

**Patricia B. Spencer**  
CURRICULUM VITAE

Assistant Professor/Department of Writing/School of Humanities & Sciences, Ithaca College  
Faculty Consultant to Institutional Advancement, Ithaca College  
418 Smiddy Hall, Ithaca, NY 14850

Telephone: (607) 274-3770 (work); (607) 280-0320 (cell) E-mail: [pspencer@ithaca.edu](mailto:pspencer@ithaca.edu)

Faculty website: <http://www.ithaca.edu/hs/depts/writing/facstaff/pspencer/>

LinkedIn site: [http://www.linkedin.com/profile/view?id=55428994&trk=tab\\_pro](http://www.linkedin.com/profile/view?id=55428994&trk=tab_pro)

## **OBJECTIVE**

To support academic excellence in higher education through a leadership role.

## **STATEMENT OF QUALIFICATIONS**

Twenty-six years in higher education—classroom to administrative units. Twenty years of successful college and university-level teaching experience in Writing and Education at undergraduate and graduate level with over 2,400 students, including eight years of service-learning curriculum development, delivery, and promotion across department, school, and college venues; fourteen years in higher education administration, including four foundational years as Director of Instructional and Research Support at a research university where funding was secured to expand services and increase student participation (\$400,000 annual budget), six years as the Coordinator of Academic Support for Students with Disabilities at a comprehensive college, and four years of adult education administrative experience at an undergraduate teaching college. Extensive fund development, marketing and promotion experience as an instructor and administrator.

## **HONORS and RECOGNITIONS**

*Ithaca Times* cover story on my Proposal and Grant Writing course, May 2011, Ithaca, NY

<http://www.ithaca.edu/intercom/article.php/20110525135434146>

Oracle Society Faculty Inductee, Fall 2008, Ithaca College, Ithaca, NY

Founded in 1928, this interdisciplinary first-year honor society consists of students in top ten percent of each school or discipline. Faculty inductees are recommended by students.

December 2006 Graduation Keynote Speaker, *Finding the Questions*, Ithaca College, Ithaca, NY

Selected by graduating seniors as keynote. Full remarks available at:

<http://www.ithaca.edu/hs/depts/writing/facstaff/pspencer/docs/Dec2006ICgradremarks/>

Recognized by Robert Egger, author of *Begging for Change: The Dollars and Sense of Making Nonprofits Responsive, Efficient, and Rewarding for All* and member of the *Nonprofit Times* Top 50 Power and Influence 2009 list, as delivering “one of the best service-learning courses” he has observed, during his Fall 2009 presentation to Tompkins County nonprofit administrators. See blog entry from February 5th, 2007, *Funk and Waffles*, for his initial opinion about the course:

<http://www.robertegger.org/blog/?m=200702>

## **EDUCATION**

### **M.Ed., Mansfield University, Mansfield, PA**

Special Education. 1988. Cumulative GPA: 4.0 on a 4.0 scale.

Emphasis in post-secondary education; also certified to teach K-12

Specialized coursework and concentration in learning styles/learning disabilities

NOTE: Also completed graduate coursework in public administration at Marywood College, Scranton, PA, 1984.

### **B.S., The Pennsylvania State University, University Park, PA**

Rehabilitation Education. 1983. Graduate with honors, Cumulative GPA: 3.5 on a 4.0 scale.

**CURRENT FACULTY RESPONSIBILITIES**

Assistant Professor/Department of Writing  
School of Humanities & Sciences (H&S), Ithaca College, Ithaca, NY

Fall 2004-present 7 year Non-Tenure Eligible Notice line

Fall 2001-August 2004 3 years FT Temp 1 & 2-year lines

Fall 1988-Spring 1994 6 years Continuing Non-Tenure Eligible line

Teaching: First-year composition (*Academic Writing I for H&S*) and Professional Writing coursework (*Writing for the Workplace; Proposal and Grant Writing*); faculty advisor to exploratory students and Writing Majors with professional/technical writing or non-profit administration interests.

Service: President's Advisory Committee for Integrated Curriculum and Faculty Learning Community/Planning Committee; H&S Experiential Learning Steering Committee and Service-Learning Working Group Coordinator; Writing Department Assessment and Marketing Committees, and coordinate Whalen Symposium participation.

