

## ***Regis M. Gilman, Ed.D.***

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### **FORMAL EDUCATION**

**APPALACHIAN STATE UNIVERSITY**, Boone, NC (post-doctoral)

*MA Educational Media: Instructional Technology – Specialist - Computers General - May 2006*  
*18 hour concentration in College of Business CIS/MIS graduate coursework*

**THE UNIVERSITY OF KANSAS**, Lawrence, KS

*Doctor of Education: Educational Policy & Leadership/ Higher Education - May 1997*

Dissertation: *“Why Age 25? ...Should Age be the determining factor in identifying non-traditional students’ needs? A Study of Commuter Students at a Midwestern University.”* ©

**DRAKE UNIVERSITY**, Des Moines, IA

*Master of Science: Adult Education - December 1986*

**NORTHWEST MISSOURI STATE UNIVERSITY**, Maryville, MO

*Bachelor of Science in Education - May 1975*

### **TEACHER LICENSURE**

North Carolina – Elementary Education

North Carolina – Middle Grades Education: Language Arts, Social Studies

Missouri – Elementary Education – K-8 (Lifetime)

Iowa – Community College Instructor – Endorsement 72

Appalachian State University – Affiliate Undergraduate and Graduate Faculty Status 2004-06

Western Carolina University – Affiliate Undergraduate and Graduate Faculty Status 2008-2011

### **COLLEGE TEACHING**

Western Carolina University - Ed Leadership & Foundations – Educational Organizations – Kingston, Jamaica Fall 2008.

Western Carolina University – Computers in Education - Summer 2008

Western Carolina University – University Experience 501 – Summer 2007, FA 07, SP 08, SU 08, FA 08, SP 09

Appalachian State University – Assistant Professor (tenure track) Fall 2006 – Leadership & Educational Studies:

Masters in Ed Media – Instructional Technology: Computers in Educational Settings, Internships.

Appalachian State University “CI 3850 - Media, Instruction & Technology” Spring, 2006, Fall 2006

Lenoir-Rhyne College “LR-FX: Freshman Experience” Fall 2001, Fall 2002

Lenoir-Rhyne College “CSC 110: Technology in Support of Research” Fall 2001, Spring 2002, Summer 2002,

Fall 2002 (all utilized blackboard.com platform)

Drake University Graduate School of Education “Introduction to Adult Education” Fall, 1988

### **PROFESSIONAL EMPLOYMENT**

**WESTERN CAROLINA UNIVERSITY, Cullowhee, NC January 2007 to Present**

**Associate Dean – Educational Outreach** - Responsible for the operations management of distance, summer and international programs; provides oversight of the integration of services and support across program units and between various units of the university and off-campus sites. Works with the dean in the development and implementation of the division’s strategic plan and policy development; works with university department heads and program directors in developing and maintaining distance learning programs; coordinates and manages summer distance learning programs to include the Online Bridge (liberal arts courses), works to develop policies and procedures in support of effective distance-learning operations and integration with university systems; serves as divisional liaison with the Coulter Faculty Center for Excellence in Teaching and Learning; works closely with the director for Enrollment Management for Distance and Graduate Studies to support recruitment and retention; develops and maintains distance learning; supervises the director of Student Services, directors of Regional Outreach; Regional Coordinators and program assistant; as well as ‘other duties’ as directed by the Dean, Educational Outreach.

**APPALACHIAN STATE UNIVERSITY, Boone, NC February 2003 to December 31, 2006**

**Assistant Professor** – Ed Media - Instructional Technology in the Leadership & Educational Studies Dept. Fall 2006. Full-time tenure track appointment. Courses taught: FDN 5220 – Computers in Educational Settings, FDN 5900 Internship (two sections).

**Project Director** Responsibilities included oversight of the design and implementation of the post-baccalaureate licensure **Appalachian Transition to Teaching Program**, a \$1.6 million US Department of Education grant (2002-2007); chairing Steering and Advisory Councils; development and monitoring of marketing and recruitment plans; processing of licensure evaluations; participant applications and the establishment of cohorts using distance education and **off-campus Appalachian Learning Alliance** (community colleges); liaison with the Reich College of Education, Appalachian Office of Extension and Distance Learning, participating school districts, and community colleges; the establishment of management systems to collect and evaluate data on ATTP candidates; the general fiscal responsibility for grant funds; and the supervision and evaluation of ATTP academic/field experience coordinator. Served in lieu of external evaluator Years 1, 2, and 4. ARMS grant writing committee – Spring 2004, Appalachian Regional Math and Science Partnership grant. RCOE investigative project committee – ILT Warranty. HOUSSE Evaluator; TPAI-R; Mentoring for Powerful Teaching -Teacher Induction Module: Analyzing Student Work; Action Learning Leaders Workshop are examples of professional continuing education completed. US Dept of Education – 2004 and 2006 US Dept of Education – Office of Innovation and Improvement - Transition to Teaching Grant Competition **Grant Reviewer**

**LENOIR-RHYNE COLLEGE, Hickory, NC November 1999 to December 31, 2002**

*Associate Dean for Academic Affairs position eliminated effective December 31, 2002 per College budgetary constraints.*

**\*\* Associate Dean for Academic Affairs**

Title changed from Associate Academic Dean – Special Programs, January 2001

**\*\* Associate Academic Dean – Special Programs.** The appointment of the Associate Academic Dean for Special Programs is made by the President of the College in consultation with the Vice President and Dean of Academic Affairs. The Associate Dean is directly responsible to the Vice President and Dean of Academic Affairs. Title Changed to Associate Dean for Academic Affairs January 2001.

