

Michael J. Kutnak, Ph.D.

400 East Stonewall St., Unit 769, Charlotte, NC 28202

Kutnak@gmail.com (757) 739-4890 (cell)

www.linkedin.com/in/DrMichaelKutnak

Professional Preparation

PhD Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, Virginia 2017

Higher Education

Graduate level course work taken toward the Master of Statistics degree

MS Old Dominion University, Norfolk, Virginia 2010

Occupational and Technical Studies

Community College Teaching Concentration

Subject specialization in Mathematics – 18 graduate level credits

BA The University of Virginia, Charlottesville, Virginia 2004

Foreign Affairs

Minor in Astronomy

Higher Education Related Work Experience

Instructor of Mathematics

August 2019 – present

Queens University of Charlotte

Queens University of Charlotte is an independent, coeducational, private master's university with a total enrollment of 2536 students.

Reported to the Chair of the Mathematics and Physics Department. Responsible for teaching multiple sections of mathematics courses offered at the institution. Planned, created, implemented, and maintained classroom lesson plans. Served on multiple university wide committees.

Selected Achievements

- Exposed students to working business professionals by incorporating guest speakers into the course.
- Redesigned the MAT 125 Mathematical Functions course to include hands on learning and application of mathematical principles.
- Assisted with the review and update of the curriculum for MATH 111 and MATH 112.
- Successfully pivoted two sections of MAT 111, one section of MATH 112, and one section of MATH125 to an online modality during the Spring of 2020.
- Selected as a THRIVE Faculty Mentor for 2020-2021 academic year.

**Interim Director of Student Accessibility Services
Queens University of Charlotte**

July 2020– present

Reported to the Associate Dean for Student Success. Responsible for implementing the interactive accommodations process for all academic and housing related accommodation requests. Advised multiple departments regarding matters of accessibility. Served as a member of the Student Success Team.

Selected Achievements

- Revised the process for student parking accommodations used at Queens.
- Assisted with the review and update of the medical documentation system used at the institution.
- Conducted a review of existing accommodations for technical accuracy
- Worked with over 250 students to implement reasonable accommodations on campus each semester.

Adjunct Faculty

August 2018 – August 2019

Virginia Tech, Blacksburg, Virginia

Virginia Tech is an independent, coeducational research university with an enrollment of 25,791 undergraduates and 5020 graduate students.

Reported to the Chair of the Higher Education Department. Responsible for teaching Higher Education in the U.S. Planned, created, implemented, and maintained classroom lesson plans. Supervised a graduate teaching assistant.

Selected Achievements

- Revised course to focus on marginalized identities and their viewpoints throughout the history of higher education in the United States.
- Exposed students to offices outside of traditional student affairs divisions by incorporating guest speakers and site visits into the course.
- Worked with masters and doctoral students on converting course assignments into peer reviewed publications.

ADA and Accessibility Specialist

August 2013 – August 2019

Virginia Tech, Blacksburg, Virginia

Report to the Director for ADA/504 Compliance. Interpreted and applied the ADA, as amended, and other applicable state and federal regulations related to individuals with disabilities. Worked with multiple employees, supervisors, and human resources partners to implement Virginia Tech's interactive process under Title I of the ADA. Worked with multiple students to implement academic accommodations under Title II of the ADA. Responsible for monitoring compliance with Title II of the ADA on campus and assisting departments and colleges with physical and programmatic access reviews. Assisted with implementation of physical access projects conducted under the ADA Physical Access Budget of \$100 thousand.

Selected Achievements

- Received Virginia Tech's National Distinction Award for faculty members for work done in the field of accessibility and higher education at the national and international level.
- Responsible for creating and implementing institution wide physical access evaluation plan.
- Created and delivered multiple trainings for University faculty and staff related to Title I and Title II of the ADA.
- Created a digital badge program on ADA Compliance for Teaching and Learning.
- Created and applied a research-based methodology for conducting physical and programmatic access field assessments for all campus spaces, programs, and services.
- Successfully built a relationship with Facilities Management and University Planning in order to integrate access issues and concerns into the Campus Master Plan.
- Guest lecturer and consultant for multiple higher education institutions on a variety higher education related accessibility topics.

