

# CARLOTA TOLEDO

Nova Southeastern University  
Shepard Broad College of Law  
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## EDUCATION

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### **University of Houston Health Law Center, attended fall 2005**

Health Law & Policy Institute, Health Law LLM program

### **DePaul University College of Law, JD 2005**

Health Law Certificate, Health Law Institute, CALI Award for Legal Drafting

### **University of Chicago, BA 2000**

Sociology, Thesis: The Hispanic Experience at University of Chicago

## PROFESSIONAL EXPERIENCE

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### **Nova Southeastern University Shepard College of Law, Davie, FL**

#### **06/22 – Present *Professor of Practice – Academic Success & Professionalism***

- Teach and develop content Legal Skills and Professionalism I and II to help students self-assess and acquire the essential legal skills that make up the pillars of the Academic Success and Professionalism (ASP) program: critical reading, logical reasoning, and professional identity formation
- Teach courses and workshops which focus on academic development and bar preparation, enhances students' ability to outperform their statistical predictors on high stakes examinations such as the bar exam
- Provide regular, meaningful feedback to students on the core skills, competencies, and learning outcomes required for students and alumni to excel
- Assist with design and implementation of programming and instructional segments to prepare law students for success in law school, pass the bar exam, and the practice of law
- Create and manage academic support programming and advising services for first-year law students
- Serve as a Coach in the Florida Bar Auxiliary Program (FBAP) to mentor and advise recent graduates throughout their preparation for the Florida Bar Exam, Uniform Bar Exam (UBE), and other states' licensure exams with special emphasis on multiple-choice exam techniques and essay writing practice
- Coordinate and create structures for the integration of law school and community-wide resources to facilitate the delivery and development of bar exam preparation across the J.D. degree program curriculum
- Conducts research in appropriate, related areas, including analysis of data relating to bar passage and academic performance among students
- Serve as the primary academic advising liaison for assigned cohorts of first-year law students through individual and group advising meetings
- Provide curricular advising as per academic policies and in preparation for the bar examination
- Provide academic advising and extracurricular and personal counseling to law students and help them achieve academic progress
- Train and supervise graders when needed
- Maintain and update online learning support center websites on an ongoing basis
- Coordinate and establish online course learning management (Canvas) and teaching support platforms
- Identify and collaborate with faculty interested in assessing, improving, and critiquing student skills development
- Coordinate with Student Affairs to monitor and assist students with academic difficulties
- Collaborate with administration, faculty, staff, and students to promote law student professional and academic development

**Kaplan, Boston, MA**

**05/19 – 06/22 Tutor**

- Collaborate with internal and external stakeholders to deliver bar examination prep and/or other educational content tailored to student needs for various states and the Uniform Bar Exam (UBE)
- Prepare future attorneys for this rigorous exam using tutoring methods and a carefully curated curriculum to fully immerse students in the language of the bar examination
- Support students both in and out of tutoring sessions, enabling them to solve problems with critical thinking across the legal curriculum
- Assist students with learning methods based on their learning styles, share learning resources, assess student needs, answer inquiries, identify weak areas, and monitor student performance
- Use assessment data to close the success gap for underperforming and underrepresented students
- Communicate effectively with law school faculty and administration via weekly tutoring reports regarding assigned students
- Connected with students remotely and used online platforms to deliver tutoring services

**Indiana University School of Medicine (IUSM), Indianapolis, IN**

**08/15 – 12/16 Lead Advisor, Academic Advising**

- Serve as the primary academic advising liaison for a cohort of MS1-MS4 students through individual and group advising meetings
- Responsible for design, development, and operation of IUSM academic advising programs
- Provide academic advising focused on supporting the career, personal, and academic development of undergraduate medical students
- Responsible for composing draft Medical Student Performance Evaluations (MSPE) for MS4s with final review and approval by career services dean
- Guide MS4s through the National Residency Match Program (NRMP) process and official NRMP online application and information portals as well as mobile applications
- Advise MS4s and provide information regarding required residency application documents including personal statement, student questionnaire, and MSPE via cohort workshops, one-on-one advisement, and email communications.
- Assist students through barriers to student academic progress
- Develop advising materials for undergraduate medical students
- Responsible for developing strategies to enhance undergraduate medical student advising
- Provide academic advising and extracurricular and personal counseling to undergraduate medical students
- Assist undergraduate medical students achieve academic progress
- Develop academic intervention and remediation strategies for at-risk students
- Establish a system to identify resources and issue student referrals for academic support
- Provide curricular advising as per academic policies
- Provide academic support and test preparation resources for institutional and national high-stake standardized examinations
- Propose policy and procedural changes for academic and student affairs policies, particularly those involving student retention and degree attainment
- Collaborate with administration, faculty, staff, and students to promote professional and academic development
- Establish collaborative relationships with faculty, senior administration, and staff by providing expert advice on student affairs and academic support matters
- Conduct complex meetings with faculty, senior staff, and student representatives
- Collaborate with colleagues to co-sponsor student wellness and outreach events