**CONTINUING EDUCATION** responsibilities and accomplishments included:

- Developed relationships with the area education, business, industry and government bodies to assess local needs and to cooperatively develop appropriate responses
- Served as liaison to area human resource directors; represented the College on city/county committees;
- Developed recruitment and retention strategies to attract visiting/non-degree seeking students in undergraduate, post-baccalaureate and graduate course offerings;
- Oversight of the Teacher Licensure Program to ensure proper admissions and entry into the institution for post-baccalaureate students pursuing initial, add-on and lateral entry North Carolina Teacher Licensure; Development, promotion, publicity and coordination of varied non-credit/ professional development activities at the College, supervision of records and maintenance of files re: accrediting standards.
- Financial support for the development and expansion of on-line and asynchronous learning modalities;
- Non-credit/professional development initiatives focused on
  - ◆ Staff development opportunities for in-service teachers and counselors during summer enrollment windows;
  - ◆ MBA Foundation Series of Executive Business Seminars allowed non-business/liberal arts graduates to acquire requisite foundations in Accounting I, II, Finance, Management, Marketing and CIS prior to admission to L-R MBA program.
  - ◆ Crisis Intervention Stress Management workshops for counseling professionals and graduate counseling students;
  - ◆ Art Preservation programs in cooperation with a local Art foundation;
  - ◆ Continuing education for the church (ELCA);
  - ◆ Computer workshops through Computer Services;
  - ◆ Community enrollment in academic courses for ceu credit, i.e. Visiting Writers series, etc.

Lenoir-Rhyne Graduate School continued:

- LR Representative to the Hickory Metropolitan Higher Education Center: Served on the initial investigative Task Force, the Steering Committee, the Needs Assessment Advisory Committee, and the Board of Directors for the HMHEC, and in the process, developed/recommended roles/responsibilities for advisory council, chaired the search committee for the Executive Director. This Center is a collaborative initiative of three distinctive institutions; Lenoir-Rhyne College, Appalachian State University and the Catawba Valley Community College.

**GRADUATE SCHOOL** responsibilities and accomplishments included:

- The publicity and promotion of graduate studies;
- Staff support for the Graduate Studies Council and Student Support Programs;
- Recruitment of **international graduate students**;
- Implementation of policies, including admission standards and graduation requirements established by the Graduate Studies Council and faculty.
- Coordinating the development and publication of all class schedules
- Maintaining graduate student records to assure all advanced-degree candidates of clear understanding of their status and progress toward fulfillment of degree requirements;
- Credential review and recommendations for faculty appointments
- Supervising a graduate faculty sufficient in number and quality to assure program quality;
- Developing adequate print and non-print marketing efforts to support a graduate-level program;
- Developing assessment and evaluation instruments leading to periodic reports of all programs and recommendations for the future.
- Development of the new post-baccalaureate certificate programs.
  - ◆ NC Teach, Christian Counseling, Art Therapy, Sacred Music, Youth/Family Ministry and three twelve-hour tracks in the MBA program.

**EVENING COLLEGE** responsibilities and accomplishments included:

- Direction of the Evening College Program
- Chairing the Evening College **Coordinating Task Force**
- Review of policies and procedures relative to the Evening College operations including marketing, admissions, scheduling, staffing, advising,
- **Development of potential new Evening College majors.**
- Recommendations on policies bearing on fees and tuition for Evening College courses/programs;
- Oversight and recommendations toward the establishment of guidelines for the administration of funds for tuition remission, use of facilities for instructional purposes, and other considerations; staffing of Evening College courses and the use of college facilities.
- Close association with the Director of Admissions, the Registrar, the Vice President and Dean of Academic Affairs and appropriate Department Chairpersons to determine transfer credit and program course requirements;
- Coordinating publicity and promotion of the Evening College programs;
- Development of **assessment and evaluation** instruments leading to periodic reports of all programs and recommendations for the future program/degree initiatives.
- Initiated discussions relating to **expanding adult/returning student access** to academic programs beyond the Evening College model to offer lower cost/similar opportunities to part-time adult students enrolling during the day.
- Opened the Evening/Graduate student office Summer 2002 to provide increased visibility, access and service to evening/graduate students.