Scholarship: Proposal for 60-minute workshop—*Tools for Managing Collaboration in a Community-Based Learning Course*—for International Improving University Teaching Conference in Bielefeld, Germany was accepted (July 2011). Approached to submit book proposal for *Sustainable Service-Learning Models*; invited to participate as lead faculty representative from Ithaca College in Teagle Foundation-sponsored Northeast Consortium for Community-Based Learning; attended Global Service-Learning conference sponsored by NY Campus Compact.

**CURRENT ADMINISTRATIVE RESPONSIBILITIES**

Faculty Consultant to Institutional Advancement  
Ithaca College, Ithaca, NY

August 2011-present Three course reassignment for AY 2011-2012

- Work with VP and key staff in Institutional Advancement to move the IC 20/20 vision/plan toward an external case statement for prospective donors. Also supporting other IC 20/20-related projects.

**PREVIOUS ADMINISTRATIVE RESPONSIBILITIES**

Director of Instructional & Research Support  
College of Engineering, Cornell University, Ithaca, NY

University staff position (level G), 1997-2001

Administrative Oversight

- Outlined strategic planning goals for unit, incorporating staff input
- Created evaluation/assessment measures for unit performance
- Designed marketing materials, including web presence, and represented unit in public venues
- Developed, monitored and secured funding for \$400,000 annual budget
- Produced grants and annual progress reports for funding agents
- Supervised and provided professional development support to a full and part-time staff of eighteen

Graduate Student Development

- Hired, trained, and supervised cadre of twelve graduate students per year in *train-the-trainer* model for delivering instructional workshops to diverse population of teaching assistants in Engineering
- Provided teaching and training support to approximately 200 graduate teaching assistants per year in the College of Engineering
- Computer scored and processed student ratings of instruction (formative feedback) for teaching assistants in Engineering
- Videotaped teaching assistants for consultation on classroom presence

- Offered consultation on active/peer-based learning techniques, test construction, and goals' assessment

#### Undergraduate Student Development

- Hired, trained, and supervised 60 undergraduate facilitators of cooperative learning workshops per academic year
- Provided instructional support to approximately 1,100 undergraduate students participating in cooperative learning workshops
- Computer scored and processed student ratings of instruction (formative feedback) for facilitators
- Advised Engineering Student Leadership Council (ESLC)
- Selected Cornell Presidential Research Scholars in Engineering and assisted with project placement
- Funded joint faculty-student proposals for academic year and summer research placements
- Promoted development of professional communications skills among research students
- Coordinated LeaderShape® Institute, residential leadership development program, in 1998 and 1999

Coordinator of Academic Support for Students with Disabilities Ithaca College, Ithaca, NY
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Advocated for students with disabilities; responsibilities attached to teaching contract from 1988-1994

Coordinator of Adult Education Programming (GED Preparation and Adult Basic Education classes) Mansfield University, Mansfield, PA
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University staff position, 1985-1988

### **COLLEGE/UNIVERSITY TEACHING EXPERIENCE**

NOTE: sixteen years of *Excellence in Teaching* evidence from student and peer-based evaluations at Ithaca College (1988-1994; 2001-present), based on annual reviews by the Department of Writing Personnel Committee; available for review.

**\*All current coursework is supported by Sakai (and previously Blackboard) courseware sites.**

#### Graduate classes taught:

*Teaching Seminar* (600-level) 1 credit, Cornell University, 1997-2001

Audience: Engineering teaching assistants (200 per academic year)

Trained graduate trainers who delivered individual workshop components: *Preparing to Teach, Diversity in the Classroom, Teaching a Recitation, Grading, Teaching in a Lab, Office Hours & Tutoring*, and *Micro-teaching* (a simulated video critique of TA's teaching style)

#### Undergraduate classes taught:

*Peer Teaching in Engineering* (400-level) 3 credits, Cornell University, 1997-2001

Audience: undergraduate facilitators of cooperative learning workshops in College of Engineering (60 per academic year)

Trained facilitators of peer-based problem solving sessions, *Academic Excellence Workshops*, which support mastery of content throughout core curriculum, e.g., math, physics, chemistry and computer science. Over 1,100 undergraduates in Engineering participated in these sessions during academic year 1999-2000.