**Indiana University Robert H. McKinney School of Law, Indianapolis, IN**

**01/10 – 08/15 Associate Director, Student Affairs**

- Responsible for creating and managing academic support programming and advising services
- Responsible for creating and teaching for-credit bar preparation courses (Legal Analysis and Drafting Skills: Multistate Performance Test and Legal Analysis and Drafting Skills: Essays)
- Develop academic support workshops for law students from Orientation to bar preparation
- Responsible for coordinating academic intervention, referral, and retention programs
- Provide academic advising and extracurricular and personal counseling to law students and help them achieve academic progress
- Provide curricular advising as per academic policies and in preparation for the bar examination
- Provide suggestions and recommendations for academic and student affairs policies
- Collaborate with faculty, staff, and students to promote professional and academic development
- Establish collaborative relationships with faculty, senior administration, and staff by providing expert advice on student affairs and academic support matters
- Conduct complex meetings with faculty, senior staff, and student representatives
- Staff advisor and administrator for the Dean's Tutorial Society (DTS) peer mentoring program
- Collaborate with faculty and administration to assist Legal Process and ICLEO student populations
- Collaborate with Adaptive Educational Services and serve as the law school liaison for ADA services
- Exam administration: ADA accommodations, manage communications with faculty, student training sessions, proctor hiring and training
- Academic committees: Student Affairs, Readmissions, Program Review and Assessment, Scholarships
- Student Awards: Best Administrator – White Cane Award (2011, 2012, and 2013)
- Collaborate with student organizations to offer academic support programming for law students (Black Law Student Association, Phi Alpha Delta, Student Bar Association, Women's Caucus)
- Create and coordinate annual "Halloween Trick-or-Treat at the Law School" event
- Collaborate with colleagues to co-sponsor faculty/staff events

**Michigan State University College of Law, East Lansing, MI**

**9/06 – 01/10 Associate Director, Student Affairs**

- Provided one-on-one tutoring for at-risk and law students on academic probation
- Collaborated with the Associate Dean to provide academic support workshops to first year students and group advising sessions for students on academic probation
- Implemented and coordinated bar exam preparation programs and services, including a series of bar prep workshops for graduating students and an essay writing workshop during bar review
- Developed and maintained bar exam preparation online resources
- Taught workshops on bar exam topics focusing on skills development
- Provided academic advising and student counseling to law students
- Implemented academic advising workshops for 2L and 3L law students
- Provided suggestions and recommendations for student affairs process improvements
- Coordinated first publication and conducted annual edits of the Student Handbook
- Coordinated first publication and conducted annual edits of Student Organization Handbook
- Responsible for advising over 50 student organizations, including the Student Bar Association on matters ranging from event planning to financial administration
- Established financial oversight and reimbursement policies and procedures for student organizations
- Created, implemented, and coordinated annual student leader trainings
- Coordinated student leader meetings and workshops throughout the year

- Created and maintained TWEN courses for academic support and student organization resources

**DePaul University, Chicago, IL**

**10/03 - 05/05 *Executive Secretary, Office of Academic Affairs***

- Collaborated with the Associate Vice-President (AVP) of Faculty Development on academic and financial projects relating to internal university grants
- Coordinated internal grants for the following faculty councils: University Research Council, Quality Instruction Council, Public Service Council and Vincent DePaul Professorship program
- Addressed and managed complex AVP and faculty council issues
- Researched and produced written products for senior faculty and executive administrators
- Responsible for increased grant productivity and faculty satisfaction

