

**Curriculum Vitae**  
**David F. Mullins, Ph.D.**

*email: dmullins@sf.edu*

\*Updated July 2013



**Education:**

2004	Mississippi State University	Ph.D.
	Sociology	
1998	Mississippi State University	M.S. Higher Ed Administration
1992-1993	Cincinnati College of Mortuary Science	A.A.S & B.S. Mortuary Science
1988-1991	Purdue University	Liberal Arts
1986-1987	Rotary Youth Exchange Student	Krefeld, Germany

**Licenses and Certifications:**

2006	NASA and United Negro College Fund Special Programs Corporation Project Management Training	
1996-2007	Education Certificate (Postsecondary Funeral Service Instructor)	Mississippi
1996-2008	Funeral Service Practitioner	Mississippi
1995-2008	Funeral Director/Embalmer	Indiana
1994	Funeral Director/Embalmer Intern	Indiana
1993	National Board Examination Certification	ICFSEB
1993	Eye Enucleation and Corneal Excision	Indiana
1992	Skin and Long Bone Retrieval	Ohio
1992	Eye Enucleation and Restoration	Ohio
1992	Homograft Middle Ear Retrieval	Ohio
1989	Firefighter	Indiana
1989	Emergency Medical Technician	Indiana

**Employment History:**

2011-present	University of Saint Francis Associate Professor and Sociology Program Director	Fort Wayne, IN
2008-2011	University of Saint Francis Assistant Professor and Sociology Program Director	Fort Wayne, IN
2006-2007	East Mississippi Community College Executive Vice President	Scooba, MS
2004-2006	East Mississippi Community College Vice President for Institutional Research, Advancement, Technology, and Accreditation	Scooba, MS
2002-2004	East Mississippi Community College Director of Institutional Research and Planning	Scooba, MS
1998-2000	H. A. Perrey Book Publishers Owner	
1996-2002	East Mississippi Community College Co-Director: Department of Funeral Service Technology	Scooba, MS
1996-1997	American Mortuary Seminars	Scooba, MS

1995	Owner: OSHA Consultant and Lecturer Robert Loose Funeral Home Funeral Director	Anderson, IN
1993-1994	Voss Funeral Service Funeral Director Intern	Seymour, IN
1991-1993	Frederick Funeral Home Student Employee	Cincinnati, OH
1992-1993	Ohio Valley Tissue and Skin Center Procurement Specialist	Cincinnati, OH
1992-1993	Spring Grove Cemetery and Arboretum Director of Historical Records	Cincinnati, OH
1991	Covington Memorial Gardens Director of Historical Records	Ft. Wayne, IN
1989-1991	Purdue Fire Department Custodian and Aircraft Crash Rescue	West Lafayette, IN
1988-1989	Purdue University Physical Plant - Custodian	West Lafayette, IN

### **Undergraduate Courses Taught at the University of Saint Francis**

#### *Fall 2008*

SOCI 101 Introduction to Sociology (3 credit hours)  
 SOCI 240 Causes of Crime and Delinquency (3 credit hours)  
 SOCI 272 Contemporary Social Problems (3 credit hours)  
 HONR 400 Honors Project with Jon Bowen (1 credit hour)

#### *Spring 2009*

SOCI 101 Introduction to Sociology (3 credit hours): Online, Ft. Wayne/Crown Point  
 SOCI 101 Introduction to Sociology (3 credit hours)  
 SOCI 230/POLI 230 Social Research Methods (3 credit hours)  
 SOCI 250 Introduction to Sociological Theory (3 credit hours)

#### *Fall 2009*

SOCI 101 Introduction to Sociology (3 credit hours): Online, Ft. Wayne/Crown Point  
 SOCI 101 Introduction to Sociology (3 credit hours)  
 SOCI 252 Sociology of Sports (3 credit hours)  
 SOCI 251 Sociology of Health (3 credit hours): Team teaching with Bill Crowley

#### *Spring 2010*

SOCI 101 Introduction to Sociology (3 credit hours): Online, Ft. Wayne/Crown Point  
 SOCI 101 Introduction to Sociology (3 credit hours)  
 SOCI 230/POLI 230 Social Research Methods (3 credit hours)  
 SOCI 252 Sociology of Sports (3 credit hours): Online Ft. Wayne  
 SOCI 395 Comparative Racial and Ethnic Relations (3 credit hours)  
 SOCI 401 Internship (3 credit hours)  
 SOCI 440 Nature and Society (Under contract to develop online course to meet GE LO 3)

#### *Fall 2010*

SOCI 440 Nature and Society (3 credit hours): Online Ft. Wayne/Crown Point  
 SOCI 355 Inequality, Class, and Social Status (3 credit hours): Online Ft. Wayne/Crown Point