*Proposal and Grant Writing* (300-level) 3 credits, Ithaca College, piloted Fall 2003-**present\***

Audience: Writing majors and minors; variety of majors from across the campus

Capstone service-learning course in Professional Writing concentration immerses students in collaborative grant development experiences with community-based clients, while highlighting the

foundations of social capital and the role of the proposal writer. Course syllabus available at:  
<http://www.ithaca.edu/hs/depts/writing/facstaff/pspencer/docs/Grantwriting/>

*Professional Writing* (300-level) 3 credits, Ithaca College, Spring 2002-Spring 2003; 1991-1994

Audience: corporate relations, TV/radio, and humanities & sciences majors

Course, which was among the first to pilot in a networked lab, highlighted a writing portfolio based on a fully-simulated organizational model.

*Writing for the Workplace* (200-level) 3 credits, Ithaca College, Fall 2003-**present\***

Audience: business, communication learning and design, health sciences, and humanities & sciences majors

Course emphasizes basic on-the-job writing necessary to join, manage, and promote any organization, whether profit or non-profit. Highlights a writing portfolio based on a fully-simulated organizational model. Students also introduced to credential development and Career Services opportunities.

*Writing Seminar—Business* (100-level) 4 credits, Ithaca College, Spring 2004-Spring 2008

Audience: first-year students in the School of Business

Course delivered academic writing skills and concepts, with content and approach meeting the specific needs of first-year business majors.

*Academic Writing I for H&S* (100-level) 4 credits, Ithaca College, Spring 2009-**present\***

Audience: first-year students in the School of Humanities and Sciences

Course supports basic academic writing skills and concepts, with content and approach meeting the specific needs of first-year humanities and sciences majors. The fourth hour reinforces writing process.

*First-Year Seminar in Humanities and Sciences* (100-level) 4 credits, Ithaca College, Fall 2002 & 2003

Audience: first-year students in the School of Humanities and Sciences

Course highlighted basic academic writing skills and concepts, with content and approach meeting the specific needs of first-year humanities and sciences majors. The fourth hour offered a transition-to-college component; students lived in residence together and course instructor served as advisor to students in her section.

*Academic Writing I* (100-level) 3 credits, Ithaca College, 2001-2002; 1988-1990

Audience: variety of majors

Course taught basic academic writing skills and concepts.

*Introduction to Higher Education* (100-level) 1 credit, Ithaca College, 1991

Audience: first-year humanities & sciences majors

Course offered a transition-to-college focus for first-year students.

## **AREAS OF COMPETENCE**

*Education:* professional writing instruction, e.g., grant writing and writing for the workplace; service-learning course design and delivery; experiential learning models, e.g., undergraduate research and professional practice; peer-based instruction; assessment of student learning outcomes; cooperative teams; technology in the classroom and courseware sites—Sakai, Blackboard and WebCT; the first-year experience; diversity awareness; student advising; disability services; graduate student development; adult education; temperament theory and use of Myers-Briggs Type Indicator (MBTI) to understand personal context—certified administrator

*Administration:* strategic planning, budget development and monitoring, fund development, supervisory skills, performance assessment

*Technical communication:* written and oral presentation; print and Web 2.0 applications, e.g., social media