Graduate Assistant, the Student Success Center Virginia Tech, Blacksburg, Virginia

August 2015 – May 2016

Reported to the Assistant Director for the Student Success Center. Responsible for leading and implementing the Peer Academic Coaching (PAC) program. Responsible for delivering 15+ presentations per semester for the Student Success Center Seminar Series. Responsible for teaching UNIV1004: College Success Skills course in both fall 2015 and spring 2016 semesters.

Selected Achievements

- Created and delivered a new training program for new and returning PACs.
- Served as an individual academic coach for 3-5 students per semester with GPA's lower than 2.0.

Thrive Living Learning Community Academic Director Virginia Tech, Blacksburg, Virginia

August 2014 – May 2015

Reported to the Assistant Director for Living Learning Programs. Responsible for shaping and implementing the academic curriculum for the Thrive Living Learning Program UNIV 1704 course. Worked collaboratively with LLP Graduate Assistant to ensure student intern efforts and upper-classmen leadership was progressing (including undergraduate Peer Mentor program). Worked with Residential Learning Coordinators and Residential Advisers in the community's residence hall. Responsible for a budget of \$15 hundred for community activities.

Selected Achievements

- Responsible for creating community traditions that included: Thrive orientation, monthly meals, monthly community activities, spring semester kick-off, service opportunities, and a spring seminar series.
- Created as Spring Seminar Series for community members and successfully recruited instructors to teach in the program.

- Advised the Thrive Leadership Collective composed of community members and residence life staff.
- Chaired the Thrive Steering Committee.

Thrive Living Learning Community Instructor
Virginia Tech, Blacksburg, Virginia

August 2012 – May 2015

Reported to the Thrive Living Learning Coordinator. Responsible for teaching Student Development UNIV1704 in the fall semester. Planned, created, implemented, and maintained classroom lesson plans.

Selected Achievements

- Advised student committees planning Thrive community events.
- Assisted with the revision of the common core syllabus.

ADA Assistant

July 2012 – August 2013

Virginia Tech, Blacksburg, Virginia

Reported to the University ADA Coordinator & Director of ADA Services. Assisted with multiple staff and faculty accommodation consultations. Assisted with multiple physical access projects. Created and delivered multiple presentations and training programs for campus staff and faculty and local community organizations.

Selected Achievements

- Planned and implemented campus wide events for National Disability Awareness Month.
- Conducted multiple physical access consultations for campus facilities and auxiliaries.
- Completed a sector study of physical access for the Agriculture Quad.

Special Projects Assistant for University Advising
Virginia Tech, Blacksburg, Virginia

December 2011 – June 2012

Reported to the Assistant Director of University Advising and the Director of Assessment. Participated in the fall 2011 assessment of course outcomes, assignments, and assessments.

Selected Achievements

- Revised the final exams for common courses taught by the department.
- Revised multiple assignment rubrics for the common courses.
- Created lessons for the common courses for implementation in an online environment.
- Worked with faculty and staff to implement new lessons and teaching methods.

Graduate Research Assistant, Higher Education Department
Virginia Tech, Blacksburg, Virginia

August 2011 – May 2015

Reported to the Higher Education Department Chair. Assisted Department Chair with research projects related to the impact of the Clery Act within Higher Education.

Assisted Educational Leadership and Policy Department head with a multiphase evaluation of the Higher Education program. Assisted affiliated faculty members in gathering materials for master's and PhD degree authorization requests. Assisted other tenure-track faculty members with research projects. Assisted with maintenance of the departmental website. Assisted with recruitment of new students for the department. Assisted with department orientation for new graduate students. Maintained the Higher Education Department's weekly newsletter.

Selected Achievements

- Prepared multiple types of research surveys for local and national level research projects.
- Analyzed large data sets for critical findings and trends.
- Created reports detailing study findings.
- Co-instructed two graduate level courses with affiliated faculty.

Enrollment Advisor

Virginia June 2010 – August 2011

University of Phoenix, Richmond Campus

The University of Phoenix, Richmond Campus is a campus location for the larger, coeducational, for-profit, online research university system. University wide enrollment totals 142,500 undergraduates and graduate students. The Richmond Campus enrolled approximately 500 students in physical classes and 2500 in online classes.

