavior. Promotes student development and upholds University student conduct standards.
- Serves as lead member of the SOCT (Students of Concern Team). Provides education and communication, coordinates intervention strategies to mitigate risk, develops long-term resolutions and utilizes resources to ensure student support.

Assistant Dean of Students, 1/2005 – 1/2013
University of Louisiana at Lafayette

- Advisor to Greek Letter Fraternities
- Evaluate Greek Letter Organizations and the recruitment process
- Create and maintain an assessment plan to measure student development and learning outcomes for new members

- Supervise student workers in Residence Halls while promoting wholesome living and encouraging and providing resources for the promotion of programming for residents
- Participate in weekly rotations as Dean On Call

Locomotive Engineer, 09/1978 – 12/2000

Southern Pacific Transportation Company and National Railroad Passenger Corporation (Amtrak)

- Monitor speed, air pressure, battery and fuel use, and other instruments to ensure that the locomotive runs smoothly
- Use a variety of controls, such as throttles and airbrakes, to properly operate a moving train.
- Trained and supervised engineer trainees

Athletic Director/Coach, 7/1975 – 9/1978

Iberia Parish School Board/Lafayette Parish School Board

- Manage and distribute funds for both male and female team sports
- Coach athletic teams in football, and track
- Classroom instructor for Physical Education and Health

Education

Master of Arts: Student Affairs in Higher Education, 2017 **Northwestern State University** – Natchitoches, LA

Locomotive Engineer Certification: Class ‘A’ certification **Southern Pacific Corporation Engineer Training**, 1978 Houston, TX

Bachelor of Science: Health, Safety, Physical Education and Coaching, 1975 **Southern University and A&M College**, Baton Rouge, LA