IDS 490 Advanced Research Methods (3 credit hours)  
SOC 253 Sociology of Education (3 credit hours)  
SOC 252 Sociology of Sports (3 credit hours): Online Ft. Wayne/Crown Point  
SOC 251 Sociology of Health (3 credit hours): Online Ft. Wayne/Crown Point

*Spring 2011*

SOC 135 Race and Ethnicity (3 credit hours): Online Ft. Wayne  
SOC 251 Sociology of Health (3 credit hours): Online Ft. Wayne -- Accelerated  
SOC 252 Sociology of Sports (3 credit hours): Online Ft. Wayne  
SOC 250 Introduction to Sociological Theory (3 credit hours)  
SOC 401 Internship (3 credit hours)  
SOC 404 Capstone (3 credit hours)

*Summer 2011*

SOC 251 Sociology of Health (3 credit hours): Online Ft. Wayne/Crown Point  
SOC 440 Nature and Society (3 credit hours): Online Ft. Wayne/Crown Point

*Fall 2011*

SOC 251 Sociology of Health (3 credit hours): Online Ft. Wayne/Crown Point  
SOC 251 Sociology of Health (3 credit hours): Ft. Wayne  
SOC 440 Nature and Society (3 credit hours): Online Ft. Wayne/Crown Point  
SOC 404 Capstone (3 credit hours): Online Ft. Wayne  
SOC 230 Research Methods (3 credit hours): Ft. Wayne  
IDS 490 Advanced Research Methods (3 credit hours)

*Spring 2012*

SOC 251 Sociology of Health (3 credit hours): Online Ft. Wayne/Crown Point  
SOC 251 Sociology of Health (3 credit hours): Ft. Wayne  
SOC 440 Nature and Society (3 credit hours): Online Ft. Wayne/Crown Point (2 sections)

*Summer 2012*

SOC 251 Sociology of Health (3 credit hours): Online Ft. Wayne/Crown Point  
SOC 440 Nature and Society (3 credit hours): Online Ft. Wayne/Crown Point

*Fall 2012*

SOC 251 Sociology of Health (3 credit hours): Online Ft. Wayne/Crown Point  
SOC 440 Nature and Society (3 credit hours): Online Ft. Wayne/Crown Point  
SOC 245 Health and the Community (3 credit hours): USF Virtual College

*Spring 2013*

SOC 251 Sociology of Health (3 credit hours): Online Ft. Wayne/Crown Point  
SOC 440 Nature and Society (3 credit hours): Online Ft. Wayne/Crown Point (2 sections)

*Summer 2013*

SOC 251 Sociology of Health (3 credit hours): Online Ft. Wayne/Crown Point  
SOC 440 Nature and Society (3 credit hours): Online Ft. Wayne/Crown Point

**1996-2008 Undergraduate Courses Taught**

*Traditional Classroom:*

Contemporary Social Problems, Crime and Delinquency, Introduction to Sociology, Ethnic Relations (Honors), Marriage & Family, Restorative Art, Embalming, Microbiology, Pathology, Mortuary Anatomy, Color & Cosmetics, Introduction to Sociological Theory, and Social Research Methods.

*Online:*

Introduction to Sociology, Ethnic Relations, Marriage & Family, Psychology and Sociology of Counseling in Funeral Service, Mortuary Anatomy, Gender and Society, and Social Problems.

**Scholarship of Teaching**

*Book Reviews*

- 2013 Kent R. Wilson. *Steward Leadership in the Nonprofit Organization*. Sage Publishing. Thousand Oaks, CA.
- 2012 Thomas J. Burns & Beth Schaefer Caniglia. *Environmental Sociology: The Ecology of Modernization*. Sage Publishing. Thousand Oaks, CA.
- 2011 Earl Babbie's 12<sup>th</sup> edition of *The Practice of Social Research*. Cengage Learning. Belmont, CA.

*Development of New Delivery Modes*

- 2009 Developed and implemented online service project for SOCI 251 Sociology of Health to support online program and Crown Point campus. The project requires students to use formal project management techniques to build a team and lead that team to produce a public service announcement concerning health related issues to be broadcast and distributed to national reader's radio services by the Allen County Public Library's Northeast Indiana Reader's Radio Service.
- 2009 Developed and implemented service project for SOCI 252 Sociology of Sports that requires students to use formal project management techniques to build a team that will raise funds to support the Habitat for Humanity build at the University of Saint Francis.
- 2008 Developed and implemented a service project for SOCI 272 Contemporary Social Problems that required students to use formal project management techniques to conduct four sports camps to raise funds for baby formula for Haiti.