*Admissions:* marketing, recruitment and selection

*Grant Development and Corporate Relations:*

- **Funding solicitation to variety of sponsors for 25 community partners**  
*Proposal and Grant Writing*, Ithaca College, 2003-present  
Student grant development teams complete a comprehensive project proposal and sponsor search for community partners, who submit materials for funding and report success of solicitation efforts. Details of former projects and funding requests are currently being updated for report on faculty website: <http://www.ithaca.edu/hs/depts/writing/facstaff/pspencer/>
- **Sponsorship for Author Robert Egger's Campus Visit to promote Social Enterprise**  
Ithaca College, Spring 2011 and Spring 2007  
Amount funded: \$5,000  
Secured funding from on-campus sponsors to bring author to campus for student enhancement opportunities.
- **Integrated Curriculum Demonstration Project Grant: Experiential Learning**  
Ithaca College, Office of President and Provost, 2009-2010  
Project title: *A Framework for Coordinating Experiential Learning in H&S*  
Funding solicited by Experiential Learning Committee in H&S  
Amount funded: *although not funded, commitment from H&S Dean to fund components of proposal*  
One of ten innovative curricular proposals reviewed as a demonstration project for the Ithaca College Integrative Curriculum initiative — known as (IC)<sup>2</sup> — a concept intended to give students college-wide opportunities to increase the breadth and depth of their educational experience. Although not chosen as a demonstration project for 2009-2010, the Dean of H&S has made a commitment to move the project forward. Crafted bulk of \$114,500 proposal with Assistant Dean of H&S.
- **Integrated Curriculum Demonstration Project Grant: Faculty Development**  
Ithaca College, Office of President and Provost, 2009-2010  
Project title: *Faculty Learning Community Program*  
Funding solicited by the Faculty Learning Community Committee  
Amount funded: *although not funded, faculty learning communities were piloted on campus*  
Although not chosen as a demonstration project for 2009-2010, this proposal is being reconsidered for support through the Center for Faculty Excellence. Crafted proposal with committee colleagues.
- **President's New Initiatives Fund**  
Academic Achievement & Advising Committee; Website Development Subcommittee  
Ithaca College, 2003-2004  
Amount funded: \$10,000  
One-time funding for the development of a website to highlight the academic achievement and advising network at Ithaca College. Completed budget section of proposal.
- **United Technologies, Inc.**  
Office of Instructional & Research Support  
College of Engineering, Cornell University, 1999-2001  
Amount funded: \$24,000  
Two-year commitment for the development of interdisciplinary undergraduate research teams in Engineering. Produced annual report for donor.
- **Corning Incorporated Foundation**  
Office of Instructional & Research Support  
College of Engineering, Cornell University, 1999-2001  
Amount funded: \$15,000

- Two-year commitment for the development of the cooperative learning program in Engineering. Completed grant proposal and produced annual reports.
- **Teagle Foundation** (alumni donor in College of Engineering)  
Office of Instructional & Research Support  
College of Engineering, Cornell University, 1999-2000  
Amount funded: \$60,000  
One-year commitment for the development of the cooperative learning program in Engineering. Produced annual report for donor.
  - **General Electric Foundation**  
Office of Instructional & Research Support  
College of Engineering, Cornell University, 1997-2001  
Amount funded: \$341,000  
On-going funding for the development of the cooperative learning, TA training, and undergraduate research programs in Engineering. Completed grant proposals and produced annual reports.
  - **Alumni Undergraduate Research Program** (group of alumni donors in College of Engineering)  
Office of Instructional & Research Support  
College of Engineering, Cornell University, 1997-2001  
Amount funded: \$212,233  
On-going funding for the development of undergraduate research programs in Engineering. Produced annual reports for donors.
  - **Noyce Foundation** (alumni donor in College of Engineering)  
Office of Instructional & Research Support  
College of Engineering, Cornell University, 1997-2001  
Amount funded: \$150,000  
On-going funding for the development of the cooperative learning program in Engineering. Completed grant proposals and produced annual reports.
  - **General Motors, Inc.**  
Office of Instructional & Research Support  
College of Engineering, Cornell University, 1997-1999  
Amount funded: \$30,000  
Two-year commitment for the development of the LeaderShape® Program, a one-week leadership development program for undergraduates in Engineering. Completed grant proposal and produced annual reports.
  - **Program on Employment and Disability**  
School of Industrial and Labor Relations, Extension Division  
Cornell University, 1995  
Conducted review of Department of Education, National Institutes of Health (NIH) and National Science Foundation (NSF) grant opportunities. Also identified potential private foundation sources for division research and development project on accommodating individuals with disabilities in adult education programs.
  - **Job Training Partnership Act/Adult Literacy Funding**  
Adult Education Program, Mansfield University, 1987  
Amount funded: \$27,465.85  
Secured funding for expansion of Adult Education Programs.
  - **Job Training Partnership Act/Program Funding**  
Tioga County, PA, 1984  
Amount funded: \$391,997  
Assisted Director in grant development to expand county-wide job training programs.