**SUMMER SESSION** responsibilities and accomplishments included:

- Direction and development of **curriculum in consultation w Department Chairpersons** to serve and **meet the needs** of the community and interested constituencies;
- **Engagement** of the faculty necessary to carry out the Summer Session offerings;
- **Assistance to faculty** and other college staff in developing special summer offerings such as **workshops and institutes**;
- Coordination of the use of college facilities to accommodate the Summer Session Program;
- **Publicity and promotion** of the Summer School Programs;
- **Development of accelerated graduate courses (institutes)**
- **Oversight of the Summer Youth Enrichment programs for students K-8;**

*Lenoir-Rhyne Summer School continued:*

- Preparation of appropriate **statistical reports indicating the status** of the Summer Session Program;
- **Compilation and analysis of summer enrollment revenue data;**
- Developing **assessment and evaluation instruments** leading to periodic reports of all programs and recommendations for the future initiatives.

**MISSOURI STATE UNIVERSITY**, (formerly Southwest Missouri State University) Springfield, MO September 1990 to October 1999

**\*\* Director of Academic Services and the Evening College**, College of Continuing Education and the Extended University. July 1998-October 1999. This represented a change in title only. Responsibilities were identical to the following: **\*\* Director Evening College**, also serving as **\*\* Adult Services Coordinator**, College of Continuing Education and the Extended University. July 1995-July 1998. Responsibilities and accomplishments included: administration of the Evening College including **budget and personnel administration** and **essential student services specifically for prospective adult students (including international)** returning to college as either full-time, part-time, or evening students. Significant involvement in on-going **strategic planning** for College. Worked closely with the Dean to provide **leadership to other divisions**. Responsibilities encompassed four major areas: administrative responsibilities related to a variety of University services for adults including **Evening College services; academic services** for adult students regardless of time/place of enrollment; educational counseling and **advisement services** for on-campus, off-campus and SMSU on-line students; **promotion of university programs and recruitment of nontraditional and graduate students**, and development of special seminars and programs to encourage the retention of and educational success of adult/non-traditional students. **Oversight of scholastic actions and appeals** for the College; Coordinated several scholarship programs and a scholarship information area for Adult/Re-entry students. Presented available **educational opportunities** to area employers, libraries, service or professional organizations, and community/ junior colleges, and assisted with on-site registration with **businesses and industry**. Established and maintained lines of communication with colleges and academic departments to provide **faculty development workshops/information** related to multi-age classroom issues, student motivation, and alternative delivery systems; Provided **financial support to academic departments** to allow increased offerings of departmental courses during evening hours. Annual revenue stream (approx. **\$500,000. net**) **supported University initiatives** and the expansion of Continuing Education and Outreach programs through expansion of distance learning/mediated instruction. Supervised professional, clerical support staff and student assistants. Title changed to Director of Academic Services and the Evening College July 1, 1998.

**\*\* Adult Services Coordinator**, College of Continuing Education and the Extended University. September 1990 to July 1995. Responsibilities and accomplishments included providing essential student services specifically for prospective adult students: **advising prospective adult students** regarding University admission requirements, available academic programs, financial aid, student housing, student organizations and activities; represented the University to prospective “non-traditional” student populations and presented information on available educational opportunities to area employers, libraries, service and professional businesses and industries and assisted with the development of publications used for the **recruitment and retention of adult students**; developed and **implemented orientation programs** including annual review of program content, **organizing and supervising student and staff support**, coordination of program presenters, evaluation strategies and subsequent program revisions. Involved in **assessment of campus-wide services available to adult students** through focus groups, student feedback, literature reviews and University committee assignments. Developed student and campus activities of special interest to adult students by sharing assessment results with the Office of Student Life and Development and other campus organizations, recommending other viable alternative activities or programs and cooperating with sponsoring organizations or offices in presenting selected programs to the adult student community. Promoted to Director of Evening College, July 1, 1995.

**INDIANA UNIVERSITY (IUPUI campus)**, Indianapolis, IN- January 1989 to July 1990

**\*\* Counselor - Adult Education Coordinating Center**, School of Continuing Studies. Half-time position. Responsibilities and accomplishments included: identifying student needs/interests and counseling prospective students on available programs, courses and admission criteria at IUPUI; advising/counseling students on **academic/career objectives**; the review and **evaluation of academic records**; determining admission for adult non-degree and graduate non-degree students; **servicing as liaison to advisor/student service providers in other schools/divisions** to obtain course information; participating in the **development of policies and procedures** for the office and assisting the director in special projects;

recruiting, training, and scheduling peer counselors for the Center. Resigned to relocate with husband to Southwest Missouri State University, Springfield, MO.

