Graduate Council Meeting
February 17, 2015
Approved Non-Regular Faculty

- Dr. Joelle Carter, College Student Personnel – Education
- Mr. Anthony Caton, Speech, Theatre & Journalism – Arts & Humanities
- Dr. Elizabeth Giroir, College Student Personnel – Education
- Ms. Judith Hobson, English & World Languages – Arts & Humanities
- Mr. Troy Norton, Health & Physical Education - Education
NOMINATION FOR MEMBERSHIP TO GRADUATE FACULTY
AND
REQUEST FOR APPROVAL TO TEACH CLASSES FOR GRADUATE CREDIT
ARKANSAS TECH UNIVERSITY

Recommended as member of:  
Regular Graduate Faculty  
☐ Tenured  ☐ Non-Tenured  ☐ Part-time  ☑ Adjunct  ☐ Non-Regular Faculty  
Non-Regular Graduate Faculty  

Indicate semester(s):  
☑ Fall  ☑ Spring  ☑ Summer I  ☑ Summer II  

For non-regular faculty, identify the course(s) to be taught:  
CSP 6083 (Pract. I); CSP 6093 (Pract. II); CSP 6883 (Special Problems in CSP)

Name of Candidate:  Dr. Joelle Carter  
Department & College:  College Student Personnel /Education  
Current Academic Rank:  
Year joined ATU faculty:  

Degree  Year  Institution  
BA, BS, or  BS--Education  1995  Winston-Salem State  
MA, MS, MED, or  MA--Higher Education  1997  Ohio State University  
Doctorate  Ph.D.--Higher Education Admin  2010  Univ. of Maryland-College Park  

The Higher Learning Commission of the North Central Association expects “graduate faculty to possess terminal degrees appropriate to the instruction they provide,” and “graduate faculty and graduate students to be engaged in scholarship involving research and practice as appropriate to the discipline or field.”

For nominated faculty not holding the doctorate or not holding the doctorate in the field taught, documentation should be attached describing the special expertise held by the nominee in lieu of the doctorate.

All nominees attach curriculum vitae which includes scholarship qualifications.

Department Head:  Christopher L. Tyler  
Date:  01/30/15  
Dean of College:  Sherri L. Field  
Date:  2/3/15  
Graduate Dean:  Mary B. Sanders  
Date:  3-17-15  
Date Approved by Graduate Council:  2-17-17
January 30, 2015

TO:       Dr. Mary Gunter, Dean of the Graduate College
          Members of the Graduate Council
FR:      Dr. Christopher L. Giroir, CSP Department Head
RE:    Membership to Graduate Faculty

Attached you will find a request to award non-regular, graduate faculty status for Drs. Joelle Carter and Elizabeth Giroir teach graduate CSP courses or to serve as a graduate reader for the departmental comprehensive exam.

Dr. Carter has a vast array of experience working in both student and academic affairs, which we feel will be a benefit to our CSP students. Dr. Carter has taught for our CSP program in the past and received positive teaching evaluations from her students. The CSP Department would like Dr. Carter to serve as an adjunct instructor teaching primarily in our electives and practicum classes: CSP 6883—Special Problems in CSP and CSP 6083/93—Practicums in CSP. Her educational background, scholarly activities, and work experiences are outlined in the attached vita for your review.

Dr. Elizabeth Giroir has served as a graduate reader for our comprehensive exam in the past and we look forward to her continued service in this capacity. Dr. Giroir has taught in our program as an adjunct instructor and currently works as a full-time higher education administrator. The faculty feel she is a good external reviewer that can provide valuable input regarding the students' responses on the comprehensive exam from a practitioner's point of view. I have also attached a copy of her credentials for your review.

Please do not hesitate to contact me should you have any questions or concerns regarding any of these two adjuncts. I do appreciate your consideration of granting them non-regular graduate faculty status.
EDUCATION

Doctor of Philosophy
University of Maryland College Park
Department of Education Leadership, Higher Education, and International Studies (EDHI)
College Park, Maryland
December, 2010

Masters of Arts
The Ohio State University
Higher Education and Student Affairs
Columbus, Ohio
June, 1997

Bachelor of Science
Winston-Salem State University
Middle Grades Education (Social Studies and Language Arts)
Winston-Salem, North Carolina
May, 1995

Certificate Programs

ACADEMIC ADMINISTRATIVE EXPERIENCE
Assistant Vice President for Retention and Student Services
Western Kentucky University
Office of the Provost and Senior Vice President/Division of Enrollment Management
(Direct report to the Associate Vice President for Enrollment Management)
- Serve as a member of the senior leadership team for the Division of Enrollment Management.
- Responsible for developing and implementing a comprehensive retention strategic plan to increase persistence and graduation on campus by 10 percent.
- Provide supervision and support for a full-time Coordinator and a host of graduate students associated with signature projects.
- Assess current and historical retention and persistence programs and activities.
- Develop strong partnerships with academic colleges, department and student affairs units to implement and further enhance current retention efforts.

Home Address:
850 Wilkinson Trace
Bowling Green, KY 42103
(301) 379-6642 (Home
rcrndll@aol.com

Business Address:
Western Kentucky University
Division of Enrollment Management
Wetherby Hall, Rm. 209
Joelle.Carter@wku.edu
• Assist the Enrollment Management team with ombudsman issues. Specifically, working directly with students in academic and financial difficulty to direct them to the appropriate resources.

• Provide the overall management and oversight for the Western Kentucky University MAP (Making Achievement Possible)-Works initiative to increase intervention and support for at-risk students.

• Provide leadership for new and current initiatives related to the delivery of services and outreach. Examples include leading a small implementation team to revise the layout of academic degree programs.

• Developing grant proposals in conjunction with academic advising units on campus to provide support for targeted groups such as near-completers and under-represented students.

• Serve in the absence of the Associate Vice President for senior academic leadership meetings that include the Council of Academic Deans.

• Participate in high-impact activities and programs such as high school recruitment events, minority preview days and annual Admission Open Houses.

Director, Office of Undergraduate Programs
The George Washington University
School of Business
(Direct report to the Vice Dean of Undergraduate Programs)

• Responsible for the administration and implementation of co-curricular programs designed to enhance the education and learning outcomes of undergraduate students within the School of Business.

• Supervised a full-time, professional Coordinator and other staff members as directed by the Vice Dean.

• Coordinated all aspects of the First Year Development Program (FYDP) designed to assist students with their transition to the university and school curriculum.

• Provided oversight and management for the Mintz Getaway Sophomore, New York Trek Business Trip and Undergraduate Research Program.

• Partnered with the Office of Residence Life to develop and offer living and learning programs for freshmen and sophomore level freshmen in the School of Business.

• Established partnership with offices such as the Office of Entrepreneurship to increase students’ knowledge and involvement.

• Developed an infrastructure and processes to identify talented and diverse student leaders to participate in undergraduate programs and student organizations.

• Responsible for organizing and teaching two courses within the first-year development program (FYDP) entitled, BADM 001 and BADM 002. This two-semester sequence of developmental courses is designed to assist more than 300 students with transition into college and prepare for careers in business.

• Provided leadership and oversight for all marketing and communication materials associated with the Office of Undergraduate Programs.

• Collaborated with corporate sponsors to host student initiatives such as the Battle of the Beltway case study competition.

• Served on school and campus wide communities such as the Freshmen Reading Program, Colonial Inauguration (CI) orientation program, and Dean’s staff interview committee.
Key Accomplishments:

- Within 1-year, restructured the First Year Development Program course into small seminar size classes affording more academic advisors and academic support staff to engage and interact with first-year business students.
- Developed two living and learning communities exclusively for business students. One community was designed for freshmen with outcomes focused on academic and social transition from high school to college and a sophomore community focused on retention and higher utilization of campus resources such as advising and the writing center.
- Increased the faculty and undergraduate participation in the GWSB Research Experiences for Undergraduates (REU) from 10 student and faculty projects to 20 student faculty projects.
- Appointed to serve on the institutional retention and persistence committee and chaired small task force to examine graduation rates for internal transfers and engineering students.
- Developed a professional development retreat for 5 new academic advisors and 7 existing staff members to learn more about the needs of first year students and students in transition.
- Created and implemented the School's first Majors Fairs to further introduce undergraduate students to the academic concentrations and internships and research opportunities.