## **SCHOLARSHIP and PUBLICATIONS**

At Ithaca College—Service-learning curriculum development; use of technology and cooperative teams to enhance delivery of service-learning pedagogy in grant writing

- Proposal for 60-minute workshop—*Tools for Managing Collaboration in a Community-Based Learning Course*—for International Improving University Teaching Conference in Bielefeld, Germany was accepted (July 2011)
- Approached to submit book proposal for *Sustainable Service-Learning Models* (Spring 2010)
- Seeking publication venue for article, *Evolution of an Undergraduate Service-learning Course in Grant Writing: Lessons Learned*. Developed during Spring 2008 release time granted by Center for Faculty Research and Development.
- Spencer, Patricia B. "Are You Being Productive?" IC (Point of) View 1 (Spring 2008) <http://www.ithaca.edu/icview/2347/>. Excerpt from December 2006 remarks to Ithaca College graduates published in special issue of Ithaca College alumni magazine, IC View. Full remarks available at: <http://www.ithaca.edu/hs/depts/writing/facstaff/pspencer/docs/Dec2006ICgradremarks/>
- Provost-sponsored 3-credit reassignment to work on survey of service-learning activities across campus; working towards comprehensive inventory, while serving as member of H&S Experiential Learning Committee (Fall 2006-present)

At Cornell University—Benefits of cooperative learning models in the engineering classroom; diversity training models for graduate teaching assistants in engineering; integrated teacher development curriculums

- Hollar, Kathryn, Virleen Carlson, Patricia B. Spencer. "1+1=3: Unanticipated Benefits of a Co-facilitation Model for Training Teaching Assistants." *The Journal of Graduate Teaching Assistant Development* 7.3 (2000): 173-182.

Master's level—*Transitional Programming for Post-Secondary Students with Learning Disabilities* Mansfield University, Department of Special Education, 1988

## **INVITED PRESENTATIONS**

Keynote Speaker, Access to College Education (ACE) Regional Conference:

*Make it Worth Writing About*

Lansing High School, October 13, 2007

Used the story arc to discuss benefits of a college education for 150 first-generation college students and their parents; feedback was very positive (remarks and audience survey results available for review)

Presenter, *H&S Panel for Promotion of Experiential Learning Coursework*--specifically service-learning models

Ithaca College, October, 2007

Workshop presenter, *Follow My Lead: How Your Temperament Impacts Your Leadership*

Ithaca College Center for Student Leadership & Involvement

- Women in Leadership Conference, Spring 2003; Audience: Ithaca College undergraduates
- Summer High School Program, July 2003; Audience: Ithaca College High School Program attendees

Presenter, *Co-facilitation Tips & Techniques*,

Ithaca College Writing & Technology Consultants, Fall 2003-Fall 2005

Guest lecturer, *Myers-Briggs Type Indicator Overview*,  
Ithaca College, colleague's Academic Writing I students, Spring 2003

Chair and organizer of *Performance Management* workshop for student services professionals.  
College of Engineering, Cornell University, March 2001

Chair and organizer of *Students in Transition* workshop for student services professionals.  
College of Engineering, Cornell University, February 2001

Guest lecturer, *Introduction to Engineering* courses,  
Cornell University, 1997-2001. Discussed undergraduate research opportunities.

Guest lecturer, Co-op Professional Weekend, Cornell University, July 1996.  
Discussed technical communications in the workplace.

Guest lecturer, Psychology Department, Cornell University, Spring 1990.  
Discussed disability awareness issues with undergraduates in *Observation* course.

### **CONFERENCE PRESENTATIONS**

*Tools for Managing Collaboration in a Community-Based Learning Course*

Proposal for 60-minute workshop accepted and integrated into program.

Unable to attend, because of family emergency.

International Improving University Teaching (IUT) Conference, Bielefeld, Germany, July 2011.

*Theirs, Mine and Ours: Meeting Collective Objectives through Comprehensive Assessment*

Member of coordinating committee, Spring 2009 Faculty Development Conference,  
Ithaca College, Ithaca, NY, May 2008. <http://www.ithaca.edu/cfe/activ/MayInst09/>

*Evolution of an Undergraduate Service-learning Course in Grant Writing: Lessons Learned*

Selected as *Scholarship of Teaching* presenter at Spring 2008 Faculty Development Conference,  
Ithaca College, Ithaca, NY, May 2008.

*Technology in the Service of Collaborative Learning*

International Improving University Teaching (IUT) Conference, Duquesne University, Pittsburgh, PA,  
July 2005.