**08/02 -10/03 *Law Clerk, Office of the General Counsel***

- Drafted correspondence including legal memoranda, contract reviews, executive summaries and monthly activities reports for General Counsel and high-level university executives
- Conducted legal research on institutional compliance issues including FERPA, HIPAA, Sarbanes-Oxley, and state law compliance
- Conducted complex meetings with various university constituencies
- Established procedures for submission and timely review of university contracts
- Created and implemented new procedures for ensuring HIPAA compliance and standard procedures for all operating groups within the Office of the General Counsel, resulting in more effective communications with other departments

**RECENT PRESENTATIONS**

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“Shattering the Magic Mirror: Promoting Student Resilience,” Co-presenter (with Charlotte Taylor), Association of Academic Support Educators national conference, Texas A&M School of Law, May 25, 2017.

“Assessment in Academic Support and Bar Prep Programs with Practical Applications,” Co-presenter (with Peg McCann and Michelle Buck), Association of Academic Support Educators national conference, John Marshall Law School, May 28, 2015.

“Self-Efficacy 201: Non-Academic Assessment and Case Management”, Indiana Academic Advising Network annual conference, Ivy Tech Community College, June 28, 2013.

“Helping Students Learn the Way They Learn Best,” Co-presenter (with Charlotte Taylor), Association of Academic Support Educators national conference, University of Nevada Las Vegas William S. Boys School of Law, May 30, 2013.

**RESEARCH & TEACHING INTERESTS**

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Research interests: Academic Support, Academic Advising, Assessment

Courses taught: Legal Analysis and Drafting Skills (Essay and Multistate Performance Test)

**STRENGTHS**

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Fluent in Spanish. Proficient in Brazilian Portuguese. Promotes diverse and inclusive community-building. Creative, resourceful, and analytical problem solver. Outstanding interpersonal and communications skills. Strong coalition and relationship building skills. Enthusiastic and effective in promoting team effort.

**BAR ADMISSION**

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**State of Illinois**, November 2006-present

## **PROFESSIONAL MEMBERSHIPS**

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Member, Association of Academic Support Educators (AASE), 2012-present.

- Assisted with founding of this national organization for law school academic support professionals
- Hosted the second annual AASE national conference, May 29-June 1, 2014
- Served on the executive board as host school liaison, 2014-15
- Member of the Assessment and Bar Exam Advocacy committees

Member of the Academic Support Section and Bar Passage Committee, American Association of Law Schools (AALS), 2010-present

- Worked with faculty and academic support professionals nationally to draft memo addressing ABA Standard 301-6
- Advocated for bar passage issues and concerns before the American Bar Association
- Developed strong network with academic support faculty and professionals working on bar passage issues faced by ABA-accredited law schools

Member, NSU Learning and Educational Center (LEC) Advisory Council

- Participate as representative and communication liaison for the College of Law
- Collaborate with Nova Southeastern University (NSU) faculty, faculty development professionals, educational technologists, instructional designers, and affiliate members in university support service areas such as OITT, Library, and Human Resources
- Support academic units in their goals toward pre-eminence
- Ensure representation and collaboration with all NSU colleges and programs
- Offer perspective and insight into the development needs of NSU faculty
- Help facilitate faculty professional development resources that focus on effective student-centered teaching principles and practices, innovative course and curriculum design, supportive faculty mentoring and intercultural competency
- Promote quality continuous improvement of teaching and student learning
- Participate actively in an innovative pedagogical hub where faculty from diverse disciplines can connect and learn from one another while promoting a culture of excellent which enhances student learning
- Help promote, support, and celebrate quality and excellent in teaching
- Help encourage, enhance, foster, and reward the scholarship of teaching and learning

Member, National Academic Advising Association (NACADA), 2006-present.

- Participated in national and webinars sponsored by NACADA on academic advising
- Participated in IUPUI chapter of NACADA meetings and conferences
- Attended NACADA national and regional conferences

Member of the Academic Support Network, Law School Admissions Council (LSAC), 2010-2016

- Participated in academic support national and regional conferences sponsored by LSAC on academic support and teaching pedagogy topics
- Participated in bar prep conferences and workshops sponsored by LSAC and ABA
- Developed and maintained strong network with academic support faculty and professionals across the country