Coordinator for the First-Year Experience
Center for Academic Success and Achievement (CASA)
Morgan State University
(Direct report to the Director of CASA)

- Provided oversight and management for the CASA Resource Center that serves over 250 Morgan State University students on a monthly basis.
- Facilitated regular meetings with undergraduate students to assess their experiences as tutors and provide support to enhance their supplemental instruction skills.
- Coordinated the inaugural CASA Transitional Workshop Series designed to assist undeclared students with selecting a major and succeeding in their academic course work.
- Responsible for the coordination of career development and social programs for approximately 350 prospective first-year students.
- Provided oversight and management for undergraduate mentors and tutors for the six-week alternative admissions summer program.
- Managed the process to establish a chapter of Chi Alpha Epsilon, a national honor society established for high achieving students who entered college through a college preparatory program.
- Developed training materials for mentors and tutors focused on effective mentor trainings. Key components the development of scenarios to apply theoretical knowledge to possible real-life experiences (e.g. money management, leadership and diversity).
- Co-coordinated the opening orientation program for 300 students and parents for the Pre-College Studies Program.
- Established a first-year mentoring program to increase retention and persistence rates for first and second year students.
- Developed and maintained relationships with key individuals on the campus to appropriately involve them in orientation and activity efforts of the campus.
Key Accomplishments:
- Developed the Strengths Undergraduate Mentoring (SUM) program to extend support and orientation beyond the standard Center for Academic Success & Achievement (CASA) Summer Program.
- Facilitated a faculty development seminar on the importance and relevance of innovative teaching strategies for first year and transfer students.
- Established programs for the CASA summer program students throughout the year to assist them in declaring majors and aware of resources available for academic success.
- Responsible for the establishment and initiation of the first chapter of Chi Alpha Epsilon, a national honor society designed to nurture students who entered college through an academic preparatory program.

Coordinator for Transitional Programs
University of Maryland College Park
(Direct report to the Assistant Dean and Director for the Division of Letters & Sciences)
- Advised a caseload of 185 undecided freshman and sophomore students.
- Coordinated 30 freshmen seminar sections (UNIV 100), administration, and professional development for instructors and students.
- Recruited and retained faculty, staff and graduate associates to serve as freshmen seminar instructors.
- Served on the UNIV Faculty Advisory Board to enhance course quality and provided guidance for future first year courses.
- Collaborated with the Registrar and Orientation Office to assign classrooms for seminar sections, select class times and place instructors into the university system.
- Supervised and coordinated the Associate Dean’s Leadership Council (ADLC).
- Served as the university liaison for concurrent students (i.e. high achieving high school students taking courses at University of Maryland while still enrolled in high school).
- Successfully implemented the inaugural series of the ACE for incoming undecided freshmen and transfer students. This program encompassed seven different learning experiences and over 320 students participated out of 4000 incoming students in the program’s first year.

Key Accomplishments:
- Appointed as the departmental liaison and coordinator for the ACE! (Academic Community Experience) program designed by the Provost Commission on Academic Advising.
- Created a Women and Identity learning community course with the Department of Women Studies; facilitated the UNIV100 section along with English 101, History and Introduction to Women Studies.
- Planned and implemented a pilot program entitled “Spring Majors Fair” for undecided students and students desiring to change majors. In the second year, the program attracted more than 400 students in a larger venue.
- Appointed as advisor for students in the inaugural University of Maryland Baltimore Incentive Awards Program.
- Appointed to serve on the rewards and awards committee for the Provost Commission on Academic Advising. Key responsibilities included developing job descriptions for potential advising career tracks.
ADDITIONAL ADMINISTRATIVE LEADERSHIP

Interim Executive Director, Office of Human Relations Program 2/08 - 6/08
University of Maryland College Park
(Direct report to the Special Assistant to the President and Associate Provost)

- Supervised six full-time staff members and two graduate assistants
- Provided primary oversight and management for the daily office operations. Sample duties facilitating performance reviews for staff, completing timesheets and building maintenance.
- Responsible for coordinating equity and diversity and units throughout campus and ensuring the availability of meditation programs.
- Collaborated with academic and student affairs units on campus to identify opportunities for partnership.
- Identified grant opportunities to increase programming and staffing in the office by working with foundations and corporations and industrial partners
- Provided oversight and management for the office’s academic course offerings through the College of Education, Words of Engagement and Intergroup Dialogue programs.
- Participated as a member of key campus committees such as the Diversity Directors Committee, President Commission on Ethnic Issues, President’s Commission on Women’s Issues
- Provided monthly updates to the University President, Chief of Staff and Associate Provost on the progress and status of key office programs.

Key Accomplishments

- Developed and implemented a two-day office retreat to reinforce teambuilding and begin short-term strategic planning for the office.
- Secured a $2500 grant from the Maryland Alternative Conflict Resolution Office to support a high-school conflict resolution program.

Director for Diversity, College of Computer, Mathematical & Physical Sciences (CMPS) 11/02 - 11/07
University of Maryland College Park
(Direct report to the Dean of the College of Computer, Mathematical & Physical Sciences)

- Responsible for the development and implementation of strategies to increase the enrollment of undergraduate and graduate students of color and women in the College.
- Provided supervision for three full-time professional staff members and graduate students.
- Developed job descriptions, hired and trained full-time and part-time staff for the Science and Technology: Addressing the Need for Diversity (STAND) program.
- Identified grant and fundraising opportunities for scholarships, programming, and additional staffing.
- Established strong corporate relationships with Booz, Allen and Hamilton, GEICO, IBM and Nextel that resulted in job opportunities for CMPS students and support for STAND programs.
- Organized and coordinated activities of the STAND Program. Program components include scholarships, the PRIME mentoring program, academic support services, experiential learning opportunities and social related programs.
- Designed marketing materials and website to promote program activities. Developed and implemented the inaugural STAND Internship Research Program (SIRP) with Prince
George’s and Montgomery Counties High Schools. 35 students have participated in the program and 18 have successfully enrolled at the UMCP.

- Served as the primary advisor for SCORE (Student Community for Outreach, Retention and Excellence).
- Identified and coordinated activities with surrounding middle and high schools to attract and recruit students of color and women.
- Cultivated strong working relationships with CMPS faculty, students and staff, campus-wide student support services personnel, and the external community.

**Key Accomplishments**

- Assisted Department Chairs with program organization and implementing strategies to increase in the number of students of color and women in graduate programs.
- Collaborated with the Academic Faculty Director and faculty liaisons to plan and implement an NSF-sponsored summer program, Math SPIRAL (Summer Program in Research and Learning).
- Recruited alumni to serve as mentors for students, speakers for special programs and training for summer research programs.
- Assisted with securing over $150,000 from government and private sectors for the STAND program. This includes a $10,000 award and recognition from the American Association of University Women Legal Advocacy Fund.
- Co-authored a grant and secured additional funds to establish a community middle school outreach for young girls interested in math and science called Girls Excelling in Math and Science (GEMS).

**Interim Director, Incentive Awards Program (IAP)**

**(Appointed by the President's Office to serve in interim capacity while Director was on leave)**

- Supervised staff responsible for supporting office administration and program logistics.
- Served as the point person for all student financial aid and scholarship distribution matters.
- Worked effectively with the Director of Financial Aid, Director of Admissions, and residence hall staff to prepare for incoming scholarship students.
- Managed and monitored the office budget and donor accounts totaling $5.1 million dollars.
- Identified students to represent the program for private donor luncheons, receptions and major university special events such as the Celebration of Scholarships program.
- Advised and coached IAP students (juniors and seniors) on academic and personal issues.
- Facilitated selection committee orientation for corporate, industry, government and educational leaders in Baltimore City and Prince George’s Counties.
- Consulted and assisted selection committee members with the selection of incoming scholarship students from Baltimore City and Prince George’s Counties.
- Served as a resource information clearinghouse for the University’s Campaign for Scholarships and central development office.
- Organized the annual campus visit for over IAP scholarship nominees from participating high schools in Prince George’s and Baltimore County schools.
- Conducted 46 interviews with high school teachers and counselors.
- Disseminated bi-weekly updates to the Director to prepare for transition back into the office.
• Enhanced the scholarship nominees' knowledge of study abroad and career services offered on campus.

Events Management Specialist/Special Assistant
Council of Graduate Schools
(Direct report to the Vice-President for Administration)
• Researched and identified sites for annual meetings in San Diego, California; New Orleans, Louisiana, and Washington, D.C.
• Identified hotels and negotiated contracts for rooms, rental space, and meals.
• Created meeting resumes for office staff and hotel representatives.
• Collaborated and met with prospective suppliers and host cities.
• Designed special off and on-site activities for meetings.
• Worked closely with caterers, hotel sales and convention services managers, destination management companies and airlines.
• Established and managed office of the Black Women’s Agenda.
• Maintained and updated financial records.
• Organized and arranged annual workshop, luncheon and seminars.
• Identified and secured a contractor to develop the Black Women’s Agenda, Inc. website.
• Assisted the CGS Dean-In-Residence with the registration processes for professional development held in five member-regional areas.
• Served as the assistant for the joint CGS and AACU Preparing Future Faculty program. Highlights included developing a registration process for the program’s annual summer meeting.