*Advanced Writing Students: Collaborating and Mentoring through Technology.*

Technology in the Humanities Conference, Ithaca College, Ithaca, NY, May 2004

*From the Classroom to the Community: Practice and Action in Writing.* Association of American  
Colleges and Universities. Practicing Liberal Education Conference, virtual presentation highlighted on  
conference website, January 2004.

*Paying Attention to your Teaching Style: Using Temperament Preferences to Build Positive Classroom  
Relationships.* The Assembly for Expanded Perspectives on Learning. Annual Conference, Ithaca, NY,  
June 2003

*Using Temperament Theory & Personality Typing to Enhance Student Understanding of Personal  
Context, in First-Year Course Work (and Beyond).* The Assembly for Expanded Perspectives on  
Learning. Writing and Healing Conference, Estes Park, CO, June 2002

*Evolution through Evaluation: Ten-years of Diversity Awareness workshops for Engineering Teaching Assistants.* The American Society of Engineering Educators National Conference, Albuquerque, NM, June 2001

*I + I = 3: Unanticipated Benefits of an Integrated Teacher Development Curriculum at Cornell.* The International First-Year Experience Conference, Reading, England, July 2000.

*I + I = 3: Unanticipated Benefits of an Integrated Teacher Development Curriculum at Cornell.* The American Society of Engineering Educators National Conference, St. Louis, MS, June 2000.

### **PROFESSIONAL GROWTH AND DEVELOPMENT**

*Northeast Consortium on Community-Based Learning*, sponsored by The Teagle Foundation Hobart & William Smith Colleges, Geneva, NY, June 15-17, 2011

Niagara University, Niagara Falls, October 27-29, 2010

Rhodes College, Memphis, TN (meeting held in Nashville, TN), January 13-15, 2010

Invitation from Niagara University to join northeast network of colleges and universities; selected as lead faculty member from Ithaca College to participate in consortium conversations that focus on sharing promising practices and piloting a consortium-developed assessment instrument.

*Institute on Faculty Learning Communities*, Pomona College, CA, June 18-22, 2008  
Asked to participate in institute with four other IC faculty; received certificate of completion.

*Faculty Institute on Sustainability, Significant Learning, and Scholarship of Teaching*  
Ithaca College, Summer 2008

*Workshop on Publishing and Teaching*  
Ithaca College, September, 2007

*Faculty Institute on Implementing the College Mission: Our Students, Our College, Our Courses, and Assessing Our Progress*  
Ithaca College, May 2006

*Faculty Institute on Creating Significant Learning Experiences, The Learning Portfolio, and Course Design*  
Ithaca College, May 2006

*Information Technology Workshops: Advanced PowerPoint, Photoshop Elements, and Multimedia*  
Ithaca College, Summer 2005

*Interactive Theatre Program--discussion about diversity in the classroom*  
Ithaca College, Spring 2005

*Faculty Institute on Civic Engagement Through Service Learning*,  
Ithaca College, Summer 2004

*Effective College Teaching I*, Consultants from NC State University  
College of Engineering, Cornell University, April 2000

*Effective College Teaching II*, Center for Learning & Teaching  
College of Engineering, Cornell University, January 2001

*The Art of Dialogue*, Organizational Development and Employment Services, Cornell University, March 2000

Thornfield Teaching Conference  
College of Agriculture and Life Sciences, Cornell University, June 1999

*Process Management Workshop*  
College of Engineering, Cornell University, June 1996

### **PROFESSIONAL AFFILIATIONS**

Association of Fundraising Professionals, program participant  
New York Campus Compact, Ithaca College membership  
The Assembly for Expanded Perspectives on Learning, 2002-2004  
American Association for Engineering Educators, 1998-2001  
Cooperative Education Associations:  
    World Association on Cooperative Education, 1996  
    Cooperative Education Association, 1996  
    New York State Cooperative Education Association, 1996  
Association on Higher Education and Disabilities, 1991  
New York College Learning Skills Association, 1990