*Development of New Courses*

- 2009 Developed new course for Criminology concentration within Sociology program at the University of Saint Francis (SOCI 241 Victims and Victimology).
- 2008 Developed four new courses in Sociology program at the University of Saint Francis (SOCI 251 Sociology of Health; SOCI 252 Sociology of Sports, SOCI 253 Sociology of Education; SOCI 260 Marriage and Family).

*Invited Speaker*

- 2010 "A Discussion on Gender Differences." University of Saint Francis School of Health Sciences Brown Bag Lunch. April 23, 2010. Fort Wayne, Indiana.
- 2007 "Don't Take No for an Answer: Surviving a SACS Reaffirmation" Mississippi Association for Institutional Research Annual Conference. March 30, 2007. Philadelphia, MS.
- 2006 "Project MARS: A Case Study." United Negro College Fund Special Programs Corporation and NASA Curriculum Improvement Program Award III: Introducing Research into the Undergraduate Curriculum. December 4, 2006. Jackson, MS: Tougaloo College.

### *Workshop Presenter*

- 2010 In conjunction with Doug Barcalow and Matt Smith, I developed, coordinated, and conducted the “Improving Pedagogy in Web-based Courses Workshop,” on behalf of the new Contemporary Programs Office at the University of Saint Francis, Fort Wayne, Indiana, July 20-22.
- 2009 “Beyond the Classroom: Tips for Educators on Recognizing and Adapting to the Influence of Gender on Student Success.” Faculty Development Day, University of Saint Francis, Fort Wayne, Indiana, October 6, 2009

### *Books, Book Chapters, and Manuals*

- 2005 *501 Human Diseases*. NY: Delmar Publishing.
- 2005 *Pathology and Microbiology for Mortuary Science*. NY: Delmar Publishing.
- 2005 *Instructor’s Manual to Pathology and Microbiology for Mortuary Science*. NY: Delmar Publishing.
- 2002 “Restorative Art and Physiognomy.” *Restorative Art and Science*. Ralph L. Kicker (Ed.). Thanatos Institute. Buffalo, New York.
- 2000 *The Illustrated Guide to Anatomy and Physiology: An Introductory Text to the Study of Embalming and Disease*. H. A. Perrey Book Publishers. Columbia City, Indiana. (Owner of publishing company, but blind peer reviewed).

### *Refereed Paper Presentations*

- 2010 “Project Management: Service Learning in the Online Environment.” Technology, Colleges, and Communities 15<sup>th</sup> Annual World-wide Online Conference. April 21, 2010. Online Presentation.
- 2005 “Student Learning Outcomes: A Temporal Analysis of the Effects of Academic Schedules on Student Outcomes in Remedial English and Mathematics Courses.” Distinguished Paper Invited Speaker. American Educational Research Association Annual Conference. April 11, 2005. Montreal, Canada.
- 2004 “Student Learning Outcomes: A Temporal Analysis of the Effects of Academic Schedules on Student Outcomes in Remedial English and Mathematics Courses.” Southeastern Association of Community College Researchers Conference. August 3, 2004. Lake Lanier, GA.
- 2004 “Advanced Assessment and Evaluation Methodologies in Online Learning.” David F. Mullins and Andrea Scott. Creating Futures Through Technology Conference. March 1, 2004. Biloxi, MS.
- 2002 “The National Survey of Families and Households: A Review of Survey Techniques.” Mississippi State University Statistical Data Center. Mississippi State, Mississippi. Online reference document at Mississippi State University Library.

### *Curriculum, Examination, and Legislation Development Committees*

- 2001 American Board of Funeral Service Education Curriculum Sociology of Funeral Service Subcommittee
- 1999-2002 Mississippi Funeral Directors Association Education Committee
- 1998-2000 National Foundation for Mortuary Care: Training and Education Committee Chair

- 1999 International Conference of Funeral Service Examining Boards National Board Examination item writing contributor for the following examination content areas: Embalming, Mortuary Anatomy, Restorative Art, Microbiology, and Pathology
- 1999 Mississippi Department of Vocational-Technology Education, Mississippi Funeral Service Technology Model Curriculum Committee Member

*Teaching Awards*

- 2011 Nominated by Students for the Leepoxy Award at the University of Saint Francis
- 2008 Kaplan University Faculty Recognition Award
- 2004 Outstanding Paper Award, Southeastern Association of Community College Research, “Student Learning Outcomes: A Temporal Analysis of the Effects of Academic Schedules on Student Outcomes in Remedial English and Mathematics Courses.”
- 2001 Mississippi Higher Education Appreciation Day Working to Achieve Excellence (HEADWAE) Faculty Honoree—Mississippi Community College Faculty Member of the Year
- 2001 American Board of Funeral Service Education Faculty Scholarship Award
- 2000 American Board of Funeral Service Education Faculty Scholarship Award
- 1999 American Board of Funeral Service Education Faculty Scholarship Award
- 1998 American Board of Funeral Service Education Faculty Scholarship Award