**DRAKE UNIVERSITY**, Des Moines, IA - June 1, 1988 to November 1988

**\*\* Assistant Director of Admissions - Adult Student Enrollment Center.** Responsibilities and accomplishments included assuming the coordination of in-house services to prospective and currently enrolled adult students, i.e., comprehensive program and degree information, registration procedures, admissions processing, financial aid information, evaluation of procedures and follow-up; assisting in the design and implementation of adult student orientation and specialized support services; assisting in the **development and implementation of marketing and recruitment strategies**; maintaining a close working relationship with University departments and programs to best represent offerings to prospective students; providing information and registration services to prospective and currently enrolled students; providing **transcript evaluations; administering and interpreting career assessments for career and educational decision-making**; representing the University at various outreach forums to attract adult students and participating in strategic planning and evaluation efforts. (The Adult Student Enrollment Center was created June 1, 1988.) Resigned following marriage. Relocation to Indianapolis, IN.

**THE UNIVERSITY OF KANSAS**, Lawrence, KS - July 1987 to May 1988

**\*\* Coordinator of Field Experiences**, School of Education. Three-quarter-time graduate assistant position. Responsible for the **coordination and scheduling of all undergraduate teacher education field experiences**, as well as fifth year **student teaching and internship assignments**. Worked closely with university faculty, and **school districts to facilitate placements**. The Office of Field Experiences scheduled 6,000 observations annually. Completed one-year full-time required doctoral residency. Returned to Drake University at completion of one-year leave of absence. Fall 1988, provided consultation services to School of Education to facilitate the transition from a graduate assistantship to a full-time salaried position.

**DRAKE UNIVERSITY**, Des Moines, IA - November 1981 - June 1987

**\*\* Director – Drake University MetroCenter**, June 1986 to June 1987. Recruited adult students within central Iowa's business and industry sectors. Facilitated cooperation and coordination of efforts between employers and academic personnel. **Initiated, identified and introduced program or service innovations to downtown professionals. Established appropriate management information systems for comprehensive operational usage.** Serviced as Acting Director for three months preceding permanent responsibilities. Accepted leave of absence to complete required one-year full-time doctoral residency at the University of Kansas.

**\*\* Director of Adult Learning Services - Drake University MetroCenter:** Managed and facilitated academic aspects of the MetroCenter including registration for credit and non-credit courses. **Coordinated efforts between the University and the College for Continuing Education in addressing needs of adult learners.** Extended information regarding admissions, financial aid and university services to undergraduate, graduate and law students. Promoted to Director – Drake University MetroCenter.

**\*\* Advisor for Adult Students, Assistant Director of Admissions:** Counseled adults in admissions-related areas. Visited Iowa **community colleges** and central Iowa **business and industry** locations. **Administered President's Scholarship for Outstanding Iowa Community College Transfer Students.** Evaluated transcripts of both prospective and admitted transfer students. **Educational Consultant in the Division of Women's Programs. Developed and administered the Deferred Tuition Program for Displaced Workers.** Increased the volume of community college transfer applicants and enrollees despite economic constraints. Performed these duties concurrently with responsibilities as Director of Adult Learning Services.

**\*\* Assistant Director of Admissions:** Organized three-member Transfer Team designed to assist in recruiting two and four year students, subsequently **increasing number of applicants from Iowa community colleges and other institutions.** Reviewed credentials and determined admissibility. Performed preliminary and final official transcript evaluations. Assisted with **international transcript evaluations.** Administered the re-enrollment process for returning students. Recruited and interviewed high school students within self-managed territory. Organized large group visits to campus and **coordinated special events.** Researched **admissions statistics and provided credentialing data** to other university offices. Promoted to Advisor for Adult Students, Assistant Director of Admissions.

**\*\* Admissions Counselor:** Reviewed credentials and determined admissibility of routine high school students with responsibility for recruitment within self-managed territory. Maintained, updated college/university resource library. Focused on the **recruitment of adult/transfer students** and the requisite admission actions and counseling. Promoted to Assistant Director of Admissions.

**PERSONNEL INCORPORATED**, Des Moines, IA - March 1981 to November 1981

**\*\* Acting Manager - Temporary Personnel:** Recruited, interviewed, tested, evaluated and employed candidates, placing qualified temporaries in various job assignments. Maintained contact with employers for new placements and follow-ups. Marketed services to potential clients and composed advertising materials. Supervised over 100 temporary employees. Resigned to accept position at Drake University.

**WILLIAM WOODS COLLEGE**, Fulton, MO - March 1977 to November 1980

**\*\* Regional Director of Admissions:** Managed regional office encompassing Iowa, Minnesota, Nebraska, North and South Dakota. Scheduled high school visits and conducted home interviews. Conducted presentations to counselors, alumnae, parents and candidates. Increased regional enrollment 100+ percent each year. Resigned with birth of first child.