Student Development Coordinator for Multicultural &
The National Student Exchange
Winthrop University
(Direct report to the Dean of Students)
• Planned and created programs for African American, Asian American, Hispanic/Latino, Native American, Jewish and Gay, Lesbian, and Bisexual student on campus.
• Supervised graduate associates and student assistants.
• Served on university-wide committees (i.e. Strategic Planning, Homecoming, etc.).
• Facilitated and prepared seminars, workshops and retreats focused on student development and learning.
• Served as advisor to the campus multicultural newspaper, The Roddey McMillan Record.
• Coordinated the National Student Exchange program
• Restructured the African American Student Union, an umbrella organization for all African American organizations.
• Taught a Critical Issues Symposium course to incoming freshmen.
• Planned and organized 100 women to the Million Woman March in Philadelphia, PA.
• Founded and planned the first annual Women of Color Conference.
• Coordinated all efforts to organize a weekend trip for over 100 university women to the Million Woman March in Philadelphia, Pennsylvania.
• Developed a National Student Exchange Recruitment Program and Orientation to increase the number of internal and external students participating in the program.
• Planned and implemented the first Women of Color Conference at Winthrop University. Over 100 participants attended in the first year.
• Offered 10 invitations from professional and community organizations, such as the Rock Hill Chapter of the Society of Human Resource Managers, Leadership York County, and the state-funded York County Teen to provide workshops and seminars.

TEACHING EXPERIENCE

Western Kentucky University
Department of Counseling and Student Affairs
Internship in Student Affairs & 590-Practicum in Student Affairs Courses
Lecturer (Invited)
July 26, 2011
The internship and practicum are two integral components of the Western Kentucky University graduate program. The classes are designed to provide students with a forum to share their experiences working in professional environments as well as learning important strategies and techniques that can enhance their development. This particular session was entitled, The First 30 Days and 30 Nights! Effectively strategizing the beginning of your professional journey, and designed to challenge students to consider ways to self-assess throughout their internships and take more ownership of their experiences as well.

The George Washington University
School of Business
First Year Development Program (BADM 1001/1002)
Professor
August 2010-present
A two-semester sequential course required for all incoming freshmen in the School of Business. The course meets fourteen times per year and includes an array of topics and speakers such as strengths-based development, academic strategies, career development, informational sessions on pursuing study abroad and internships. The course was redesigned to include more topical areas and further acquaint students to the academic demands of college through biweekly journal assignments and small group projects. The course also includes an undergraduate mentoring program and the mentors, who are trained by the professor, assist with the facilitation of breakout sessions.

University of Maryland College Park
Leadership in Higher Education (EDHI 853)-Instructor: Dr. Sharon Fries-Britt
Teaching Assistant
January 2010-May 2010
Selected to assist professor with providing instruction on organizational leadership theories in higher education. Primary tasks will include developing presentations based on content to be covered in class and developing a bibliography on diversity in leadership. Support and coaching will also be provided for students on final projects and paper topics.

StudentAffairs.Com: Online Guide for Student Affairs Professionals
Online Courses (Fall 2009/Spring 2010)
Staff Motivation and Support: Critical Comodities in Student Affairs
Instructor
October 12-30, 2009/March 3-28, 2010
This three-week, online professional development course was designed to encourage supervisors and managers to assess themselves using the Clifton StrengthsFinder© Assessment to develop strategies to motivate and support staff members in the work environment. Using an instructional
framework called, E⁴ (Engagement, Empowerment, Evaluation and Execution), participants considered strategies and case studies to effectively apply their innate talents and abilities to advance their efforts as new supervisors.

National Association of Student Personnel Administrators (NASPA)
E-Professional Development Series (Webinar)
Staff Motivation and Support: Critical Commodities in Student Affairs
Instructor
July 2009
A webinar designed to enhance the professional capacity of individuals entering new supervisory and management positions in higher education institutions. The course included strategies and techniques to motivate and support staff as a new supervisor. Students were coached on how to utilize their strengths based on the results of the Clifton StrengthsFinder© assessment and introduce key leadership theories.

University of Maryland College Park
University 101: Introduction to the University
Instructor
August 2000 - May 2001
A course designed to assist students with their transition from high school to college and introduce them to academic life and expectations of the University. Specific emphasis was placed on familiarizing students with campus resources and coaching them to think more intentionally about their academic interests and career goals. There was also a focus on diversity appreciation and the importance of developing cultural competencies.

University of Maryland College Park
University 101: Advancing Women: Living, Learning and Leading
Instructor/Cluster Coordinator
September 2001 - May 2002
A living and learning community developed for students with an interest in women in leadership and contemporary women issues. The academic cluster included the (1) Introduction to College Writing; (2) Introduction to Women Studies; (3) US History: 1865 to present; and (4) UNIV 100 Freshmen Seminar. All registered students lived together in the residence hall and participated in activities facilitated by women in leadership on and off campus.

Clinton Jr. College
Multicultural Perspectives (CCS 250)
Instructor
January 1999 - May 1999
A course designed to introduce students various forms of diversity which exist in the United States and World. The course focused on various facets of diversity including but not limited to: race, gender, socioeconomic, age, disability, sexual orientation, educational level, spirituality, religion, and other elements. The development and progression of multicultural education was also introduced.

Clinton Jr. College
Community Service and You (CCS 202)
Instructor
A course developed to provide students the opportunity to analyze and examine the definition of community service and its impact on society. Major emphasis was placed on diversity and how communities can bridge the gap between diverse populations and address societal ills. Students
were challenged to develop their own ideas and think critically about the value of community service.

Winthrop University
*Critical Issues Symposium 101*
Instructor
September 1998 - December 1998
A course required for all incoming freshmen registered in the university mentoring program. The course addressed study skills, time management, diversity, gender issues, politics (freedom of speech) and also incorporated group activities and class presentations.

**Dissertation Committee Membership**

Member: Sawyer, Rebecca (October, 2011). *Institutional Elements and the Identity of the University Housing and Residence Life Profession.* The George Washington University. Graduate School of Higher Education.

**Undergraduate Research Supervision**

Cisero, Meshach. The Role of Social Networking in Enhancing Disaster Management Operations (August 2011-August 2012). Research study examining the role and impact on the new modes of social media have on the manner that major emergency and disaster agencies communicate and respond to the public.

Wang, Daphne. Tools of Engagement: The influence of case study competitions' on academic and career development (September 2010-August 2012). A case study analysis of the influence of students’ participation in business case study competitions on students’ academic and career development.

**Research Interests**

Institutional Diversity and Minority Serving Institutions
- Increasing diversity on Historically Black College and University campuses
- Student engagement and its linkages to retention and success
- Access and equity in higher education
- Influence of institutional culture on student engagement

Undergraduate business education and career development
- Influence of participation in case student competitions
- Implications of group and team work in academic classrooms
- Integration of social media in business communication

Women of Color in the Academy and Higher Education Leadership
- Women, college students of color and leadership development
- The recruitment and attrition of women of color in higher education
SAMPLE GRANT & FUNDRAISING AWARDS

Kentucky Council on Postsecondary Education. Recipient. Funding secured to implement a student success coaching program on the campus of Western Kentucky University. Students with 75% of their degree requirements completed were paired.


National Association for Student Personnel Administrators (NASPA) Foundation. Recipient. Funding secured to complete doctoral dissertation research on "Factors Influencing the Engagement of White, Undergraduate Students Attending Public Historically Black Colleges and Universities (HBCUs)". February 2009. Awarded $1,700.


Peer Mediation High School Outreach Conference
University of Maryland College Park, Office of Diversity and Inclusion
Principal Investigator. Maryland Conflict Resolution Office. Funding secured for a peer mediation outreach program to train high school students in Prince George's County. April 2008. Awarded $2,500.

Bridges to the Doctorate Fellowship Program
University of Maryland College Park, College of Computer, Mathematical and Physical Sciences (CMPS)
Principal Investigator. National Science Foundation. Grant program in conjunction with the School of Engineering to increase graduate students in math and science fields. August 2006. Awarded $987,000.

American Association of University Women (AAUW) Community Action Grant.
University of Maryland College Park, CMPS
Co-author. Seed grant money secured to start the GEMS Middle School Outreach Project. April 2006. Awarded $10,000.

Louis Stokes Alliance for Minorities in Participation Program (Phase III)
University of Maryland College Park, CMPS

AAUW Educational Foundation Grant
University of Maryland College Park, CMPS
Microsoft/STAND Internship Research Program (SIRP) Project Director. Secured funds to support SIRP, a program designed to provide rising high school juniors and seniors with research practicum experiences. January 5, 2005. Awarded $6,000.

Intel Foundation Computer Science (CS) Summer Program in Research and Learning (SPIRAL)
University of Maryland College Park, CMPS
Director. Sole responsibility for directing the grant from Intel and assisting the Faculty Director and Co-Director with the coordination and implementation of the co-curricular of those associated with the CS SPIRAL program. January 2005. Awarded $40,000.

National Security Agency (NSA) Supplemental Program Support
University of Maryland College Park, CMPS
Co-author. Assisted the Math SPIRAL Faculty Director in identifying and securing funds to supplement the National Science Foundation (NSF)-funded Math Summer Program in Research and Learning (SPIRAL) program. June, 2005. Awarded $50,000.

2003 AAUW Legal Advocacy Fund Progress in Equity Award
University of Maryland College Park, CMPS
American Association of University Women. A national award given via nomination and review of national board of directors. Funds are to be used to advance the STAND (Science and Technology: Addressing the Need for Diversity) program. July 15, 2003. Awarded $10,000.