*Accreditation Committee Service*

- 2007 Led Reaffirmation of Accreditation for EMCC as SACS Liaison
- 2005 EMCC Liaison for MIVERS Accreditation Visit at the Meridian Naval Air Station, Meridian, Mississippi.
- 2005 SACS On-site Committee Member. Central Carolina Technical College. October 25-27, 2005. Sumter, South Carolina.
- 2005 EMCC Liaison for American Board of Funeral Service Education Re-Accreditation
- 2003 Co-lead for SACS Substantive Change Request for the Mississippi Virtual Community College as Director of Institutional Research and Planning
- 1998 American Board of Funeral Service Education  
Led Self-Study as Committee Co-Chair; Primary Author of Self-Study
- 1996 East Mississippi Community College SACS Self-Study Committee Member

*Funded Grants*

*Each of the following grants was written by me personally, and I served as the pedagogy expert for underrepresented ethnic minorities and women for each project.*

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|------|--|-----------|
| 2007 | Department of Defense<br>Planetarium Science Equipment Project   | \$500,000 |
| 2006 | Tennessee Valley Authority<br>Mobile Speech Lab  | \$5,000   |
| 2006 | Minority Science and Engineering Improvement Program<br>Broadcast Meteorology Partnership Mississippi State University | \$300,000 |
| 2006 | Department of Defense  | \$200,000 |

2006	Infrastructure Support Program HBCU and Minority Institutions Mississippi State University Center for Advanced Vehicular Systems	\$30,000
2006	Computer-Based Training Quality Assessment System NASA Curriculum Improvement Program Award II United Negro College Fund Special Programs Corporation	\$400,000
2005	Project Management Application Resource System (MARS) Minority Science and Engineering Improvement Program Summer Camps to Increase Enrollment of Women and Minorities	\$50,000
2005	Exposing Women and Minorities to Science Opportunities Minority Science and Engineering Improvement Program Institutional Improvement Grant Exposing Women and Minorities to Science Opportunities	\$300,000
2004	Tennessee Valley Authority Online Industrial Maintenance Math and Measurement Course	\$5,400

### **Scholarship of Integration**

#### *Scholarship Sandbox*

Between 2010 and 2011 academic years at the University of Saint Francis, I developed and led a team of faculty volunteers from each of the five schools to meet monthly and invite the entire faculty, professional staff, and student body to presentations of faculty and student scholarship. We had six meetings per year and a total of over 150 attendees. In 2010 the Scholarship Sandbox was funded by each of the deans of the five schools volunteering funds from their school budgets, and it was funded in 2011 by the Provost's Office.

#### *Peer Reviewed E-zine Journal Associate Editor and Published Works*

2007-2012	Associate Editor for Education, <i>Earthzine</i>
2011	Judge--Second NASA DEVELOP Virtual Poster Session Student Competition
2011	Led the 2011 International Student Essay Competition for <i>Earthzine</i> at IGARRS
2010	Led the 2010 International Student Essay Competition for <i>Earthzine</i> at IGARRS
2009	Led the 2009 International Student Essay Competition for <i>Earthzine</i> at IGARRS
2009	David F. Mullins and Lawrence Wiedman. "Andros Island: Bahamas Coral Reef Ecosystem is Living Laboratory for Students." September 23, 2009, at <a href="http://www.earthzine.org">www.earthzine.org</a> .
2009	"High School Students Debate Federal Incentives for Alternative Energy." July 27, 2009, at <a href="http://www.earthzine.org">www.earthzine.org</a> .
2009	<i>Earthzine</i> Education Page Strategic Plan

#### *Panel Discussant*

2009	"Economics, Politics, and Faith: A Panel Discussion on the Pope's Encyclical about Society's Problems: ' <i>Caritas in Veritate</i> .'" University of Saint Francis, November 19, 2009.
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### *Grant Proposal Reviewer*

2009	Curriculum Improvement Partnership Award Integrating Research into the Undergraduate Curriculum (CiPair), NASA and the United Negro College Fund Special Programs Corporation
2007	U.S. Department of Education Fund for the Improvement of Postsecondary Education (FIPSE) Comprehensive Program grant proposal reviewer
2006	Vice President Mississippi Association for Institutional Research
2005	U.S. Department of Housing and Urban Development Early Doctoral Student Research Grant Program grant proposal reviewer
2005	U.S. Department of Housing and Urban Development Doctoral Dissertation Research Grant Program grant proposal reviewer
2004	U.S. Department of Education Fund for the Improvement of Postsecondary Education grant proposal reviewer