**GRAND VIEW COLLEGE**, Des Moines, IA - June 1975 to March 1977

**\*\* Admissions Counselor:** Recruited high school students and provided pre-admission counseling. Composed monthly newsletters, evaluated ACT/SAT test results and offered curriculum information. Compiled statistical data regarding matriculation and cancellation. Authorized GSL and BEOG awards. Conducted financial aid seminars at area high schools. Compiled final exam schedules and room assignments. Increased enrollment 73% in twenty-one months. Resigned to accept position at William Woods College.

## PUBLICATIONS

- Gilman, R.M., Tashner, J.H., Riedl, R.E., Bronack, S.C., Cheney, A.L., Sanders, R.L., Angel, R.B., 2008. Teaching IT through Learning Communities in a 3D Immersive World – The Evolution of Online Instruction. In S. Negash (Ed.), *The Handbook of Distance Learning for Real-Time and Asynchronous Information Technology Education*, Idea Group Inc., Hershey, PA, [www.idea-group.com](http://www.idea-group.com), publisher of the Idea Group Publishing, Information Science Publishing, IRM Press, CyberTech Publishing and Idea Group Reference imprints.
- Tashner, J.H., Riedl, R.E., Bronack, S.C., Gilman, R.M., Cheney, A.L., Sanders, R.L., (2007) "*Learning Communities in 3D Immersive Worlds: Evolving Online Instruction.*" Proceedings of the Hawaii International Conference on Education. Honolulu, HI, January, 2007 Peer reviewed.
- Gilman, R.M., Tashner, J.H., Riedl, R.E., Bronack, S.C., Cheney, A.L., (April 2007) "*Crossing Continents: Bringing teachers and learners together through a 3D Immersive World.*" TechLEARNING. Peer Reviewed <http://techlearning.com/story/showArticle.php?articleID=196604336> .
- Sanders, R., Bronack, S., Cheney, A., Tashner, J., Riedl, R., Gilman, R.M., (2007, February) "*Education in the Zone: Dynamic Learning Communities in a 3D Virtual World.*" Paper presented to IADIS International Conference Web Based Communities Salamanca, Spain 2007. (peer reviewed)

## PROFESSIONAL PRESENTATIONS

- "Online Learners – Who they are, what they need, how they learn, how we teach ..." Paper accepted to ACHE Annual Conference & Meeting – Philadelphia, PA. Regis M Gilman, Robert Crow. November, 2009
- "Assessing Needs and Building Bridges: Developing Community Relationships through a Comprehensive Needs Assessment Project" Paper presented to SACS-COC Annual Conference & Meeting – San Antonio, TX. Patricia A. Brown, Regis M Gilman, Melissa Wargo. December, 2008
- "Building a Borderless Community – The University Experience Course" Paper presented to ACHE Annual Conference & Meeting – Nashville, TN. Bronwen Sheffield, Regis M Gilman. October, 2008
- "Where are Today's Adult Students?" Paper presented to ACHE Annual Conference & Meeting – Roanoke, VA. Patricia A. Brown, Regis M Gilman. October, 2007
- "Recipe for an Online Course" B Sheffield, R Gilman, R Crow. F E E D – WCU, September, 2007
- "Education in the Zone: Dynamic Learning Communities in a 3D Virtual World." Paper presented to IADIS International Conference Web Based Communities 2007. Robert Sanders, Steve Bronack, Amy Cheney, John Tashner, Richard Riedl, and Regis Gilman. Salamanca, Spain, February 2007

- “Evolution of Online Learning Environments – Virtual Learning Communities” with Stephen C. Bronack. UNC DL Forum, UNC Friday Center, Chapel Hill, NC Dec 5-6, 2006
- “Teaching and Learning in a 3D Immersive World” with Amy L Cheney. Concurrent Session at the New Directions in Technology Conference – Blue Ride Community College, Blue Ridge, NC Oct 19-20, 2006
- “Leadership Beyond the Classroom” – Keynote Address at the Induction Ceremony of the Gamma Rho Chapter – Alpha Sigma Lambda, UNC-Charlotte, NC April, 2006