Reported to the Enrollment Manager. Worked with degree seeking students one-on-one to enroll in Associates level, Bachelors level, and Master's level programs at the University. Assisted students with completion of the FAFSA forms. Assisted students with completion of the university application. Advised students of financial aid and payment options for university courses. Managed a database of 500 + student leads.

Selected Achievements

- Selected by the Director of Enrollment for specialized training in School of Education specific enrollment options, requirements, and policies.
- Implemented accessibility requirements at the Richmond campus graduation ceremony.

Adjunct Faculty Member

August 2008 – May 2010

Piedmont Virginia Community College (PVCC), Charlottesville, Virginia

PVCC is a coeducational, two-year community college and part of the Virginia Community College System. PVCC enrolls 7,595 students in associate's degree programs and college level courses.

Reported to the Coordinator of the First Year Student Development Programs. Responsible for teaching multiple sections of Introduction to Student Development SDV 101 (PVCC's first year experience course) in spring, summer, and fall semesters. Planned, created, implemented, and maintained classroom lesson plans. Substitute professor for members of the mathematics department.

Selected Achievements

- Awarded Teaching and Learning Grant to create, plan, and implement a developmental learning community including BSK 6: Pre-Algebra Mathematics and SDV 101
- Member of multiple college committees and program steering teams for first year experience.
- Revised the common core final exam and course syllabus for entire first year experience program.

Test Proctor

May 2008 – May 2010

PVCC, Charlottesville, Virginia

Reported to the Director of Testing. Managed testing records and files on each student and teacher. Managed incoming and outgoing testing materials to and from off-site locations. Responsible for maintaining a secure testing environment.

Selected Achievements

- Created and delivered multiple workshops on services offered by the Learning, Math, & Writing Center to new student groups and university classes.

Tutor/Academic Coach

August 2007 – May 2010

PVCC, Charlottesville, Virginia

Reported to the Director of the Learning, Math, & Writing Center. Coached students on skills related to time management, scheduling, and school conduct. Tutored students in Writing, English, History, Government, Biology, Astronomy, and Mathematics. Participated in the interview process for new tutors. Acted as a backup manager for the tutoring center. Responsible for the scheduling of 25+ wag employees using a \$15 thousand budget.

Selected Achievements

- Received training from and earned membership in the National Tutor Association.
- Received PVCC's Academic Coach of the Year award for the 2007 academic year.
- Presented and conducted workshops at the regional conference of the College Reading and Learning Association in 2008.

Supplemental Instructor

August 2007 - June 2008

PVCC, Charlottesville, Virginia

Reported to the Director of the Learning, Math, & Writing Center with a dotted line to individual course instructors. Placed in Arithmetic, Pre-algebra, Algebra I, and Elementary Statistics classes. Assisted each professor in preparation, presentation, and review of all classroom material with students. Served a substitute professor for members of the mathematics department.

Selected Achievements

- Created and implemented multiple group projects for students designed to incorporate major classroom themes.

Additional Work Experience

Tutor

March 2010 – June 2011

Huntington Learning Center, Charlottesville, Virginia

Huntington Learning Center of Charlottesville is a branch of the larger Huntington Learning Center Network serving students from grades K-12. The Charlottesville location enrolled 30-40 students throughout the year.

Reported to the Director of Tutoring. Tutored students from K-12th grade in Huntington's core reading and mathematics. Tutored students in one-on-one mathematics subject specific sessions.

Traffic Manager

March 2006 – June 2007

TMO Global Logistics LLC, Charlottesville, Virginia

TMO Global Logistics LLC was a 3rd party logistics firm dealing in multimodal transportation solutions for a variety of commodities.

Reported to the Director of Transportation. Created and implemented inland distribution modules for multiple clients and products. Managed the growth and staff member implementation of rail inland distribution. Managed Transportation Department in absence of Department Chair. Researched and prepared service quotations for new clients. Researched and prepared fuel standards on a monthly basis. Managed inventory levels for multiple clients. Actively recruited new vendors. Handled multiple client accounts worth \$1 million or more.

Selected Achievements

- Successfully reduced shipping and transportation costs by over a \$1 million for a major client's forest products shipment route.
- Negotiated multiple multimillion-dollar multimodal transportation deals for clients such as Stock Building Supply, Lowes, and Home Depot.