GEAR UP Grant: College Awareness and Mathematics Preparation Program (CAMP)
University of Maryland College Park, CMPS
Co-Project Director. Joint proposal project with the Center for Minorities in Science and Engineering to provide college preparatory services and mathematical supplemental training to students at Potomac High School. July 2, 2003. Awarded $49,999.

NASA Goddard Earth Sciences Directorate Grant
University of Maryland College Park, CMPS
Co-Principal Investigator. College of Computer, Mathematical and Physical Sciences. Funds obtained to support the operation and salaries for STAND (Science and Technology: Addressing the Need for Diversity) Program. April 22, 2003. Awarded $90,000.

Clare Boothe Luce Assistant Professorship.
University of Maryland College Park, CMPS
Joint invitational proposal between the College of Computer, Mathematical and Physical Sciences and the Clark School of Engineering. Funds and support obtained to increase the number of junior women faculty in both colleges (Computer Science and Electrical Engineering Department). May 2, 2003. Awarded $688,000.
LEADERSHIP AND SELECTED SERVICE APPOINTMENTS

Member, StrengthsQuest (SO) Advisor Network, Gallup Organization (2011)
- Invited to join a network of experts in education and strengths-based development to integrate strengths into transitional programs such as the first-year experience, career and academic advising.
- Attend professional development workshops designed to increase knowledge in the area of strengths development and practice.
- Identify strategies to expand strengths-based activities into different academic and student affairs units across campus.

Chair, Southern Association for College Student Affairs (SACSA) Foundation (2010-2012)
- Appointed by the Executive Council to provide leadership for the Board of Directors and the Foundation as a separate 501 (3c) arm of the regional association.
- Develop and lead fundraising campaigns to increase the organization’s capacity to provide more support for research and professional development.
- Create and disseminate reports to the membership delineating the foundation’s income and expenditures.
- Facilitate marketing efforts to inform the membership and external community of the support offered to members and its benefits.

Co-Director, Girls Excelling in Math and Science (GEMS) Program (2006-2008), American Association of University Women and the University of Maryland.
- Collaborated with the President and designated members of the AAUW College Park to coordinate GEMS after-school activities with two local Prince George’s County middle schools.
- Contacted local and regional businesses to identify fundraising opportunities and additional financial support for the GEMS program.
- Supervised the Graduate Assistant providing the support to both hire and supervise student volunteers.
- Worked with the Assistant Dean of Financial Affairs to disburse stipends to students and pay any outstanding invoices associated with the GEMS program.
- Assisted the Co-Director with required reports due to the AAUW Educational Foundation in a timely manner.

Director, SACSA Fellows Internship Program (2006-2007), Southern Association for College Student Affairs (SACSA).
- Proposed the concept and structure for the organization’s inaugural internship program.
- Created application and marketing materials to recruit eligible members.
- Solicited host sites and reviewed potential internship opportunities.
- Served as the liaison between the Executive Director and host sites to ensure stipends and travel reimbursement.

Vice President-Partnerships (2003-2005), Southern Association for College Student Affairs. (Elected by the organizational membership), October 2003.
- Instituted the organization’s first internship program for graduate student members.
- Provided oversight and served as a liaison for external marketing initiatives.
- Served as the associational liaison to NASPA Region III, ACPA state chapters, and ASHE.
- Coordinated fundraising efforts with the Chair for Sponsors and Exhibitors.
• Assisted with site selection for annual conferences.

SACSA Conference Program Chair (2002). Southern Association for College Student Affairs. (Appointed by the Executive Board). November 2002.
• Responsible for recruiting between 20-30 volunteers to serve on the committees and subcommittees.
• Provided leadership and supervision in designing a comprehensive program of interest sessions, speakers, evaluations and resources.
• Delegated responsibilities to volunteers and designated leaders for subcommittees (i.e. speakers, interest sessions and etc.).
• Collaborated with the Executive Council, Executive Director and Local Arrangements committee to assign meeting rooms, plan off-site events, and provide administrative support for the conference.

Chair, Multicultural Issues Committee (2001). Southern Association for College Student Affairs.
• Served as a liaison between members of the committee and Executive Council.
• Responsible for carrying out the charge of the committee which includes but is not limited to do (1) identifying and implementing programs that promote a multicultural environment; (2) identifying resources that address the issue of diversity; and (3) soliciting presentations on successful programs and practices at the annual conference.
• Maintained communication among committee members on issues of diversity.
• Prepared and submitted articles for the association newsletter on committee activities.
• Planned and implemented the first annual diversity drive-in for the association.
• Prepared marketing materials, registration forms, and resources for drive-in. participants
• Identified speakers and presenters for diversity programs.
• Initiated fundraising efforts to supplement budget for program expenses.

BOARD MEMBERSHIPS
School of Education and Human Performance Advisory Council, Winston-Salem State University, 2011-present.
Girls Excelling in Mathematics and Sciences (GEMS), American Association of University Women, 2006-present.
Southern Association for College Student Affairs (SACSA), SACSA Foundation, Trustee (2006-2008).
Southern Association for College Student Affairs (SACSA), Vice President for Partnerships (2003-2005.)
National Association for Women in Education, Graduate Student/New Professional Member at-Large (1997-1998).

PUBLICATIONS


SAMPLE PRESENTATIONS


Carter, J. D. & Fountaine, T (June, 2010). Strengthening the bridge for summer programs and first-year student success. Paper to be presented at the NASPA Assessment & Retention Conference, Baltimore, MD.


**HONORS AND AWARDS**

2011 Melvene Draheim Hardee Award, Southern Association for College Student Affairs

The George Washington University Service Excellence Choice Award, Nominee, Fall 2010

Thurgood Marshall College Fund Graduate Fellow, StrengthsQuest Program, 2008

Woman of the Year, Southern Prince George's Business and Professional Women, 2007

University of Maryland College Park, Division of Research Recognition, 2007

Clarence E. Gaines Unsung Hero Award, Winston-Salem State University (WSSU) National Alumni Association, 2007

Exempt Staff Minority Achievement Award, University of Maryland College Park President’s Commission, 2004

Non-Instructional Unit Minority Achievement Award, University of Maryland President’s Commission, 2004

New Professional of the Year, Southern Association of College Student Affairs, 2002

Finalist, Provost’s Commission Advisor of the Year Award, University of Maryland, 2002

Alumni Achiever Award, Division of Education, WSSU, October, 1999

Winthrop University, Outstanding Community Member of the Month, October, 1998

The Ohio State University (OSU) Student Personnel Administration (SPA) Emerging Professional Award, September, 1998

The OSU Council of Graduate Students, Community Service Award, August, 1998

Director’s Award, Women Student Services, The Ohio State University, April, 1997

President, Student Government Association, Winston-Salem State University, 1993-1995

**INSTITUTIONAL SERVICE**

Western Kentucky University, Institutional Retention Taskforce, 2012

George Washington University, Institutional Retention and Graduation Taskforce, 2011

George Washington University, Freshmen Day of Service Steering Committee, 2011

George Washington University, Presidential Administrative Fellowship Program, Reviewer, 2010-2011

George Washington School of Business Freshmen Reading Program Committee, 2010-2011

George Washington School of Business Dean’s Search Committee (Staff), April 2010

Senate Committee on Human Relations, University of Maryland College Park, 2008

President’s Commission on Ethnic Minority Issues, University of Maryland College Park, 2006-2008

Academic Community Experience (ACE), University of Maryland College Park, 2001

16
Academic Advisors Career Advancement Committee, University of Maryland College Park, 2001

REVIEWER EXPERIENCE

Conference proposals and papers:
Reviewer, American Educational Research Association (AERA), 2010
- College Student Learning and Development (Division J)
- Administration Organization and Leadership (Division A)
- College Student Access, Success and Outcomes
Reviewer, Association for the Study of Higher Education (ASHE), Student Division, 2009
Session Chair, Annual ASHE Conference, Vancouver, Canada, 2009
- Session J: Increasing College Access for Students of Color
- Session K: Enrollment Management: College Choice and Institutional Priorities
Reviewer, National Association for Student Personnel Administrators, Leadership Conference, 2008

Manuscripts:
Reviewer, Historically Black College or University Manuscript Proposal, Cengage Learning, Inc.

Scholarships:
Reviewer, NASA Motivating Undergraduates in Science and Technology (MUST) Scholarship Program, 2009-2010
Reviewer, National Society of Collegiate Scholars Induction Scholarship Competition, 2010

Federal Grants:
Reviewer, TRIO Student Support Services (SSS) Grant Competition, 2010.