*Professional Presentations continued:*

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- “Offering your Leadership” – Keynote Address at the Inaugural Induction Ceremony of the Gamma Beta Upsilon Chapter – Alpha Sigma Lambda, Gardner-Webb University, NC October, 2005
- “School of Rock: Teaching without an Education Degree” Career Action Days, Appalachian State University, September 20, 2004
- “Transition to Teaching – Alternative Certification Program” – NWRESA Curriculum and Instruction/Staff Development Coordinator’ Council, January 23, 2004
- “Effective Conference Planning” – ACHE 2003 Leadership Institute, Co-Presented with Barbara Roseboro, WSSU. ACHE Annual Meeting, Charlottesville, VA November, 2003
- Presentation to Displaced Workers, Catawba County Employment Securities Commission, Newton, NC, September, 2003.
- “The Appalachian Transition to Teaching Program: The Opportunity to Teach” – Presentation to Displaced Workers, Catawba County Employment Securities Commission, Newton, NC, March, 2003.
- “Beyond the Classroom” – Keynote Address at the Inaugural Induction Ceremony of the Mu Delta Chapter – Alpha Sigma Lambda, UNC-Pembroke, Pembroke, NC April, 2002
- “The Art of Mentoring” – Women’s Leadership Conference – Lenoir-Rhyne College, Fall 2001
- “Women in Higher Education – Advocacy for the Returning Female Student” Presented at Business and Professional Women. Springfield, MO, December, 1997
- “Using Adult Education Theory in the Emergency Medical Setting” Presented at the Pediatric Advanced Life Support Workshop, St. John's Hospital, Springfield, MO, May, 1996
- “Using Adult Education Theory in Training Multi-discipline Professionals” Presented at the Pediatric Advanced Life Support Workshop, St. John's Hospital, Springfield, MO, Nov, 1995
- “How to Encourage Critical Thinking Skills,” PALS Instructor Update, St. John’s Hospital, Springfield, MO, April, 1994
- “Adult Teaching Methodology” PICU Preceptor Workshop, St John’s Hospital, Springfield, MO, August 1994
- “Adults in Our Classrooms” SMSU Religious Studies Department Faculty meeting, April, 1993
- “On the Giving of Advice” Faculty Development Workshop for Family Practice Faculty, Presented at Cox Medical Center North, Springfield, MO, May, 1993
- “Using Adult Education Theory in the Emergency Medical Setting” Presented at the Pediatric Advanced Life Support Workshop, St. John's Hospital, Springfield, MO, March, 1992
- “Using Adult Education Theory in the Medical Setting” Presented at the Pediatric Advanced Life Support Workshop, St. John's Hospital, Springfield, MO, October, 1991
- “Women as Students in Higher Education - Services Available at SMSU” Presented at FORUM: A WOMEN'S NETWORK, Springfield, MO, June, 1991
- “Adult Students – Who They Are” Presented at the American Business Women’s Association – Heart of the Ozarks Chapter, Springfield, MO, May, 1991
- “Practical Use of Adult Education Theory with Mixed Professionals in the Medical Setting” Presented at the Pediatric Advanced Life Support Workshop, St. John's Hospital, Springfield, MO, March, 1991
- “Getting Adult Students Involved in Your Organization” Presented at the Southwest Missouri State University Leadership Conference, Springfield, MO, February, 1991
- “Using Volunteers as Peer Counselors” Presented at the NACADA Region V Conference, Indianapolis, IN, March, 1990
- “Community Outreach Centers, A Model ... The Drake University MetroCenter” Presented at the A.C.H.E. National Conference, Indianapolis, IN, November, 1987
- “Getting There From Here: A Partnership Approach” Presented at the I.A.C.A.C./I.C.C.S.S.A. Joint Conference, The Amanas, IA April, 1987
- “Keys to the Successful Operation of Community Outreach Centers” Presented at the A.C.H.E. Region VIII Conference, Omaha, NE February, 1987
- “Upgrading Your Job Skills - Education/Training Opportunities” Presented at the Southwest Iowa Rural Women's Conference, Red Oak, IA, January, 1987

- "Improving Your Job Skills - Returning to the Educational Setting" Presented at the Women Aware Conference, West Des Moines, IA, March, 1987

## REFERENCES

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**ADDENDUM A**  
**SERVICE TO THE INSTITUTION**  
**Western Carolina University**

- Distance Learning Advisory Board - Chair - Spring 2007; 2007-08; 2008-09, 2009-2010
- Distance Learning Council – Member 2007-08; 2008-09; 2009-10
- E-Learning Fellows – SIG- Transitional Learning 2008; 2008-09; 2009-10
- Coulter Faculty Center Advisory Board – 2007-2008; 2008-09; 2009-10
- Academic Technology Advisory Committee – Spring 2008; 2008-09
- Registrar’s Office Advisory Board – Member 2007-08; 2008-09; 2009-10
- BUGS – Banner User Group - STUDENT – Spring 2008; 2008-09; 2009-10
- Search Committee – Chair – Regional Coordinator: Tri-County CC – Fall 2008
- Search Committee – Director of Financial Aid – Fall 2008
- Search Committee – Director of Advising – Spring 2008
- Search Committee - Director of Web Services – Spring 2008
- Search Committee – Director Entrepreneurship Center Director – Spring 2007
- DPI/NCATE Accreditation Organizer for Ed Outreach & Graduate School & Research Nov 2007
- Council of Associate Deans – Spring 2007; 2007-08; 2008-09; 2009-10
- Professional Education Council – College of Education & Applied Professions 2007-08; 2008-09; 2009-10
- Alternative Pathways Advisory Board – 2008-09
- Teacher Education Enrollment Planning Team 2007-08; 2008-09
- UNC-Tomorrow Outreach & Engagement Work Group
- Academic Calendar Committee 2007, 2008, 2009
- Celebrating Collaboration: WCU SPED Adjunct Faculty Retreat - Aug 8, 2007 (Planning Committee)
- J. M. Robinson eTeaching Award selection committee - Spring 2007, Spring 2008, Spring 2009
- Graduate Research Symposium Moderator – Sciences: Mathematics & Computer Sciences, March 27, 2009
- Learning Management System – Task Force 2008-09; 2009-10
- Task Force on Distance Education 2009-10