Account Manager

July 2004 – March 2006

TMO Global Logistics LLC, Charlottesville, Virginia

Reported to the Director for Sales. Created and implemented inland distribution modules for multiple products and customers. Created and implemented a rail inland distribution module for company wide use. Researched and prepared service quotations for new clients. Managed inventory levels for multiple clients. Managed North American inland distribution of freight for multiple client accounts worth more than \$1 million dollars.

Selected Achievements

- Created and maintained the company website.

- Successfully reduced the warehousing costs by over a \$10 thousand dollars monthly for a major client's forest products storage.

Teaching Experience

Undergraduate Instruction – Queens University of Charlotte

- MAT 111 – 002 Quantitative Business Methods I (Fall, 2019) – Instructor of Record
- MAT 111 – 003 Quantitative Business Methods I (Fall, 2019) – Instructor of Record
- MAT 111 – 005 Quantitative Business Methods I (Fall, 2019) – Instructor of Record
- MAT 112 – 001 Quantitative Business Methods II (Fall, 2019) – Instructor of Record
- MAT 111 – 001 Quantitative Business Methods I (Spring, 2020) – Instructor of Record
- MAT 111 – 002 Quantitative Business Methods I (Spring, 2020) – Instructor of Record
- MAT 112 – 002 Quantitative Business Methods II (Spring, 2020) – Instructor of Record
- MAT 112 – 004 Quantitative Business Methods II (Spring, 2020) – Instructor of Record
- MAT 125 – 001 Mathematical Functions (Spring, 2020) – Instructor of Record
- MAT 131 – 001 Introduction to Statistics for Social Science Majors (Summer, 2020) – Instructor of Record
- MAT 111 – 002 Quantitative Business Methods I (Fall, 2020) – Instructor of Record
- MAT 111 – 003 Quantitative Business Methods I (Fall, 2020) – Instructor of Record
- MAT 111 – 005 Quantitative Business Methods I (Fall, 2020) – Instructor of Record
- MAT 112 – 001 Quantitative Business Methods II (Fall, 2020) – Instructor of Record

Undergraduate Instruction – Virginia Tech

- UNIV 1004 College Success Strategies (Spring, 2016) – Graduate Instructor
- UNIV 1004 College Success Strategies (Fall, 2015) – Graduate Instructor
- UNIV 1704 First Year Seminar (Fall, 2014) – Instructor of Record
- UNIV 1704 First Year Seminar (Fall, 2013) – Instructor of Record
- UNIV 1704 First Year Seminar (Fall, 2012) – Instructor of Record

Undergraduate Instruction – PVCC

- SDV 101-14 Student Development (Spring, 2010) - Instructor of Record
- SDV 101-14 Student Development (Fall, 2009) - Instructor of Record
- SDV 101-27 Student Development (Fall, 2009) - Instructor of Record
- SDV 101-28 Student Development (Fall, 2009) - Instructor of Record
- SDV 101-89 Student Development – Learning Community combined with BSK6 (Fall, 2009) - Instructor of Record
- SDV 101-02 Student Development (Summer, 2009) - Instructor of Record
- SDV 101-06 Student Development (Spring, 2009) - Instructor of Record
- SDV 101-10 Student Development (Fall, 2008) - Instructor of Record
- SDV 101-13 Student Development (Fall, 2008) - Instructor of Record

Graduate Instruction – Virginia Tech

- EDHE 6064 Higher Education in the U.S. (Fall, 2018) – Instructor of Record
- EDHE 6064 Higher Education in the U.S. (Fall, 2013) – Graduate Assistant Co-Instructor

- EDHE 5334 The College Student and the College Environment (Spring, 2014) –
Graduate Assistant Co-Instructor

University Committee Experience

Queens University of Charlotte

- University Student Qualifications Committee 2020-2021
Served as Chair
Appointed by the Faculty Council
- CATO Teacher Education Committee 2020-2021
Mathematics Department Representative
Appointed by the Faculty Council and the Chair of the Mathematics
and Physics Department
- Student Success Team Fall 2020
Appointed by the Associate Dean of Student Success

Search Committee Experience at Queens

- Search committee member for Director of Student Accessibility
Services position 2020
Appointed by the Associate Dean of Student Success

