Sara A. Kosiba

(she/her/hers)
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EDUCATION

Ph.D., English — Kent State University, August 2007
M.Ed., Higher Education Administration and Student Affairs — Kent State University, May 2020
Certificate, **Institutional Research and Assessment**—Kent State University, December 2019
M.A., English — Minnesota State University, Mankato, July 2002
B.A., English — University of Wisconsin, Stevens Point, May 2000

PROFESSIONAL EXPERIENCE

Director, Curriculum Data, College of Medicine, Northeast Ohio Medical University, September 2022-Present.
- Support, oversee, and advocate for the college's and institution's need for curriculum data including report generation, interpretation of and communication about data.
- Format data to support college and institutional accreditation reports and compliance (Liaison Committee for Medical Education and Higher Learning Commission).
- Ensure that faculty, staff, and student data needs are met through development and maintenance of a system of evaluation and assessment design, as well as dissemination, collection, and reporting of curriculum data.
- Initiate and implement process improvements to enhance the use of data and flow of information in a way that best supports the delivery of an exceptional student experience and optimal learning environment.
- Serve as the College of Medicine's "super administrator" for software system(s) that includes but is not limited to curriculum inventory, evaluation, and student assessment and oversee, design, and support all modules related to the system(s). Serve as principal point of communication with the software vendor.
- Collaborate with university shared service units (Academic Affairs & Student Services, Academic Technology, Information Technology and the Library) and college units (Faculty Affairs, Curriculum Operations, Student Affairs, Office of Medical Education) to streamline and improve procedures.
- Manage a team of two to ensure timely internal and external reporting of assessment and curricular data.

Curriculum Data Manager, College of Medicine, Northeast Ohio Medical University, July 2021-August 2022.
- Formatted assessment data for annual course review presentations and internal and external curriculum reports (including accreditation).
- Collaborated with faculty in designing course and session objectives that support curricular alignment and assessments that measure program objectives.
- Pulled reports and data from various assessment and information systems.
- Advised on and develop data management and reporting strategies.

- Supported faculty and college curriculum committees in providing data and addressing questions or concerns as necessary.
- Managed a team of two to ensure timely internal and external reporting of assessment and curricular data.

Consultant to the MAIS Degree Program, Center for Adult Studies, Hiram College, May 2020-September 2020.
- Revised existing MAIS curriculum (course and program objectives) and created marketable degree pathways.
- Redesigned existing undergraduate ePortfolio template for graduate program requirements.
- Collaborated with Hiram faculty to better integrate the MAIS degree within Hiram programs and curricular structures.
- Worked with admissions and public relations to market the revised MAIS program.

Associate Professor of English, Troy University, August 2009-May 2018.
- Taught academic courses, both online and face-to-face, including Composition and Modern English I & II, World Literature after 1600, American Literature before 1875, African American Literature, Multicultural Literature, and Modern Short Story.
- Served on departmental and university committees, including a committee to redesign the department's online writing courses and the university's Faculty Development Committee.
- Conducted original research projects, including research that required IRB approval and used survey data.
- Tenured and promoted August 2015.

COMMITTEE MEMBERSHIP

Member, Association of American Medical Colleges Curriculum Committee (1 July 2023-30 June 2026)