**Appalachian State University**

- RCOE Teacher Education Council – 2003-04 to 2006.
- NWRESA Personnel Administrators of North Carolina ASU representative – 2003-2006
- Appalachian Region Math/Science (ARMS) Partnership **Grant writing team - 2004**
- US Dept of Education – 2004 and 2006 US Dept of Education – Office of Innovation and Improvement - Transition to Teaching Grant Competition **Grant Reviewer**
- Dean’s Investigative Committee – ILT Warranties.

**Lenoir-Rhyne College**

- Committee Service: **Academic/Scholastic Standing** – 1999-2002; Graduate Studies Council – Chair 2000-2002; **Enrollment Management-Retention**, – 1999-2000; Institutional Effectiveness Committee – SACS Self-study - 2000-2002; Kemper Adv Council for Service Learning Fall 2002; Evening College Task Force – Spring 00, 01-02
- **World View**: An International Program for Educators pilot program participant –Fall 2000-2002.
- Business Council – Board of Director’s – ex-officio member – 2000-2002
- Designate to Private Conference with U.S. Secretary of Education (limited attendance) Oct, 2002
- Delegate to Presidential Inauguration, Winston Salem State University, Spring 2001
- Freshman Preview – Academic Affairs/Curriculum Overview for Parents and New Students - 2001-2002
- Commencements – Hooding of Graduate Students Spring 2000 – Spring 2002
- Presidential Designate to the HMHEC Board of Directors 2000-2002
- RIPPELL **grant writing** committee – Spring 2002 (Reaching to Improve Professional Practice with English Language Learners)

**Missouri State University – formerly Southwest Missouri State University**

- WIN – “SMSU Women’s Issues Network” 1994-98, Vice-President - 1997-98
- Faculty Advisor - Alpha Sigma Lambda – SMSU “Eta Omega” Chapter - 1992-99
- Faculty Advisor – SMSU (O.A.S.I.S.) Organization of Adult Students In School - 1990-99
- Committee Service: Continuous Orientation Committee - First Year Experience - 1993-94, 1997-99; Continuous Orientation Instructor Training – Presenter – Multi-age Classrooms -1994-99; Recruitment and Marketing Committee 1996-99; Academic Advisor Forum - 1993-99; Finalist SMSU “Professional Advisor category” – Excellence in Advising Awards – March, 1998; Library Committee (College Representative); University Refund Appeal Committee - 1996-99; Campus Union Planning Committee - 1996-99; SMSU/Ozark Technical Community College Student Services Sub-Committee - 1996-98; **Assessment Advisory Council 1994-99; Chair, Exec Committee - 1994-95, 95-96, 96-97**; North Central Association Accreditation - Self-Study; SMSU Outreach and Service Task Force – 1996; Computer Assisted Student Advisement Committee - 1995-96; Adult and Commuter Student Task Force - 1994-95; Outstanding Scholar Committee - Spring, 1994; Financial Aid Task Force - 1992-93; Childcare Task Force - 1991-93
- American Association of Family & Consumer Sciences (AAFCS) Site Visit Committee - Sept. 1996
- National League of Nursing (NLN) Site Visit Committee - Sept. 1999