### *Funded Grants*

2010	Title IV TRIO Student Support Services	\$1,100,000*
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*\*I brought the idea for applying to the University of Saint Francis, I provided the entire first draft of the proposal based on a previously funded proposal, and I served on the TRIO SSS grant writing team.*

*Each of the following grants was written by me personally, and I served as the expert for underrepresented ethnic minorities and women for each project.*

2007	Title IV TRIO Upward Bound Department of Education	\$1,000,000
2007	Department of Labor Nursing Education and Occupation Navigator	\$1,900,000
2006	Private Donation Solicitation Seed Money for Associate Degree Nursing Program	\$115,000
2006	Corporate Contribution from Howard Computer	\$1,000
2005	Title IV TRIO Student Support Services	\$1,000,000

### **Scholarship of Discovery**

*Reviewer for Journal of Family Issues (Sage Publishing)*

2013	Manuscript of, "Father Contact Following Union Dissolution for Low Income Children in Urban South Africa" September 24 <sup>th</sup> .
2013	Manuscript ID JFI-13-0128, May 20 <sup>th</sup> . (Double blind review).

### *Articles in Refereed Journals*

2011	"Linkages between nonresident father involvement and children's behavior: A cultural comparison of African American, Anglo, and Latino families." <i>Journal of African American Studies</i> . Vol. 15(1): 1. DOI: 10.1007/s12111-010-9119-0.
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### *Refereed Paper Presentations*

2010	"Linkages Between Child Health and Nonresident Father Involvement: A Cultural Comparison of African American, Anglo, and Latino Families." Kaplan
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- University School of General Education Speakers Series. April 6, 2010. Online Presentation.
- 2010 “Linkages Between Children’s Behavior and Nonresident Father Involvement: A Cultural Comparison of African American, Anglo, and Latino Families.” Midwest Sociological Society 2010 Joint Annual Meeting. March 31, 2010. Chicago, IL.
- 2006 “InConcert Strategic Planning and Assessment Software.” Mississippi Association for Institutional Research Annual Conference. March 30, 2006. Philadelphia, MS.
- 2005 “Emerging Diseases: Identifying Lesions and Embalmer Safety.” New York Metropolitan Funeral Directors Association and the New Jersey Funeral Directors Association Continuing Education Programs. Contracted for November 1 and 2, 2005.
- 2005 “InConcert Strategic Planning Software.” Southeastern Association of Community College Researchers Conference. August 7, 2005. St. Pete Beach, FL.
- 2005 “Early Registration and Its Effects on Students’ Grades: A Temporal Analysis.” Jackie Hale and David F. Mullins. Southeastern Association of Community College Researchers Conference. August 7, 2005. St. Pete Beach, FL.
- 2005 “InConcert Strategic Planning and Assessment Software.” Southern Association of Institutional Research Annual Conference. October 23, 2005. Charlotte, South Carolina.
- 2002 “Nonresident Fathers’ Contact and Support and the Well-Being of Children.” David F. Mullins and Xiaohe Xu. The 33<sup>rd</sup> Annual Meeting of the Alabama-Mississippi Sociological Association. February 21-22, 2002. Cleveland, MS.

*Dissertation*

- 2004 *Nonresident Fathers’ Involvement and Child Well-Being: A Cultural Comparison of Nonintact African American, Anglo, and Latino Families.* Mississippi State University: Dissertation.

*Awards*

- 2004 Association for Institutional Research, Research Fellow, 2004 Summer Data Policy Institute on NCES and NSF Databases. National Conference Center: Washington, D.C.
- 2003 Alpha Kappa Delta International Honor Society, Outstanding Doctoral Student

*Advisory Board Member and Participating Scholar*

- 2004 Computational Training Systems Advisory Board. Led Beta Testing of InSite Suite Software. Center for Advanced Vehicular Systems (CAVS), Mississippi State University.

**Scholarship of Application**

- 2010 Chaired Committee that Revised the *Peabody Public Library Policies and Procedures Manual.*

*Paid Reviewer*

- 2011 Reviewed Earl Babbie. (2010). *Test Bank for the Practice of Social Research. 12<sup>th</sup> Edition*. Belmont, CA: Wadsworth Cengage Learning.
- 2010 Reviewed the draft Indiana Teacher Standards for Sociology for the Pearson Indiana Standards Development Project.
- 2010 Reviewed Earl Babbie. (2010). *The Practice of Social Research. 12<sup>th</sup> Edition*. Belmont, CA: Wadsworth Cengage Learning.