Virginia Tech

- University Commencement Committee 2017 – 2019
Appointed by the Director of ADA and Accessibility Services.
- University Library Accessibility Working Group 2015 – 2019
Appointed by the Director of ADA and Accessibility Services.
- University Vulnerable Populations Working Group 2013 – 2019
Appointed by the Director of ADA and Accessibility Services.
- University Access Committee 2013 – 2019
Appointed by the Director of ADA and Accessibility Services.
- College of Liberal Arts and Human Sciences Diversity Committee 2014 – 2015
Appointed by the Associate Dean of Graduate Studies Research for
the College of Liberal Arts and Human Sciences.
- Thrive Living Learning Community Steering Team 2012 – 2015
Appointed by the Assistant Director for Living Learning Programs

Search Committee Experience at Virginia Tech

- Search committee chair for Case Manager staff position in the Office for Equity
and Accessibility 2019
Appointed by the Assistant Vice President for Office for Equity
and Accessibility
- Search committee chair for ADA Accommodations Specialist AP faculty
position in the Office for Equity and Accessibility 2018 – 2019

- Appointed by the Assistant Vice President for Office for Equity and Accessibility
- Search committee chair for Case Manager staff position in the Office for Equity and Accessibility 2017 – 2018
Appointed by the Assistant Vice President for Office for Equity and Accessibility
- Search committee member for Affirmative Action Specialist staff position in Affirmative Action 2016
Appointed by the Director of Affirmative Action
- Search committee member for Business Manager staff position in Equity and Accessibility 2015
- Appointed by the Interim VP for Human Resources
Search committee member for Disability Services Counselor AP Faculty position in Services for Students with Disabilities 2014
Appointed by the Director of Services for Students with Disabilities.

University of Phoenix

- Graduation Planning Committee 2010
Appointed by the Director of Enrollment

PVCC

- First Year Experience Committee 2008 – 2010
Appointed by the Coordinator of the First Year Student Development Program
- Learning Communities Committee 2009 – 2010
Appointed by the Coordinator of the First Year Student Development Program

Peer Reviewed Journal Articles

- Kutnak, M. J. (2015). Making college unions more inclusive: Conducting an accessibility review. *The Bulletin*, 83(5), 12-18.
- Kutnak, M. J., & Janosik, S. M. (2014). Admissions decisions, the law, and students with disabilities. *College and University*, 90(2), 20.

Invited Book Chapters

- Kutnak, M. & Sullivan, L. (In Press). Creating Inclusivity While Providing Accommodations: A Practical Guide to Champion Individuals with (Dis)abilities on Campus. In S. Schoper & A. French (Eds.), *Creating inclusivity while providing accommodations: A practical guide to champion individuals with (Dis)Abilities on campus*. Washington, DC: ACPA.

- Kutnak, M. & Janosik, S. M. (2018). Students with disabilities. In AACRAO (eds.) *Recruiting and retaining a diverse student body*. Washington, DC: AACRAO.

Peer Reviewed Conference Presentations

Presentations

- Kutnak, M., & Scruggs, S. (March, 2020) Creating and Inclusive Learning Environment: Accessibility for Student Affairs Practitioners. Presentation given at the ACPA College Educators International 2020 International Convention, Nashville, TN.
- Kutnak, M., Schoper, S., & French, A, (March, 2020) Job Searching While Disabled: Ethically Maintaining Authenticity. Presentation given at the ACPA College Educators International 2020 International Convention, Nashville, TN.
- Kutnak, M. (March, 2019) Making Academic Advising Programs More Inclusive: Accessibility and Academic Advising. Presentation given at the ACPA College Educators International 2019 International Convention, Boston, MA.
- Kutnak, M. (March, 2018) Inclusive Events on Campus: What Everyone Needs to Know. Presentation given at the ACPA College Educators International 2018 International Convention, Houston, TX.
- Kutnak, M. & Heffernan, E. (March, 2017) Inclusive Events on Campus: What Everyone Needs to Know. Presentation given at the ACPA College Educators International 2017 International Convention, Columbus, OH.
- Kutnak, M. (March, 2016) Accessible Advising Matters. Presentation given at the Advising Matters Conference, Blacksburg, VA.
- Kutnak, M. (March, 2016) How to Host Accessible Meetings and Events on Campus. Presentation given at the ACPA College Educators International 2016 International Convention, Montreal, Quebec, Canada.
- Kutnak, M. (March, 2015) How to make entire institutions accessible: A systematic evaluation approach. Presentation given at the ACPA College Educators International 2015 International Convention, Tampa, FL.
- Kutnak, M. (March, 2014) Admissions, the law, and students with disabilities. Standing Committee for Disability Sponsored Program at the ACPA College Educators International 2014 International Convention, Indianapolis, IN.
- Robbins, C. K., Camargo, E., Kutnak, M., Umbarger-Wells, S., & Yokley, D. (November, 2013). Negotiating social, professional, and teaching identities: Narratives of pre-tenure faculty. Roundtable presentation at the annual meeting of the Association for the Study of Higher Education, Saint Louis, MO.
- Kutnak, M., Eves, R., Lehrman, D, & Sloan, B. (February 2010). Learning Community Implementation. Presentation given at the Instructional Technology Summit, Weyers Cave, VA.