**ADDENDUM B**  
**PROFESSIONAL ASSOCIATIONS**

- American Association of University Women (SMSU Local chapter) 1990-99; Vice-President (1995-97), President (Fall 1999)
- Association for Continuing Higher Education (National) 1986-Present (**Board of Directors**, Member at Large 1996-99, **2005-2008**; ACHE Board Delegate to Lincoln University Presidential Inauguration – April, 1998; **Constitution & Bylaws Committee Chair 2008-09**; **Annual Meeting & Conference Chair 2006-07**; **Program Committee** 1990, 1991, 1998, 1999, 2001, 2002, 2003, 2004, 2006, 2007, 2008, 2009; **Program Chair 2003**; **Call for Papers Chair 2002, 2006**; Past Program Chair 2004; Past Conference Chair 2008; Day Chair 1998, 2001; Poster Session Coordinator 1999; Session Recorder; Session Moderator 1989, 1990, 1991, 1998, 2001, 2005; Resolutions Committee 1991; Membership Development and Support Services 1992-98; Ethical Issues in Continuing Higher Education 1992-99, Chair 93-99; **Budget & Finance Committee** - 1995-02, **04-08**; **Professional Development Network 2003-2006** – Moderator 2004; **Corporate Sponsorship Committee 2004-2006**; Local Arrangements Committee -1995 National Conference, Chair of Exhibitors -1995 National Conference; Co-Chair Exhibitor Relations Committee 2008; Council of Regional Chairs, 1996-97, Candidate for Vice President 2008)
- Association for Continuing Higher Education (Mid Atlantic formerly *Region V*), 1999 to present
- Association for Continuing Higher Education (Region VIII), 1985-1988, 1990-1999 (Membership Chair 1992-98; Sec/Treasurer 1987-88, 1994-95; Chair-Elect 1995-96; Chair 1996-97)
- Association for Continuing Higher Education (Region VI), 1988-1990 (Membership 1989-90)
- Association of Lutheran College Faculties, 2000-2002
- Catawba County Chamber of Commerce - **Leadership Catawba** Fall 2000 (Graduation 2001)
- Charlotte Area Education Consortium, 1999-2002
- WANCHE – Women Administrators in North Carolina Higher Education, 2000-Present
- The Network: ACE Office of Women in Higher Education, 1995-Present
- National Association for Alternative Certification – 2005-2008
- National Center for Alternative Certification – 2003-2008
- North Carolina Adult Education Association – 2000-Present  
Board of Directors – 2000-2002; Executive Committee – Secretary 2005-07
- North American Association of **Summer Schools, 2000-2002, 2007, 2007-08**
- North Carolina Association of **Summer Schools, 2000-2002, 2007, 2007-08**
- North Carolina Council of **Graduate Schools**, 2000-2002
- North Carolina Independent Colleges and Universities, 1999-2002 (Academic Deans, Directors of Teacher Education, Continuing Education sub-committees)
- North Carolina “First in America” L-R delegate to Business Leaders Colloquium, June 2000
- North Carolina Teacher Education Forum, 2003 – 2006, Moderator, 2005
- US Dept of Education - Transition to Teaching Project Directors – 2003-2006
- University Continuing Education Association – 2007-08; 2008-09; Distance Learning Community of Practice Membership Committee 2009-10; Distance Learning Community of Practice – Research 2009-10
- WCET – Spring 2007; 2007-08; 2008-09

**ADDENDUM C  
COMMUNITY SERVICE**

- Rotary – Daybreak Club – Cullowhee, NC Charter Member Spring 2007; Foundation Chair 2007-08, Panama Grant 2008, Membership Chair 2008-10; President-Elect 2008-09; **President 2009-10**
- Rotary – Sunrise Club – Hickory, NC Fall 2006
- Chair, Women’s Leadership Conference – Catawba County Chamber of Commerce – Nov, 2002
- Caldwell Community College & Technical Institute Strategic Planning Committee – Future Search II, October 2002
- March of Dimes – Carolina Foothills Division, Board of Directors 2000-01, 2001-02; Communication Committee 2000-2001, Chef’s Auction Committee 2000-01, 2001-02.
- March of Dimes – Mother’s March 2003, 2004, 2005, 2006, 2007.
- Small Business Development & Technology Center Network – 2000-2002
- Leadership Catawba 2000 - Hickory, NC July-December, 2000
- United Way Volunteer – Hickory, NC Christmas Store – 2000-2005
- Board of Directors, Alpha Sigma Lambda Honor Society, Charleston, IL 2001-2004, ASL representative on the Coalition of Lifelong Learning Organizations (COLLO Steering Committee 2004-2007.)
- Board of Directors, Alpha Sigma Lambda Educational Foundation, Allentown, PA 1993-96
- Secretary, Board of Directors Executive Committee, Alpha Sigma Lambda Adult Educational Foundation, Philadelphia, PA 1996-99
- Vice President, Board of Directors Executive Committee, Alpha Sigma Lambda Adult Educational Foundation, Philadelphia, PA 1999-2001
- President, Board of Directors Executive Committee, Alpha Sigma Lambda Adult Education Foundation, Charleston, IL 2001-2004
- ABE/GED Advisory Board, Springfield, MO - 1992-95, 98-99
- ACHE delegate to Presidential Inauguration, Dr. David B. Henson, Lincoln University, April 4, 1998
- New Perspectives Advisory Board (Displaced Homemakers), Springfield, MO - 1992-1995
- FUTURES (Aid for Families with Dependent children) Advisory Board, Springfield, MO - 1994-1999
- Greene County’s Self Sufficiency Networking Coalition Advisory Board, Springfield, MO 1999-2000
- Community Task Force: Affordable Housing/Homelessness, Springfield, MO 1994-97
- Student Affairs Focus Group/Heart of the Ozarks Technical Community College, (1994-99) Springfield, MO
- Alliance of Women’s Organizations, Member (1990-98), Vice President (1995-97), Springfield, MO
- Ozarks Literacy Council Advisory Board – (1997-99), Springfield, MO
- United Way - Account Executive (Business/Industry), Des Moines, IA
- United Way – Representative, College of Continuing Education campaign, SMSU, (1994-95, 1997-98)