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Program Director

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Alexander Neff

University of South Florida Alumni

CURRENT WORK ADDRESS

4101 USF Apple Dr.
Tampa, FL 33620

EDUCATION

University of South Florida, Tampa, FL
2010 - 2012
MA in Library and Information Science

University of Florida, Gainesville, FL
2007 - 2009
BA in Anthropology

WORK EXPERIENCE

University of South Florida Library, Tampa, FL
07/2020 – Current

Program Director

My title promotion to Program Director at the University of South Florida Library continued to focused on textbook adoption compliance, data management, and decision support for university leadership and faculty through the Textbook Affordability Project (TAP). In July 2020, my responsibilities were expanded further in response to the consolidation of the university's campuses and widening scope of the position, which included presenting reports to the USF Board of Trustees, providing insight on affordability issues to university leadership, administering the TAP unit, assisting faculty and university administrators with compliance issues, and conducting awareness campaigns for faculty.

- Developed and maintained data collection and management methods for statistical analysis to combine USF bookstore data and course information from BANNER
- Maintained and improved a data management process to consistently produce multiple textbook adoption compliance reports for all three academic semesters (Fall, Spring, Summer) on multiple campuses to ensure USF's compliance with state textbook affordability regulations
- Collaborated with faculty, the bookstore, and university leadership to resolve compliance issues
- Provided on-demand data and compliance support for USF faculty and administrators pertaining to textbooks, textbook adoptions, and textbook affordability initiatives

- Identified and analyzed trends of textbook adoptions to support university metrics and performance goals
- Analyzed quantitative and qualitative TAP data to create summary reports to convey impact to stakeholders and promote the program
- Produced textbook affordability reports based on mandated data requirements for entities such as the State University System of Florida Board of Governors, the USF Board of Trustees, and the USF Provosts Office
- Presented TAP's annual reports to the USF Board of Trustees, USF President, and other university leadership
- Supervised the TAP department in the USF Library, providing the unit's direction and assignment of tasks
- Managed TAP's Textbook Recommendation Service, a team that researched textbook order data to provide more affordable alternatives to faculty
- Coordinated with the USF Bookstore on affordability strategies, third-party partnerships, and faculty workshops
- Generated and disseminated communications directly to students and faculty about TAP and USF Libraries services
- Advised the Members Council on Library Services (MCSL) in regards to creation, development, adoption, and use of affordable textbooks and OER in Florida's colleges and universities while on the FALSC Textbook Affordability and OER Standing Committee

University of South Florida Library, Tampa, FL

02/2017 – 7/2020

Program Analyst

My position at the University of South Florida Library focused on textbook adoption compliance, data management, and decision support in regards to textbook affordability for university leadership and faculty through the Textbook Affordability Project (TAP). In May 2018, my responsibilities were expanded to administrate the TAP unit, conduct awareness campaigns and faculty outreach, and hire, train, and supervise additional personnel.

- Developed data collection and management methods for statistical analysis to combine USF bookstore data and course information from BANNER
- Implemented a data management process to consistently produce multiple textbook adoption compliance reports for all three academic semesters (Fall, Spring, Summer) to ensure USF's compliance with state textbook affordability regulations
- Provided on-demand data and compliance support for USF faculty and administrators pertaining to textbooks, textbook adoptions, and textbook affordability initiatives
- Identified and analyzed trends of textbook adoptions to support university metrics and performance goals

- Analyzed quantitative and qualitative TAP data to create summary reports to convey impact to stakeholders and promote the program
- Produced textbook affordability reports based on mandated data requirements for entities such as the State University System of Florida Board of Governors, the USF Board of Trustees, and the USF Provosts Office
- Conducted recruitment, training, and supervision of TAP personnel and assigned tasks for the unit
- Supervised the creation and implementation of TAP's Textbook Recommendation Service, a service that researched textbook order data to provide more affordable alternatives to faculty
- Developed textbook ordering best practices, informational content, archives of textbook cost data, and a repository of open education resources for TAP's faculty communication program

University of South Florida Physician Assistant Program, Tampa, FL

10/2016 – 02/2017

Decision Support Analyst

Starting in August 2015, I gained the additional responsibility of assisting USF Health's new Physician Assistant (PA) program with their first accreditation process. My position was officially transferred to the PA program in October 2016, where I retained my previously described position responsibilities for the senior leadership of USF Health along with my expanded responsibilities for the PA program.

- Assisted leadership and faculty in the preparation for program accreditation by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) with tasks related to the application, submission, and site visit
- Created a curriculum map for the accreditation process with over 3,000 data points, detailing learning objectives interpreted from all course syllabi in the form of a pivot table for enhanced accessibility for ARC-PA review
- Served as a resource for faculty regarding accreditation assessment and identifying issues in data collection and quality
- Produced informational materials, recruitment brochures, and website content describing academic department programs
- Collected program data through various methods (e.g., interviews, surveys, forms, questionnaires related to assessment, program evaluation and educational research questions) to prepare reports, presentations, charts, and tables by analyzing and summarizing admissions data and trends
- Supported the PA program's admissions process:
 - Assisted in the implementation and maintenance of the Central Application Service for Physician Assistants (CASPA) portal
 - Reviewed applications for adherence to requirements and resolved issues with prospective students
 - Facilitated the collection, compilation, and evaluations of student data and records for faculty

University of South Florida Health Vice President's Office, Tampa, FL

7/2014 – 10/2016

Decision Support Analyst

My position at the USF Health VP Office focused on assessment and accreditation compliance, data management, and decision support for senior leadership of the USF Health system (Colleges of Nursing, Medicine, Pharmacy, and Public Health):

- Collected and analyzed data from across the USF Health system to produce reports, surveys, charts, timelines and other informative/decision making tools regarding:
 - MCOM program probations
 - Florida medical school tuition and student indebtedness
 - USF Health admissions, enrollments, retentions, standardized test scores, degrees awarded, program and course offerings, and student complaints
- Managed and verified the accuracy of USF Health performance data dashboards
- Compiled narratives and evidence from the USF Health system to demonstrate compliance to Southern Association of Colleges and Schools (SACS) standards
- Developed academic and administrative assessments for the USF Health system to report to the Florida Board of Governors (FLBOG)
- Managed the specialized accreditation survey for the FLBOG and maintained an accreditation timeline
- Assisted in the accreditation of the Morsani College of Medicine by the Liaison Committee on Medical Education (LCME)
- Assisted in the development and implementation of the Physician Assistant Program and its initial accreditation by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)
- Performed data collection and completed various annual reports, such as the Longitudinal Statistical Summary Report, LCME Annual Medical School Questionnaire Part II, and US News and World Report on Medical Schools
- managed compliance with state authorization standards by surveying distance learning programs or programs with externships that identified out-of-state students

University of South Florida Main Library, Tampa, FL

11/2011 – 06/2014

Clerical and Secretarial (OPS)

My position at the University of South Florida Library focused on providing support for the Textbook Affordability Project (TAP):

- Maintained, marketed, and enhanced TAP's website
- Generated website content by writing articles, informational content, and summarizing project reports
- Reviewed and reported on TAP website analytical data
- Produced and disseminated information directly to students and faculty
- Created, implemented, and analyzed surveys
- Participated in library affordability pilots and committees
- Developed tech-fee proposals for continued TAP funding