Posters

- Kutnak, M. (February, 2015). Creating a Master Transition Plan. Poster presentation at the annual Virginia Tech Assessment Showcase, Blacksburg, VA.
- Yokley, D., Camargo, E., Kutnak, M., Umbarger-Wells, S., & Robbins, C. K. (February, 2014). Negotiating social, professional, and teaching identities: Narratives of pre-tenure

faculty. Poster presentation at the annual Conference on Higher Education Pedagogy, Blacksburg, VA.

- Arnold, A., Kutnak, M., Hixon, C., Bumbarger, T, & Burge, P. (February 2013). The Phenomenology Tradition in Qualitative Research: An Introduction and Overview. Poster presentation given at 2013 Annual Eastern Educational Research Association Conference, Sarasota, Florida.

Panel Participant

- Kutnak, M. (March, 2015). Panel Moderator. 25 Years of the American's with Disabilities Act: A Higher Education Prospective. Panel discussion held at the ACPA College Educators International 2015 International Convention, Tampa, FL.

Preconference Workshops

- Taylor, Q., Johnson, M., Kutnak, M., Jordan, T., Noble, R., Oosahwee, S., and Wellman, A. (May 2018). The Undergraduate Student's Guide to Understanding, Navigating, and Being Transformative Leaders within Institutions of Higher Education. Preconference workshop held at the National Conference on Race and Ethnicity in American Higher Education, New Orleans, LA.

Invited Conference Presentations

- Kutnak, M. (February 2017). The Americans with Disabilities Act: What everyone needs to know. Presentation given at the New River Valley Chapter of Society of Human Resource Management meeting, Christiansburg, VA.
- Kutnak, M. (February, 2015). Creating a Master Transition Plan. Presentation given at the Virginia Tech Assessment Showcase, Blacksburg, VA.
- Kutnak, M. & Vickers, P. (November 2014). The Americans with Disabilities Act. Presentation given at the New River Valley Chapter of Society of Human Resource Management meeting, Blacksburg, VA.
- Kutnak, M. (October 2013) Service Animals in the Workplace. Presentation given at Virginia Tech's National Disability Employment Awareness Month Event, Blacksburg, VA.
- Kutnak, M. (October 2012). Universal Design. Presentation given at Virginia Tech's National Disability Awareness Month Campus Event, Blacksburg, VA.
- Kutnak, M. (September, 2012). Universal Design. Presentation given at the 3rd Southeastern Veterinary Student Diversity Matters Symposium, Blacksburg, VA.
- Kutnak, M., Jallow, C., & Sarafin, J. (March, 2008). Tutoring in Multiple Subjects. Presentation given at the College Reading and Learning Association Regional Summit, Charlottesville, VA.

Panel Participant

- Kutnak, M. (July, 2015). Panel Moderator. 25 Years of the American's with Disabilities Act at Virginia Tech. Panel discussion held at the 25th Anniversary of the ADA Event, Blacksburg, VA.

