

Dr. Carol Mattson

Post Office Box 15417 - Anaheim, CA 92803
Mobile/Text Preferred (714) 397-7307 Email drcarolmattson@yahoo.com
<https://www.linkedin.com/in/dr-carol-mattson-2a8061ub/>

EDUCATION

Doctorate in Educational Leadership
California State University, Fullerton, CA

Master of Arts Degree in Counseling
Chapman University, Orange, CA

Bachelor of Fine Arts Degree in Communications
Chapman University, Orange, CA

Associate of Arts Degree in Liberal Arts
Fullerton College, Fullerton, CA

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, ANAHEIM, CA
8/98 – present

ADMINISTRATIVE EXPERIENCE

Interim Dean of Natural Sciences: Fullerton College 7/11– 6/12
Responsible for all programs, activities and budgets in the Anatomy, Physiology, Microbiology, Biology, Earth and Environmental Sciences, Health Education, Horticulture, Nutrition and Foods, Physical Sciences and Physics Departments

Dean of Academic Services: Fullerton College 7/05 – 6/11
Interim Dean of Academic Services: Fullerton College 1/05 – 6/05

Oversaw Curriculum, Staff Development, College Catalog and Class Schedules, Distance Education, and Student Learning Outcomes; Served as liaison to the College Foundation; Oversaw Cosmetology Department from 2005 – 2006

Interim Dean of Language Arts: Cypress College Spring, 2003

Responsible for all programs and activities in the English, Speech, Reading, Foreign Language and ESL Departments; Hired adjunct faculty, evaluated tenured faculty, worked with department chairs to establish semester schedule of classes.

FACULTY EXPERIENCE

Faculty: Counselor

7/12- present

Provide academic counseling for students enrolled or interested in enrolling in college and teach student development classes as assigned – Career & Life Planning; Personal Growth and Life Transitions.

Chair: Instructional Quality Assessment (IQA); Program Review Fall 2001 – Fall 2004
Revised and streamlined the program review process at Cypress College to align planning with budget, assure curriculum updates consistent with Title 5 and identify library resource needs.

Student Development Instructor: Cypress College 8/98 – 12/04

Taught and prepared a variety of counseling and student development courses each semester including: Academic Success, Career Exploration, Diversity In the World of Work; Educational Planning, Career Changing, Career and Life Planning (traditional classroom and online), and Teaching As A Career. Developed and revised curriculum. Provided academic and career counseling; Participated on marketing, strategic planning, institutional effectiveness and online advisory committees.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, SANTA ANA, CA 1/96 - 7/98

Instructor: Career and Life Planning (for both traditional and international students)
Familiarized students with process of career and life planning; Curriculum included life skills, vocational assessments, educational planning, and job search techniques.

Instructor: Assertive Self-Development

Taught students skills in personal, social and professional interactions to help them recognize certain behavioral patterns and prevent feelings of excess anger, guilt, stress or passivity.

Instructor: Learning Skills Development Santa Ana College Middle College High School
Provided high school students with skills in developing and learning positive attitudes, habits, and techniques for the purpose of improving learning skills, time management, textbook study and comprehension, note-taking, researching and testing

Counselor: Extended Opportunities Programs and Services (EOPS)/Cooperative Agencies Resources for Education (CARE)

Provided academic and career counseling to low income, disadvantaged, and single-parent students; Maintained student files and tracked their scholastic progress

Counselor: General

Counseled Santa Ana College students for their academic and career needs; Assisted students with developing educational plans, establishing career goals, and petitioning for graduation.

RELATED WORK EXPERIENCE

UNIVERSITY OF CALIFORNIA, IRVINE, CA

1/98 – 1/04

Instructor: Women’s Opportunity Center (WOC)

Facilitated eight-hour workshop entitled *Assessing Your Career Direction*; Administered and Interpreted Strong Interest Inventory, Myers-Briggs Type Indicator, Career Abilities Placement Survey, and Values Assessment for career professionals in a group setting.

ACADEMIC ACCOMPLISHMENTS

Magna Cum Laude and Departmental Honors: Chapman University, Bachelor of Fine Arts

Honors: Chapman University, Master of Arts

PUBLICATIONS

Women in Bloom: Personal Stories of Women Who Returned to College and Other Words of Inspiration

Author/Graphic Designer

The Minds Little Corner

Editor/Graphic Designer

A Case Study: Personal Qualities That Contribute To Career Success

California Career Developments Journal Fall 2016 Edition: *Promoting Purpose Driven Careers*

Dissertation: Leadership Stress in California Community Colleges

California State University, Fullerton, CA

Substantive Changes Report: Distance Education

Accrediting Commission for Community and Junior Colleges (ACCJC)
Fullerton College, Fullerton, CA

Distance Education Strategic Plan

Fullerton College, Fullerton, CA

Staff Development Strategic Plan

Fullerton College, Fullerton, CA

Executive Producer: Mendez vs. Westminster: Families for Equality

Fullerton College, Fullerton, CA

PROFESSIONAL DEVELOPMENT/CERTIFICATIONS

Myers-Briggs Type Indicator® Master Practitioner

MBTI® Master Practitioner Referral Network <http://www.mbtireferralnetwork.org>

Strong Interest Inventory® and Myers-Briggs Type Indicator® Certifications

G/S Consultants, South Lake Tahoe, CA

FIRO-B® and Myers-Briggs Type Indicator® Step II Certifications

CPP, Inc., Sunnyvale, CA

Online Education Standards & Practices (OESP) Certificate of Achievement using Canvas Course Management System

<http://onlinenetworkofeducators.org/>, CA

Dale Carnegie Course: Effective Communications & Human Relations/Skills for Success

Rancho Cucamonga, CA

ACCCA Mentee Program

Association of California Community College Administrators

National Leadership Forum: Office of Women in Higher Education (OWHE)

Washington, DC

Ten Behaviors of Managers Who Excel Workshop

California Baptist University: San Bernardino, CA

Asilomar Leadership Skills Seminar

Pacific Grove, CA

Community College Leadership Development Initiative: Summer Leadership Academy

San Diego, CA

Carol Mattson mobile (714) 397-7307

Page 5/5

California Great Teachers Seminar
Santa Barbara, CA

Strengths Quest Educator Seminar
The Gallup Organization: Crafton Hills College, Yucaipa, CA

American with Disabilities Act (ADA) Workshop
Santa Ana College Staff Development, Santa Ana, CA

Flinn Lab Safety Course Certificate of Completion
Online Training

Curriculum Institute
California Academic Senate

Online Teaching and Learning Conference
Orange Coast College, Costa Mesa, CA

PRESENTATIONS

Myers-Briggs Type Indicator®
Part I & II: Living Our Talents and Leveraging Our Tensions
Males Achieving Success Conference: Culture and Character: Understanding Personality
Theory and the Diversity of Type

Stress without Distress: Association for California Community College Administrators
Conference

Mistress of Ceremonies: Health Champions Day with Jack LaLanne Fullerton College

MEMBERSHIPS & AFFILIATIONS

Nominated and inducted into the Youth-on-the-Move, Inc. International Educators' Hall of
Fame 2016

Member: Toastmaster's International; Club 9, Anaheim, CA – Competent Communicator
(CC)

Past President: District Management Association, North Orange County Community
College District

Community Volunteer: YWCA North Orange County; Women's Transitional Living Center;
Miss Placentia Outstanding Teen Judge