*Member of Scholarship Review Panel*

- 2010 United Negro College Fund Special Programs Corporation  
NASA Harriet Jenkins Pre-Doctoral Scholarship Program

*Paid Consultant*

- 2009 Consultant for Kaplan Higher Education for Experiential Learning Assessment

*Invited Speaker*

- 2007 “Best Practices in Leveraging Grant Funds.” Joint NASA-NSF Research and Education Opportunities Conference for Principal Investigators, Faculty, and Partners. February 22-24, 2007: Chantilly, Virginia.

*Think-Tank Advisor*

- 2005 National Center for Rural Community Colleges advisor to think-tank concerning data inclusion and file storage. Think-Tank consisted of the Rural Policy Research Institute, Alcorn State University, Stennis Institute for Government, and MS State University

*Grant Proposal Reviewer*

- 2013 Proposal Review: U.S. Office of Community Services, 2013 Community Economic Development Grant and 2013 Community Economic Development Healthy Food Financing Initiative, Alternate Panelist.
- 2005 Proposal Reviewer: Track 6, Institutional Research, Theory, and Practice for the 2006 Association for Institutional Research Forum.

*Funded Grants*

*Each of the following grants was written by me personally, and each proposal was successful due to my contribution towards research design, evaluation, and background in Institutional Research and Assessment.*

- 2009 6-Week Traveling Exhibit at Allen County Public Library and Jividen, Jason; Mullins, David F.; and Lundgren, Lesley. \$2,500  
Small Grants to Libraries: Lincoln the Constitution and the Civil War  
National Endowment for the Humanities and American Library Association
- 2007 Mississippi Association Institutional Research Annual Conference Corporate Donations \$4,000
- 2006 Bush-Clinton Katina Relief Fund \$175,000

2006	Water System for EMCC Scooba Campus Bush-Clinton Katrina Relief Fund	\$500,000
2005	Hurricane Repairs to Physical Plant at EMCC Scooba Campus Tennessee Valley Authority	\$5,000
2005	Helpdesk Software MidSouth Partnership for Rural Community Colleges	\$20,000
2004	InConcert Strategic Planning Software Development Title 3a Strengthening Institutions Planning Grant Award Number P031A040026	\$35,000

### **University Service**

2013	Chaired Council on Shared Governance
2013	Faculty Forum Chair and liaison for transition to Faculty Senate model
2012	Member of Planning and Budget Committee
2012	Member of Implementation Team for College of Adult Learning and Virtual Campus
2012	Co-Chaired with Dr. Stacy Adkinson the initiative to plan for redesign of senior administration after Provost resigned
2011	Faculty Forum Chair Elect and Faculty Forum Chair
2011	Chaired Council on Shared Governance
2011	Member of the search committee for Sociology Assistant Professor
2010	University of Saint Francis Promotion and Tenure Committee
2009-2011	University of Saint Francis Academic Council, Secretary
2010	Member of the search committee for the Political Science Program Director.
2009	University of Saint Francis, TRIO Student Support Services Grant Task Force, Originator of Project and Application.
2008-2011	University of Saint Francis, FRENED Working Group on Issues of Homosexuality
2008-Present	Webmaster for University of Saint Francis Dept. of History and Social Science
2010	Served as an artifact reviewer for the General Education Assessment Week
2010	Contributor to School of Arts and Sciences newsletter, <i>Parabola</i> .
2009	University of Saint Francis, Chair Habitat for Humanity Fundraising Committee
2008	University of Saint Francis, Title 3a Grant Development Task Force. Grant funded in October 2010.

### **Community Service**

2010-2011	Member of the Peabody Library Board of Trustees in Columbia City, Indiana
2010-2011	Chair, Peabody Library Policies and Procedures Committee
2010-2013	Northeast Indiana Reader's Radio Service Advisory Committee
2008-2011	Judge for Indiana High School Forensic Association
2008-2013	Northeast Indiana Readers Radio Service Volunteer
2007	President Mississippi Association for Institutional Research

### **Professional Memberships**

2012-present	Association for the Sociology of Religion
2009-present	Midwest Sociological Society
2009-present	American Sociological Association

2009-present

Indiana Academy of Social Sciences

### **Select Job Responsibilities and Accomplishments at East Mississippi Community College** **Fiscal Responsibilities and Budgeting**

- \*Managed \$25 million institutional budget and \$6 million in grant funds.
- \*Represented the college's interests in Washington, DC, with congress, and with the Mississippi State Legislature. This resulted in a new hospital, a new four-lane highway, and the highest funding for Mississippi community colleges in the state's history. The Division of Workforce Services increased training from approximately 4,500 employees to over 12,000 people per year between 2002 and 2007.
- \*In 36 months, authored 49 grant proposals totaling \$24,331,296. 44% were funded for a total of \$6,001,900 in direct funds, with an additional \$413,414 in savings, for a combined total of \$6,415,314 in grant funds.
- \*Designed, implemented, staffed, managed, and reported on 20 separate grant-funded programs between 2004 and 2007.