OFFICES HELD IN PROFESSIONAL ASSOCIATIONS
Chair, Southern Association for College Student Affairs (SACSA) Foundation
Member, SACSA, Strategic Planning Committee 2010
Trustee, SACSA Foundation, 2006-2008
Vice President for Partnerships, SACSA Executive Council, 2003-2005
Chair, Multicultural Issues Committee, Southern Association for College Student Affairs, 2000-2001
Member, Nominating Committee, Southern Association for College Student Affairs, 1999-2000

PROFESSIONAL AFFILIATIONS
American Educational Research Association
American Association of University Women
Association for the Study in Higher Education
National Association of Student Personnel Administrators
National Association of Student Affairs Professionals
Southern Association for College Student Affairs
Winston-Salem State University National Alumni Association

SAMPLE ACADEMIC PRESENTATIONS
**NOMINATION FOR MEMBERSHIP TO GRADUATE FACULTY**

**AND**

**REQUEST FOR APPROVAL TO TEACH CLASSES FOR GRADUATE CREDIT**

**ARKANSAS TECH UNIVERSITY**

Recommended as member of:

<table>
<thead>
<tr>
<th>Regular Graduate Faculty</th>
<th>Non-Regular Graduate Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Tenured</td>
<td>□ Part-time</td>
</tr>
<tr>
<td>□ Non-Tenured</td>
<td>□ Adjunct</td>
</tr>
<tr>
<td>□ Non-Regular Faculty</td>
<td>□</td>
</tr>
</tbody>
</table>

Indicate semester(s):

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
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<tbody>
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<td></td>
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</tbody>
</table>

For non-regular faculty, identify the course(s) to be taught:

**JOUR 4053/5053**

---

Name of Candidate: **Anthony Caton**

Department & College: **Communication and Journalism**

Current Academic Rank: **Associate Professor**

Year joined ATU faculty: **2004**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Year</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>1990</td>
<td>University of the Ozarks</td>
</tr>
<tr>
<td>MA</td>
<td>1992</td>
<td>University of Arkansas</td>
</tr>
</tbody>
</table>

The Higher Learning Commission of the North Central Association expects “graduate faculty to possess terminal degrees appropriate to the instruction they provide,” and “graduate faculty and graduate students to be engaged in scholarship involving research and practice as appropriate to the discipline or field.”

For nominated faculty not holding the doctorate or not holding the doctorate in the field taught, documentation should be attached describing the special expertise held by the nominee in lieu of the doctorate.

**All nominees attach curriculum vitae which includes scholarship qualifications.**

Department Head: **NA**

Dean of College: 

Graduate Dean: 

Date Approved by Graduate Council: **2.17.17**
Mr. Caton has done substantial research for a book entitled “A History of American Western Film.” His research applies directly to the content explored in the graduate course he intends to teach, JOUR 4053/5053 John Wayne and the American Western.
Career Leadership Notes

I served in leadership/management positions in the media from 1972-2002. Among the positions held were sports anchor and sports director at KFSM-TV and KPOM-TV, sports anchor KHBS-TV, news director and operations manager KMAG-FM and KWHN-AM, retail sales manager KEZA-FM, and general manager KOLX-FM. From 1992-present I have been an instructor, professor and administrator at numerous academic institutions. These include, instructor of communication at the University of Arkansas in Fayetteville and the University of Arkansas in Fort Smith, assistant professor of communication and journalism at the University of the Ozarks, director of broadcasting and associate professor of journalism at Arkansas Tech University, and department head of Communication and Journalism at Arkansas Tech University.
Anthony Caton  
3032 King Drive  
Mulberry, AR 72947  
479.964.0889 work tel; 479.629.0955 cell

Work Experience

2011-present

Department Head - Communication & Journalism, Arkansas, Arkansas Tech University, Russellville, AR

2004–present

Director of Broadcasting & Associate Professor of Journalism, Arkansas Tech University, Russellville, AR  
Director of Tech TV and radio station KXRJ-FM.  
Classes taught include:

- JOUR 2173 Introduction to Film  
- JOUR 3183 Broadcast News Writing  
- JOUR 4133 TV Program Production  
- JOUR 3193 New Media News Gathering  
- JOUR 3133 Publication Management  
- JOUR 3111-4121 Editorial Conference  
- JOUR 1811-4811 Broadcast Practicum  
- JOUR 4053 John Wayne/American Western  
- SPH 2173 Business and Professional Speaking

2002-2004

Associate Faculty, Speech/Interpersonal Communications, Northwest Arkansas Community College, Bentonville, AR  
Classes taught included:  
- Interpersonal Communication  
- Fundamentals of Communication

1992-2004

Associate Faculty, Speech Communications/Public Speaking, University of Arkansas at Fort Smith, Fort Smith, AR  
Classes taught included:  
- Public Speaking  
- Introduction to Speech

1996-2002

General Manager, KOLX-FM, Fort Smith, AR  
Manager of non-profit radio station in charge of operations and fund raising, sales and marketing, overseeing annual budget, hiring broadcast personnel, and serving as public relations liaison.

1993-1996

Assistant Professor of Communication & Journalism, University of the Ozarks, Clarksville, AR  
Classes taught included:  
- Public Relations  
- Advanced Reporting  
- News & Feature Writing  
- Editorial Writing
Print Journalism
Script Writing for TV & Film
History of Mass Media
Public Speaking
Intro to Mass Communications

1990-1992
Communications Instructor, University of Arkansas, Fayetteville, AR Taught speech communication classes while completing Masters degree.

1985-1990
News Director and Operations Manager, KMAG-FM, Fort Smith, AR

1982-1985
Sports Director/Anchor, KPOM-TV, Fort Smith/Fayetteville, AR

Education

1992
M.A., University of Arkansas, Fayetteville, AR
Major: Communication, with emphasis in theory and research.

1990
B.A., University of the Ozarks, Clarksville, AR
Major: Communication, with emphasis in mass media.
Minor: Political Science
Minor: History

1988
A.A., University of Arkansas, Fort Smith, AR
Major: Journalism, with emphasis in writing and editing.

Academic Honors/Awards
56 broadcasting awards given to ATU journalism students by Arkansas College Media Association 2004-present
Nominee, Professor of the Year (nominated by SGA), Arkansas Tech, 2011
Recipient, Luella M. Krehbiel associate faculty award, UA Fort Smith, 2004
Nominee, Luella M. Krehbiel associate faculty award, UA Fort Smith, 2000 & 2003
Summa Cum Laude, University of the Ozarks, 1990
Who's Who in American Colleges and Universities, 1989-90
National Dean's List, 1989-90
Outstanding Editorial Writer, Arkansas College Press Association, 1988
Outstanding News Writer, Arkansas College Press Association, 1988
Ethel Powell Public Speaking Award, 1989
McKennon Memorial Public Speaking Award, 1989
Outstanding Mass Communication Student, University of the Ozarks, 1989
Outstanding Journalism Student, Westark Community College, 1988
Outstanding Humanities Student, Westark Community College, 1988
Outstanding Political Science Student, Westark Community College, 1988
Outstanding Student in Academics Award, Westark Community College, 1988
Outstanding Student Leadership Award, Westark Community College, 1988
NOMINATION FOR MEMBERSHIP TO GRADUATE FACULTY
AND
REQUEST FOR APPROVAL TO TEACH CLASSES FOR GRADUATE CREDIT
ARKANSAS TECH UNIVERSITY

Recommended as member of:

Regular Graduate Faculty
☐ Tenured ☐ Non-Tenured

Non-Regular Graduate Faculty
☐ Part-time ☑ Adjunct ☐ Non-Regular Faculty

Indicate semester(s):
☑ Fall ☑ Spring ☐ Summer I ☐ Summer II

For non-regular faculty, identify the course(s) to be taught:
Review of the CSP Comp Exam

Name of Candidate: Dr. Elizabeth Giroir

Department & College: College Student Personnel/Education

Current Academic Rank: Year joined ATU faculty:

Degree Year Institution
BA, BS, or
BS--Political Science 2001 University of Wisconsin--LaCrosse
MA, MS, MED, or
MED--CSP 2002 University of Southern Mississippi
Ph.D--Higher Ed Administration 2009 University of Southern Mississippi

The Higher Learning Commission of the North Central Association expects “graduate faculty to possess terminal degrees appropriate to the instruction they provide,” and “graduate faculty and graduate students to be engaged in scholarship involving research and practice as appropriate to the discipline or field.”

For nominated faculty not holding the doctorate or not holding the doctorate in the field taught, documentation should be attached describing the special expertise held by the nominee in lieu of the doctorate.

All nominees attach curriculum vitae which includes scholarship qualifications.

Department Head: Date: 01/30/15

Dean of College: Date: 02/17/15

Graduate Dean: Date: 02/17/15

Date Approved by Graduate Council: 
January 30, 2015

TO: Dr. Mary Gunter, Dean of the Graduate College
   Members of the Graduate Council

FR: Dr. Christopher L. Giroir, CSP Department Head

RE: Membership to Graduate Faculty

Attached you will find a request to award non-regular, graduate faculty status for Drs. Joelle Carter and Elizabeth Giroir teach graduate CSP courses or to serve as a graduate reader for the departmental comprehensive exam.