Webinars

- Kutnak, M. & Scruggs, S. (May, 2020) Creating an Inclusive Learning Environment: Accessibility for Student Affairs Practitioners. Presentation given for ACPA College Educators International's ACPA2GO Webinar Series.
- Kutnak, M. (September, 2018) Accessible Academic Support Services. Presentation given for ACPA College Educators International's Commission for Academic Support in Higher Education.
- Kutnak, M. and Buckingham, C. (October, 2017) (Dis)Ability in the Workplace, CareerAbility: Dialoguing on Ability in the Workplace and in Career. Presentation given for the ACPA College Educators International's Coalition for (Dis)Ability and Commission for Career Services.
- Kutnak, M. (December, 2015) How to Host Accessible Meetings and Events. Presentation given for the Association of College Unions International.

Conference Planning

- ACPA 2020 Convention Planning Team Equity & Inclusion Chair, ACPA College Educators International 2020 International Convention, Nashville, Tennessee, March 2020
- Planning Committee Member, Virginia Tech's National Disability Awareness Month Campus Event, Blacksburg, Virginia October 2019
- ACPA 2019 Convention Planning Team Access Chair, ACPA College Educators International 2019 International Convention, Boston, Massachusetts, March 2019
- Planning Committee Member, Virginia Tech's National Disability Awareness Month Campus Event, Blacksburg, Virginia October 2018
- Pre-Conference Organizer, National Conference on Race and Ethnicity in American Higher Education, May 2018
- ACPA 2018 Convention Planning Team Access Chair, ACPA College Educators International 2018 International Convention, Houston, Texas March 2018
- Planning Committee Member, Virginia Tech's National Disability Awareness Month Campus Event, Blacksburg, Virginia October 2017
- ACPA 2017 Convention Planning Team Access Chair, ACPA College Educators International 2017 International Convention, Columbus, Ohio April 2017
- Planning Committee Member, Virginia Tech's National Disability Awareness Month Campus Event, Blacksburg, Virginia October 2016
- Planning Committee Member, Virginia Tech's National Disability Awareness Month Campus Event, Blacksburg, Virginia October 2015
- Planning Committee Member, Virginia Tech's National Disability Awareness Month Campus Event, Blacksburg, Virginia October 2014
- Planning Committee Member, Virginia Tech's National Disability Awareness Month Campus Event, Blacksburg, Virginia October 2013
- Planning Committee Member, Virginia Tech's National Disability Awareness Month Campus Event, Blacksburg, Virginia October 2012
- Planning Committee Member, College Reading and Learning Association Regional Summit, Charlottesville, Virginia March 2008

Grants/Awards

ACPA

- 2018 Disability Leadership Award March 2018

Virginia Tech

- Excellence in Access and Inclusion Award April 2019
- Human Resources SPOT Award August 2018
- Faculty National Distinction Award, \$5000 November 2017
- Don G. Creamer Research Award Recipient, \$1000 October 2016

PVCC

- Teaching/Learning Grant Recipient, \$1000 August 2009
- PVCC Academic Coach of the Year May 2007

Professional Association Memberships

- ACPA College Educators International, 2011-present
 - Co-Chair for Presidential Accessibility Taskforce 2020-2021
 - Equity & Inclusion Chair for 2020 Convention
 - Access Chair for 2017, 2018, & 2019 Conventions
 - Coalition for (Dis)Ability (ACPA subcommittee) March 2012 - present
 - Budget & Fund-Raising Chair, March 2015 – present
 - Chair, March 2013 – March 2015
 - Research committee member March 2012 – March 2013
- MENSA, 2006 - Present
- Association for the Study of Higher Education (ASHE), 2013-2014
- National Tutoring Association (NTA) 2007-2010

Student Organization Advisory Experience

Queens University of Charlotte

- Faculty Mentor, Thrive Institute 2020 – present

Virginia Tech

- Faculty Advisor, Thrive Leadership Collective 2012 – 2015

PVCC

- Faculty Advisor, LGBTQ Club 2009 – 2010

- Faculty Advisor, Horticulture Club 2009 – 2010

University of Virginia

- Advisor, Alpha Phi Omega, Theta Chapter 2007 – 2010

Technical Skills

Higher Education Software Platforms:

- Canvas
- Scholar
- Blackboard
- SPSS
- LaTeX
- MS Office Products (Word, Excel, PowerPoint, Outlook)
- Banner
- Peoplesoft
- WebEx
- MyCourses
- Zoom
- RingCentral