### **Supervision**

- \*Directly and indirectly supervised approximately 250 employees including faculty, staff, and senior administrators.
- \*Directly supervised 24 employees, conducted employee performance evaluations, wrote letters of reprimand and developed and evaluated required employee improvement compliance plans, approved leave requests, selected and recommended individuals for transfer and promotion, selected and led hiring committees, recruited employees, initiated background checks, conducted reference interviews and questionnaires, directed the administration of employment testing, and negotiated salaries.
- \*Approved travel, vehicle use, all purchasing, employee contract negotiations, commitment of the college to contracts, hiring, termination, recruitment of personnel, and implementation of reduction in force policies.
- \*Approved requisitions, purchase orders, departmental budgets, budget line item transfer requests, approved check requisitions, and negotiated contracts.
- \*Worked with legal counsel to update and enforce the EMCC Policies and Procedures Manual.
- \*Used Microsoft Project to manage construction and non-construction projects.
- \*Served on Office of Civil Rights compliance team.
- \*Led the initiative to restructure the college, which resulted in a new organizational chart and the creation of numerous positions aligned with meeting the college's mission, goals, and objectives.
- \*Served on team to negotiate Memo of Understanding and Memo of Agreement for offering courses at the Columbus Air Force Base and the Meridian Naval Air Station.

### **Curriculum, Instruction, and Program Development**

- \*Led team to design and implement initiative to increase participation of African American students, especially women, in Science, Technology, Engineering, and Mathematics (STEM) fields. Between Fall 2003 and Fall 2007, the initiative resulted in an increased enrollment of STEM majors among African Americans from 5 students to 161 students, with over half being females. The overall increase in enrollment in STEM majors increased to 364 students from 35 during the period.

- \*Designed and administered the assessments for the Ethnic Relations Honors course.
- \*Designed the online assessment and delivery for the Ethnic Relations course using InSite Studio software.
- \*Used Blackboard and Respondus software to design the Marriage and Family and the Introduction to Sociology master courses for the Mississippi Virtual Community College, which are used as the foundation for all 32 sections of the Marriage and Family course and all 39 sections of Introduction to Sociology being taught through the MSVCC at all 15 public community colleges in Mississippi during the Fall 2007 term.
- \*Secured funding for the addition of a Meteorology program, which included hiring faculty, purchasing equipment, contracting with the American Meteorology Association for their online courses.
- \*Secured funding for and directed the initial construction of a planetarium and related science equipment.
- \*Oversaw the administration of the Summer Science Camp project for 9th and 10th grade students to increase participation of minorities in science. 150 students participated in the camps.
- \*Led team that raised American Board of Funeral Service Technology National Board Exam pass rate from 25% to 100% within 3 years.
- \*Scheduled clinical embalming for student apprentices at funeral homes.
- \*Completed required forms for student apprentices to document their clinical embalming and funeral directing with the Mississippi State Board of Funeral Service.
- \*Recruited, advised, and counseled approximately 80 students each year for 8 years concerning curriculum, job placement, and career choice.
- \*Designed instructional materials and sample assessments for funeral home employees who were not students who were attempting to take the Mississippi and/or Alabama State Board for Funeral Service licensure exam and conducted seminars for approximately 100 employees over 8 years.
- \*Led OSHA training seminars and provided OSHA consulting, including facilities evaluation, air quality testing for Formaldehyde Rule compliance, evaluation of Bloodborne Pathogen Rule compliance, and Hazardous Communications Plan evaluation and authoring, for approximately 30 funeral homes in 8 years.
- \*Served as an expert witness for the defense in Patsye Polomo, et al. vs. Wright & Ferguson Funeral Home and SCI Alabama Funeral Services d/b/a Radney Funeral Home. Attorney for defense: Ken Rutherford, Oxford, MS. Attorney for plaintiff: David Baria, Jackson, MS.
- \*Designed promotional brochures, spoke at high schools, and designed commercials and press releases.
- \*Authored legislation introduced by Mississippi State Representative Steve Holland that became law concerning on-campus embalming in Funeral Service programs in Mississippi.