Dr. Carter has a vast array of experience working in both student and academic affairs, which we feel will be a benefit to our CSP students. Dr. Carter has taught for our CSP program in the past and received positive teaching evaluations from her students. The CSP Department would like Dr. Carter to serve as an adjunct instructor teaching primarily in our electives and practicum classes: CSP 6883—Special Problems in CSP and CSP 6083/93—Practicums in CSP. Her educational background, scholarly activities, and work experiences are outlined in the attached vita for your review.

Dr. Elizabeth Giroir has served as a graduate reader for our comprehensive exam in the past and we look forward to her continued service in this capacity. Dr. Giroir has taught in our program as an adjunct instructor and currently works as a full-time higher education administrator. The faculty feel she is a good external reviewer that can provide valuable input regarding the students' responses on the comprehensive exam from a practitioner's point of view. I have also attached a copy of her credentials for your review.

Please do not hesitate to contact me should you have any questions or concerns regarding any of these two adjuncts. I do appreciate your consideration of granting them non-regular graduate faculty status.
ELIZABETH M. GIROIR
306 Tanglewood Dr. • Russellville, AR 72801 • (601) 467-1735 • bgiroir@atu.edu

EDUCATIONAL BACKGROUND

Ph.D.-Higher Education Administration
The University of Southern Mississippi-Hattiesburg
May, 2009

M.Ed.-Counseling and Personnel Services
Emphasis-College Student Personnel
The University of Southern Mississippi-Hattiesburg
August, 2002

B.S.-Political Science and Public Administration
University of Wisconsin-La Crosse
May, 2001

PROFESSIONAL EXPERIENCE

Associate Dean for Student Success
Division of Student Services
Arkansas Tech University
Jul. 2014-Present

- Oversee operations of the following Student Success areas: Norman Career Services, Doc Bryan Tutoring Center, Supplemental Instruction, Parent and Family Relations, and Academic Recovery Program
- Supervise a staff of four professional staff, one graduate assistant, and two student workers
- Responsible for creating and maintaining the budget
- Created for Spring 2015 an Academic Recovery Program which consists of eight one-hour meetings throughout the semester targeting at strengthening study habits, time management, and other success skills.
- Complete annual assessment report for Student Success Department
- Plan and oversee the execution of the University’s Family Day Program and associated activities
- Facilitate weekly staff meetings with professional staff and monthly 1:1 staff meetings
- Collaborate with faculty and staff on a regular basis regarding student success and meeting the needs of students

Assistant Professor, Tenure Track
College of Professional Studies
Arkansas Tech University

- Full time instructor in the College of Professional Studies
- Taught online courses in the areas of leadership development
- Advised 170 students in the College of Professional Studies
- Completed degree audits for graduating students
- Communicated on a regular basis with students in the program
- Developed new courses for the College of Professional Studies in the areas of leadership and research
- Collected and reported enrollment data for the College of Professional Studies
- Coordinated Early Childhood Education (Associate’s Degree) program; approximately 30 students
- Attended monthly Arkansas ECE Co-Hort meetings

TECH 1001 Program Coordinator
Division of Academic Affairs
Arkansas Tech University

- Recruited approximately 25-30 faculty members to teach “Orientation to University” (TECH 1001) course
- Oversaw the creation of the resource and teaching manual for instructors
- Served as liaison with Academic Affairs in regards to the progression & assessment of the program
- Coordinated the student evaluations for course and oversaw grade appeals for the course
- Trained all instructors on course procedures, weekly topics, student characteristics, etc.
• Scheduled course offerings each semester and oversaw textbook selection for course
• Taught one or more sections of the course each semester
• Collaborated with other department heads and program coordinators of other orientation courses to provide consistency among the courses

Institutional Research Associate
Arkansas Tech University


• Fulfilled Campus Data Requests for information regarding Arkansas Tech University
• Oversaw ARGOS reporting system membership
• Wrote SQL codes for data information
• Assisted in completing campus surveys
• Provided support for departments and their accreditation efforts
• Worked closely with Arkansas Tech student evaluation data collection
• Assisted with grant applications as needed

Director of Admissions
The University of Southern Mississippi


• Maintained duties of Assistant Director of Admissions Operations
• Past member of Enrollment Management Team comprised of directors of First Year Experience, Financial Aid, Recruitment, Lucky Day Scholars, Registrar, and Associate Vice President
• Created new participation roles for admissions staff at orientation sessions
• Responsible for communicating with academic departments during orientation sessions
• Facilitated admissions appeals committee
• Noel Levitz strategic enrollment planning participant
• Reorganized and improved admissions application in cooperation with recruitment, residence life, honor’s college, and Lucky Day Citizenship Foundation
• Created new format for ACCUPLACER placement testing program
• Corresponded daily with students and parents in regards to the admissions process and their admission status
• Cross trained all staff members in different facets of admissions process
• Developed staff and professional development opportunities for staff
• Implemented an undergraduate application fee
• Increased number of communications to prospective students
• Oversaw the technological needs of office
• Worked closely with recruitment on a variety of issues including campus visits, customer service, student recruitment programs, etc.
• Supervised two practicum graduate College Student Personnel (CSP) master-level students each semester by serving as site supervisors
• Conducted annual assessment reports for SACS accreditation process for Admissions Office

Coordinator of The Leadership Scholarship Program
The University of Southern Mississippi


• Oversaw program of 600 students
• Recruited faculty and staff to serve as class instructors
• Developed curriculum for freshman Leadership Scholars course
• Created new programming opportunities for all Leadership Scholars
• Served as Director for the Leadership Scholars Consortium, which is composed of a group of 5 administrators from various student affairs offices
• Co-taught a section of the Leadership Seminar
• Supervised the Leadership Mentor program for the scholars requiring extra academic guidance
• Responsible for monitoring the annual budget (approximately $9,500) for the program
• Conducted retention studies to determine which type of Leadership Scholar is most likely to retain the scholarship

Assistant Director of Admissions Operations  
The University of Southern Mississippi  
• Oversaw all functions of admissions processing including application entry, application evaluation, transfer credit posting, reapplication, communications, and technology support for office
• Managed the front greeting area for prospective students
• Created admissions process for Hurricane Katrina affected students
• Supervised 1 part time and 10 full time employees
• Implemented document imaging system, Image Now, for workflow and archival processes
• Completed beginning and end of term processing-including statewide auditing process
• Coordinated the administration and reporting of ACCUPLACER placement exam
• Responsible for suspending or clearing students on probationary admissions status at end of each term

Senior Admissions Counselor  
The University of Southern Mississippi  
• Promoted to current position in Jan. 2005-formerly Junior Recruiter
• Recruited students through attending many college fairs, individual high school visits, and individual student visits
• Promoted Southern Miss, various scholarship opportunities, and other aspects of the university community through varying types of presentations
• Traveled extensively in Southwest Mississippi, Louisiana, and the Houston, TX area
• Assisted with recruitment efforts for the Leadership and Lucky Day Citizenship Scholarships
• Met daily with visiting families to Southern Miss
• Served as an ambassador for Southern Miss at various public events
• Organized Monthly Report summaries for entire recruiter staff
• Co-supervised 4 junior recruiters
• Assisted with Southern Miss sponsored recruitment functions such as: Honor’s Day, Black and Gold Day, Leadership Scholarship Interviews, all orientation events
• Corresponded daily with prospective students and families through phone calls, emails, letters, etc.
• Managed my district according to the perceived needs of potential students
• Worked constantly with faculty and staff to recruit students to Southern Miss

Residence Life Coordinator  
Louisiana State University-Baton Rouge  
• Developed and maintained a co-educational living-learning environment, housing approximately 700 students, including a 150 member Information-Technology Residential College
• Worked directly with faculty associated with residential college
• Co-advised the I-Tech residential college faculty/student advisory group
• Supervised and develop a 32 member paraprofessional student staff
• Held weekly staff meetings, bi-weekly individual meetings with each staff member, and routine performance evaluations
• Facilitated all judicial affairs related to policy violations and community standards in assigned areas
• Advised Hall Government and support their programming efforts
• Served on numerous departmental meetings
• Counseled residents, staff, and parents on various issues & oversaw all administrative tasks in the hall

GRADUATE EXPERIENCE  
The University of Southern Mississippi  
Graduate Assistantship
Graduate Hall Director-McCarty Hall
Practicum Experience
Career Services  
Office of Community Service Learning

TEACHING EXPERIENCE

**Arkansas Tech University**  
Assistant Professor—College of Professional Studies  
ECE 2991-2999 Practicum in Early Childhood Education  
PS 3143 Applied Professional Research (4 sections)  
PS 3023 Professional Communications  
PS 3143 Applied Professional Research (2 sections)  
PS 4993 Fundamentals of Professional Leadership  
PS 3003 Special Problems  
PS 4003 Capstone Project  
PS 4951-4 Undergraduate Research

**Instructor**  
TECH 1001 Orientation to University

**Adjunct Faculty—College Student Personnel**  
CSP 6143 Administration in CSP (Core Competency Course)  
CSP 6883 Student Affairs Professional (Elective Course)  
CSP 6013 Higher Ed. in Transition (Elective Course)  
CSP 1013 Principles of Collegiate Success

**The University of Southern Mississippi**  
**Instructor**  
UNV 120 Leadership Seminar  
UNV 101 University 101

STATE AND UNIVERSITY INVOLVEMENT

**Bridge to Excellence Mentor**  
*Arkansas Tech University*  
Aug. 2009-10, 2012-present

- Mentor 6 new freshmen students through their first semester of college
- Meet with each student 3 times per semester for a total of 18 student visits
- Visits include academic advisement, personal development, career planning, etc.

**Arkansas Institutional Research Organization (AIRO)**

*President*  
Nov. 2009—Nov. 2010

- Served as the voice of approximately 100 institutional researchers from institutions of higher learning across Arkansas to Arkansas Department of Higher Education
- Planned and executed quarterly organization meetings

*Vice President*  

- Elected leadership position within the association
- Coordinated annual meeting including registration, food and meeting space reservations, check-in
- Assisted in making decisions to for the betterment of institutional researchers at Arkansas public and private institutions

**Academic Advisor**

*The University of Southern Mississippi*  

- Advised 9 undeclared majors through their first year of college
- Met with students at mid-semester for academic advising
- Counseled students on selecting a major
Vice President for Admissions Counselors
- Mississippi Association of Collegiate Registrars and Admissions Officers - (MACRAO)
- Elected leadership position within the association
- Coordinated college fairs for 350 Mississippi High Schools and 25 Community Colleges
- Supervised seven District Coordinators throughout Mississippi
- Organized and input logistical information for all high schools and community colleges
- Created, published and distributed annual listing of high school and community college contact information and college fair calendar
- Served as main contact for all guidance counselors in high schools and community colleges

Arkansas Tech University
2014-2015
- University Orientation Committee

2013-2014
- Academic Appeals Committee
- Admissions, Academic Standards, & Student Honors Committee
- Commencement Committee
- New Faculty Orientation Committee

2012-2013
- Academic Appeals Committee
- Admissions, Academic Standards, and Student Honors Committee

The University of Southern Mississippi
- IHL State Wide Strategic Planning Team
- I-Tech Advisory Council
- I-Tech Customer Service Council
- I-Tech Standards Committee

- Hiring Committees for the following:
  - Coordinator of Minority Relations (Lead)
  - Associate Dean for Diversity and Inclusion
  - Director of Career Services (Lead)

- Professional Development Committee
- Faculty Senate
- Served on Honor Code Subcommittee
- Served on Presidential Liaison Subcommittee
- Student Affairs Committee

- Curriculum Committee
- Commencement Committee

- Priority Preview Orientation Planning Committee
- Multiplying Minorities Event Planning Committee

AWARDS RECEIVED
- ARBUG Diamond Award
- Hero of Katrina Award
- Graduate Student of the Year
- Graduate Case Study Winner

- Arkansas Blackboard Users Group
- The University of Southern Mississippi
- Mississippi Assoc. of Housing Officers
- Southeastern Assoc. of Housing Officers

- Apr. 2012
- May 2006
- Feb. 2002
- Mar. 2002

VOLUNTEER EXPERIENCE
- Cookie Manager
- Chapter Secretary
- Finance Co-Chair
- Reader/Eucharistic Minister Secretary
- Southern Miss Comcast Classic

- Girls Scouts of America
- Junior Auxiliary of Russellville
- Junior Auxiliary of Russellville
- St. Thomas Catholic Church
- Reese Creek Homeowners Assoc.
- Southern Miss-Student Affairs

- October 2013-Present
- June 2013-May 2014
- June 2012-May 2013
- Sept. 2003-Sept. 2006

PROFESSIONAL MEMBERSHIPS
- National Academic Advising Association, NACADA, 2013-Present
- American College Personnel Association, ACPA, 2012-2013
• Southern Association for Institutional Research, SAIR, 2008-2011
• Arkansas Institutional Research Organization, AIRO, 2008-2011
• Southern Association of College Student Affairs, SACSA, 2006-2011
• American Association of Collegiate Registrars and Admissions Officers, AACRAO, 2003-2008
• Mississippi Association of Collegiate Registrars and Admissions Officers, MACRAO, 2003-2008
• National Association of Student Personnel Administrators, NASPA, 2002-2003
• Southern Association of Housing Officers, SEAHO, 2001-2003
• Association of College and University Housing Officers-International, ACUHO-I, 2001-2003
• Gamma Beta Phi, Life

REVIEWS
ATU College Student Personnel Comprehensive Exam Reviewer. (2009-Present). Russellville, AR.


PUBLICATIONS


PRESENTATIONS

Schwehm, J & Giroir E. (2013) “The impact of the academic advising engagement model on involvement, academic self-efficacy, and perceived cohesion of online adult learners.” AERC National Conference, St. Louis, MO


Giroir, E. M. (2003). “From a-z. it’s as easy as 1-2-3.” Presentation for college residential housing professionals, Southeastern Association of Housing Officers, Baton Rouge, LA.


Giroir, E. M. (2002). “Supersize your leadership.” Mississippi Association of Resident Hall Students Conference, Mississippi State University, Starkville, MS.

Giroir, E. M. (2002). “Keep your star shining brightly.” Mississippi Association of Resident Hall Students Conference, Mississippi State University, Starkville, MS.
NOMINATION FOR MEMBERSHIP TO GRADUATE FACULTY
AND
REQUEST FOR APPROVAL TO TEACH CLASSES FOR GRADUATE CREDIT
ARKANSAS TECH UNIVERSITY

Recommended as member of:
Regular Graduate Faculty
☐ Tenured ☐ Non-Tenured ☐ Part-time ☑ Adjunct ☐ Non-Regular Faculty
Non-Regular Graduate Faculty

Indicate semester(s):
☑ Fall ☑ Spring ☑ Summer I ☑ Summer II

For non-regular faculty, identify the course(s) to be taught:
TESL 6053 ESL Assessment Strategies; TESL 6063 Instructional Strategies in the Content

Name of Candidate: Judith A. Hobson

Department & College: English and World Languages / College of Arts and Humanities

Current Academic Rank: Visiting Lecturer

Year joined ATU faculty: 2010

Degree
Year
Institution
BA, BS, or
BSHE
1965
University of Arkansas
MA, MS, MED, or
M.Ed, Ed.S.
1983, 1991
University of Arkansas
Doctorate
M.A. TESOL
2007
Arkansas Tech University

The Higher Learning Commission of the North Central Association expects “graduate faculty to possess terminal degrees appropriate to the instruction they provide,” and “graduate faculty and graduate students to be engaged in scholarship involving research and practice as appropriate to the discipline or field.”

For nominated faculty not holding the doctorate or not holding the doctorate in the field taught, documentation should be attached describing the special expertise held by the nominee in lieu of the doctorate.

All nominees attach curriculum vitae which includes scholarship qualifications.

Department Head: Date: 01-30-15
Dean of College: Date: 1-30-15
Graduate Dean: Date: 2-17-15

Date Approved by Graduate Council: 2-17-15
memorandum

To: Dr. Mary Gunter, Dean
    Graduate College

From: Carl Brucker, Head
    Department of English and World Languages

Date: February 9, 2015

Subject: Ms. Judy Hobson

Summary of Ms. Judy Hobson’s special qualifications to teach graduate courses in the MA TESOL program:

Ms. Hobson had a successful 39-year career in the Springdale school systems, working as a classroom teacher, a principal, the ESOL Coordinator, and the Director of ESOL programs. This provides her with a wealth of experience at all levels of ELL instruction in Arkansas public schools, experience that is directly applicable to her instruction in the two courses she teaches for us: TESL 6053: TESOL Assessment Strategies and TESL 6063: Instructional Strategies in Content Areas.

Ms. Hobson worked for three years with the University of Arkansas as Director of an Educational Renewal Zone that served educational cooperatives and small school districts throughout northwest Arkansas. This experience provided Ms. Hobson with an excellent understanding of the necessary interaction of secondary and post-secondary institutions. This experience has been a great benefit to her work as Director of our ESL Academies in Springdale and Russellville. These academies have provided valuable instruction to hundreds of Arkansas teachers from across the northern half of the state.

For several years, Ms. Hobson has worked closely with André Guerrero of the Arkansas Department of Education, helping him plan, staff, and budget the ESL Academies that have operated through Arkansas Tech and Henderson State. Ms. Hobson’s close working relationship with Mr. Guerrero has helped Tech continue this important state-funded program. This year she has worked closely with me to write a $2.3 million grant to the Arkansas Department of Education to operate ESL Academies during the coming year.

Ms. Hobson is a leading member of ARKTESOL, the primary professional organization for ELL teachers in the state. Her connection with this organization has helped provide professional-growth opportunities for our graduate students and a chance to promote our graduate programs to prospective students across the state.