### **Facilities and Technology**

- \*Selected, designed, purchased, and supervised installation of VOIP telephony for 500 phone system.
- \*Directed the renovation of the library which included the removal and replacement of approximately 30,000 books, periodicals, and electronic media. It also included purchasing and installation of videoconferencing equipment, security systems, a video on demand system, and ID card systems.

- \*Served as liaison and executive sponsor for the state-wide implementation of Blackboard Outcomes Suite software for planning and assessment at 15 public community colleges.
- \*Led the selection, contract negotiation, and payment terms of a new \$1.5 million dollar Management Information System (Datatel Colleague). Led the initial 18-24 month implementation as Executive Sponsor.
- \*Directed the purchasing and installation of security upgrades to the college technology infrastructure through Sophos, IPrisim, and St. Bernard software.
- \*Directed the writing and enforcement of the Acceptable Use Policy for the college's technology infrastructure.
- \*Directed the remodeling of the computer server rooms for better security by installing a second physical firewall, two locked doors, removal of windows, removal of carpet to protect from static electricity, removal of water pipes, and installation of backup power transformer and HVAC units.
- \*Wrote RPG programming for the IBM AS400 running CMDS and Jenzabar TEAMMATE specs.
- \*Designed, maintained, and created the data warehouse, data marts, and departmental flat files, which were based on a hierarchical file structure.
- \*Used ftp technologies, MS SharePoint, and Macromedia software, and videoconferencing technologies.
- \*Designed and led the construction of an OSHA Model Embalming Facility at EMCC in conjunction with consultants with the National Funeral Directors Association, funeral home supply vendors, and NIOSH.
- \*Selected vendors, received quotes and bids, and led the remodeling of the Funeral Service Technology department facilities to expand from 2,000 to 4,000 square feet.
- \*Participated in remodeling of cafeteria and contracting with Sodexo for cafeteria service.

### **Strategic Planning, Compliance Reporting, and Accreditation**

- \*Directed the writing of a Science and Math Division plan of improvement to include its own strategic plan.
- \*Oversaw the NASA Curriculum Improvement Program Award II, which introduces formal project management into the STEM curriculum and assesses student success through portfolios for secondary and college students.
- \*Designed and oversaw the office of sponsored programs, ensuring compliance with GPRA, GERPA, and the PART.
  - \*Completed reports for NASA (Performance Outcomes), DOD, DOL, and Dept. of Ed.
- \*Led the Southern Association of College and Schools regional 10 year reaffirmation of accreditation, which led to an additional 10 year reaffirmation with no sanctions.
- \*Led the development of the Quality Enhancement Plan for SACS reaffirmation. This included writing goals, objectives, assessment rubrics, a budget, a plan of operation, a statement of need, and an evaluation plan that included both formative and summative evaluation. It also included the development of curriculum materials in Teamwork and Problem Solving. The project will reach all 4,200 students and 250 employees of the college. It required broad-based, data-driven decision making based on partnership cultivation with industry, business, military, universities, secondary schools, prisons, and the college.

- \*Wrote reports using descriptive and inferential statistics including multiple regression analysis, ANOVA, logistic regression analysis, measures of central tendency, data weighting, data perturbation, contingency tables, and predictive analysis. Reports were simplified for non-statisticians through the use of whisker plots, line charts, bar charts, and bubble charts.
- \*Directed the writing of the annual five-year strategic plan, which included the development of institutional mission, goals, and objectives, and department mission, goals, and objectives.
- \*Designed the Unit Planning Documents, Strategic Plan, Budget Request Forms, Student Satisfaction Survey, Student Learning Outcomes Report, and Institutional Effectiveness Assessment Report.
- \*Conducted planning meetings, organized assessment teams, and delivered instruction in how to write goals, objectives, assessment rubrics, means of assessment, outcomes reports, and documentation of use of results for demonstration of continuous quality improvement.
- \*Measured student rates of enrollment, retention, persistence, graduation, job placement, transfer to universities, and licensure exam pass rates.
- \*Conducted qualitative and quantitative analysis for reporting. Qualitative assessment designs included interviews, textual analysis, geographic analysis using ArcView, and non-participant direct observation.
- \*Completed Southern Association for College and Schools Institutional Profile reports.
- \*Led the institution-wide SWOT analysis
- \*Served on the Meridian Naval Air Station MIVER reaffirmation of accreditation team.
- \*Served on team to establish guidelines for compliance with the College of the Air Force.
- \*Led the Funeral Service Department through two American Board of Funeral Service Education national accreditations in 1996 and 2006. This included organizing the visiting team site visit (e.g., hotel and conference rooms, air and ground transportation, team meetings, interviews, meals and reception, and exit report). Led the writing, strategy, and content of the EMCC Self-Study report in compliance with ABFSE requirements.