We are extremely fortunate to have someone with Ms. Hobson’s experience and connections working with us.
Judith A. Hobson  
2245 Cheyenne Trail, Springdale, AR 72762  
479-530-2846  
Jahobson96@gmail.com

Professional Profile  
Hope that ALL children will someday have equal access to an equitable education by providing ALL teachers with the tools they need to teach to the diverse needs of their students.  
- Hold Masters Degree in TESOL and Specialist Degree in Education Administration  
- 46 years of experience in education field

Education, Honors, and Certifications

Master of Arts in TESOL  
Arkansas Tech University, Russellville, AR, 2007

Specialist in Education Administration  
University of Arkansas, Fayetteville, AR 1991

Master of Education in Elementary  
University of Arkansas, Fayetteville, AR 1983

Bachelor of Science in Home Economics  
University of Arkansas, Fayetteville, AR 1965

Arkansas Certifications  
Principal K-09  
Elementary 01-06  
Family and Consumer Science 07-12  
ESL P-08  
ESL 07-12

Related Professional Training  
- Sheltered Instruction Observation Protocol (SIOP) Trainer 2006 - current  
- Classroom WalkThrough, 2005  
- Total Instructional Alignment, 2007-08  
- Scholastic Auditor, 2007-current  
- Praxis III Assessor 2009 - 2011  
- ESL Academy Committee 2000 - current  
- ESL Textbook Adoption Committee 2003  
- ETS ESL Praxis II Standards Setting Committee 2012  
- Center for Applied Linguistics Trainer of Trainer – What’s Different About Teaching Reading to English Learners – 2013  
- ELPA21 Test Item Writing – Grade Range 6-8, May 2014

Professional Membership/Affiliation  
- TESOL - Arkansas Advocacy Representative  
- SETESOL - Arkansas Affiliate Representative
• ARKTESOL - Treasurer (currently), Vice President, President, Past President, Community Representative
• ASCD and AASCD
• NWARC

Employment

John Brown University
• Director of National Professional Development Grant – 2012 - current

Arkansas Tech University
• Adjunct Instructor for TESL classes – 2007 - current
• Coordinator of ESL Academy for ATU – 2012 -2014

JBHM (School Turn Around Program)
• Education Consultant 2010 -2011

University of Arkansas -
• Education Renewal Zone Director 2007-2010
• Also taught two classes for elementary – Teaching in a Second Language and Teaching a Second Language
• SILC – August – September 2011 - TEA

Springdale Schools
• ESOL Director - 1995-2007
• Federal Programs Director 1995-2005
• Asst. Principal 1980-1995
• Classroom Teacher 1968-1980

St. Paul Schools
• Classroom Teacher 1965-1968

Northwest Arkansas Economic Development District
• Job Counselor and Summer Coordinator for Summer Youth Program 1980 - 1998

Computer Related Skill
• All Microsoft Office Programs
• Blackboard
• Interactive White Boards
• Task Stream

Other Interests
• Working in yard
• Spending time with family
• Anything Razorback
• Sewing and Quilting
NOMINATION FOR MEMBERSHIP TO GRADUATE FACULTY AND REQUEST FOR APPROVAL TO TEACH CLASSES FOR GRADUATE CREDIT ARKANSAS TECH UNIVERSITY

Recommended as member of:

☐ Regular Graduate Faculty
☐ Non-Regular Graduate Faculty

☐ Tenured ☐ Non-Tenured ☐ Part-time ☐ Adjunct ☑ Non-Regular Faculty

Indicate semester(s):
☐ Fall ☐ Spring ✔ Summer I ☐ Summer II

For non-regular faculty, identify the course(s) to be taught:

DE5543--Driver Education II & DE5613-Driver Education I

Name of Candidate: Troy Norton

Department & College: Health and Physical Education/College of Education

Current Academic Rank: Visiting Instructor Year joined ATU faculty: 2005

Degree Year Institution
BA, BS, or M.Ed. 2002 Arkansas Tech University
MA, MS, MED, or Arkansas Tech University

Doctorate

The Higher Learning Commission of the North Central Association expects “graduate faculty to possess terminal degrees appropriate to the instruction they provide,” and “graduate faculty and graduate students to be engaged in scholarship involving research and practice as appropriate to the discipline or field.”

For nominated faculty not holding the doctorate or not holding the doctorate in the field taught, documentation should be attached describing the special expertise held by the nominee in lieu of the doctorate.

All nominees attach curriculum vitae which includes scholarship qualifications.

Department Head: Annette Holmesfield Date: 3/11/2015
Dean of College: Sherry L. Field Date: 3/14/2015
Graduate Dean: Tommy B. Flowers Date: 2-17-15

Date Approved by Graduate Council: 2-17-17

RECEIVED 2-6-15
Mr. Troy Norton has special expertise in Driver Education having completed his certification during the summer of 1995. He has taught these classes at the undergraduate and graduate levels for the previous four summers. He served on an Arkansas State Department of Education task force during the summer of 2012 to help develop the frameworks and select a textbook for the course offered at the high school level. He drives a school bus for the Russellville School District and maintains his training through their Transportation Department.

Driver Education courses are required of those public school teachers who wish to add that endorsement to an existing teaching license. Therefore, these courses are offered as a service to area public school teachers who are seeking professional development hours or are seeking licensure in the Driver Education content. Completing graduate hours is a pathway to salary increases for public school teachers; therefore, we need to continue to offer these classes as a service to our public school colleagues. This class is an especially good fit to offer through the Health and Physical Education Department because many of our coaching majors will need to be able to drive a bus on athletic trips.
VITA

TROY NORTON
400 SOUTH INDEPENDENCE
RUSSELLVILLE, AR 72801
HOME: 479-968-1044
WORK: 479-968-0428
FAX: 479-890-3084
E-MAIL: tnorton@atu.edu

EDUCATION

M.Ed., Arkansas Tech University: Physical Education, May 2005

B.S., Arkansas Tech University: Health & Physical Education May 2002

EXPERIENCE

Director of Tech Fit, Department of Health & Physical Education: Arkansas Tech University. Responsibilities include budget, scheduling, making sure the student workers are CPR and First Aid certified, and to make sure Tech Fit is running properly. August of 2012 to present.

Visiting Instructor, Department of Health & Physical Education: Arkansas Tech University. Responsibilities include teaching undergraduate courses. August 2005 to present.

Graduate Assistant, Department of Health & Physical Education: Arkansas Tech University. Responsibilities include teaching undergraduate courses. August 2003 to May 2005.

Assistant Boys Basketball Coach, Russellville Public Schools. Responsibilities included assisting with scouting of opposing teams, organization of practices, supervision of games, maintain facilities, maintain relationships with parents. August 1999 to May 2003.

Substitute Teacher, Russellville Public Schools. Assume duties of regular teacher maintaining order of classroom, and adhering to school policies and regulations, while maintaining student records, including attendance and grades. August 1997 to May 1999.


Case Manager, Counseling Associates, Inc., Russellville, Ar. Responsibilities included supervising residents and ensure their safety, enforce rules and procedures, record and maintain facility logs, sort and distribute donations, protect privacy of residents and maintain patient confidentiality, supervise residents’ medication schedule and log. May 1995 to May 2003.
CERTIFICATIONS

Arkansas Softball Association, District Umpire-In-Chief. March 2010 to present.

State of Arkansas Emergency Worker. August 2008 to present.

American Red Cross Instructor for First Aid – Responding to Emergencies, CPR, and AED. August 2005 to present.


Arkansas Officials Association, Russellville, Ar. March 1999 to present.

Amateur State Association, Russellville, Ar. May 1997 to present.

WORKSHOPS TAUGHT

“Amateur State Association Softball Clinics” to ASA Umpires. Spring 2010 to present.

PROFESSIONAL COURSES TAUGHT

Arkansas Tech University Undergraduate Courses:
PE 1431 Bowling
WS 2003 Field Base Experiences in Wellness
PE 2513 First Aid
PE 1513 Personal Health and Wellness
WS 1002 Physical Wellness and Fitness
PE 1991 Racquetball
PE 1851 Tennis and Basketball
PE 3522 Theories of Coaching Basketball, Track & Field

Graduate Courses Taught

DE 4613 Drivers Traffic Education I
DE 4613 Drivers Traffic Education II
PROFESSIONAL ACTIVITIES

Serving on the Board for Equity and Diversity Board, Arkansas Tech University. October 2014 to Present.

Served on the Drivers Educational textbook Adoption for the Arkansas State Department of Education. 2012.

Served on the Centennial Basketball Advisory Board, Arkansas Tech University. 2009 to 2010.

Serve on the Young Alumni Advisory Board, Arkansas Tech University. August 2008 to August of 2010.

Served as a Volunteer Coach for Boys and Girls Club, Russellville, Ar. August 1993 to August to present.

PROFESSIONAL ASSOCIATIONS
Arkansas Association for Health and Physical Education, Recreation and Dance (Ark AHPERD)
Amateur State Association
American Red Cross Association
Arkansas Officials Association
Arkansas Softball Association (ASA)

ADDITIONAL TRAINING

Driver Traffic Education I course completed at Arkansas Tech University. Summer 1995.

Driver Traffic Education II course completed at Arkansas Tech University. Summer 1995.