### **SERVICE AND COMMITTEE RESPONSIBILITY**

#### **Ithaca College**

##### Service to College:

- President's Advisory Committee for Integrated Curriculum (AY 2009-2010)
  - Reviewed and ranked IC(2) proposals for AY 2010-2011 sponsorship
- Faculty Learning Communities/Planning Committee Member (Spring 2008-Spring 2009)
  - Investigated a pilot Faculty Learning Communities Program for Ithaca College. Participated in training institute and proposal development with three faculty colleagues. <http://www.ithaca.edu/cfe/activ/flc/>
- All-College Strategic Planning Process Participant, November 2008
- Continuing and Professional Studies Advisory Committee Member (Fall 2006-Fall 2007)
- Capstone Experience Committee Member (Fall 2005-Spring 2006)—invitation from Provost at H&S Dean's recommendation
- Career Services search process for new counselor, reviewer (Spring 2006)
- Ithaca and You Program Participant—interaction with prospective students and parents (Spring 2005-Spring 2006)
- Academic Achievement & Advising Committee Member (Spring 2003-Spring 2004)
  - Advising Subcommittee, Co-Chair (2003-2004)
  - Website Development Subcommittee, Member (Summer 2003)
- In/Visible Histories Project—Coordinated by Provost Bardaglio
  - Project team member (2002-2004)
  - Incorporated project focus into Proposal and Grant Writing (Fall 2003)

##### Service to School of Humanities & Sciences:

- Experiential Learning Planning/Steering Committee Member (Fall 2006-Spring 2011)
  - Dean of H&S charged committee to investigate use and promotion of experiential learning practices in H&S. Participate in benchmark, survey, panel discussion, web and proposal development, and curriculum enhancement grant efforts with five faculty colleagues and Assistant Dean of H&S. <http://www.ithaca.edu/hs/resources/explrng/>

- Served as Coordinator of Service-Learning Working Group, AY 2010-2011—produced comprehensive recommendation report for the Dean
- First-Year Seminar Planning Retreat Participant (January 2006)
- Humanities & Sciences Academic Policies & Procedures Committee Member (1991-1993)

Service to Department of Writing:

- Member of Assessment Committee, 2005-Present
  - Participated in October 2008 meeting with assessment consultant
  - Participated in November 2008 college-wide assessment meeting
- Served as liaison to Support Services Subcommittee during Spring 2005 department-wide assessment process. Supported design and delivery of Spring and Fall 2005 Assessment Planning Meetings in department.
- Chair of Search Committee for NTEN hire (Professional & Technical Writing)—successfully completed search and hire process (Spring 2008)
- Co-coordinated interview/hiring, training, and placement process for Writing and Technology Consultants (Spring 2008 and AY 2008-2009)
- Primary organizer of Writing's involvement in IC Whalen Symposium (2009-present) and on-going sponsor of Grant Writing students at annual symposium
- Member of Curriculum Committee, 2007-2008 and 1988-1994
- Senior Project mentor for students focused on grant development
- Writing portfolio reviewer for writing effectiveness designation (as assigned)
- Computer Classroom Advisory Committee (Spring 2008)
- Presenter at Writing workshop for Business faculty. Produced Online Resources for Writing Support handout (January 2007)
- Professional & Technical Writing panelist for Careers for Writers workshop for IC students (February 2007)
- Search committee member for three one-year temporary appointments (May-July 2006)
- Governance Document Committee Member (2001-2005; ad hoc committee, as needed)
- Writing Contest Judge (as requested)
- Peer-reviewer—produce evaluative write-up for Personnel Committee (as requested)

**Cornell University**

Service to University:

- Cornell Presidential Research Scholars Program, Faculty Advisory Board, 1997-2001

Service to College:

- Engineering Student Leadership Council, Advisor, 1997-2001
- Engineering Core Curriculum Governing Board:
  - Student Experience Committee, 2000-2001
  - Consultant to Academic Computing Policy Committee, 2000-2001

**COMMUNITY PARTICIPATION**

- Twenty-five different community-based partners in Tompkins County, Fall 2003-Present Supported grant development in community-based projects through service-learning component in Proposal and Grant Writing course.

Spring 2011 partners and project focus (as a sampling):

- **The Challenge Social Enterprise Initiative: A Model of Economic Independence for Hybrid Nonprofit Organizations**—Challenge's innovative plans to develop more self-sustainable funding streams while continuing their mission: *to create placement opportunities for individuals with barriers to employment in Tompkins County*. The first

phase of a broader initiative, this project focuses on renovating Challenge's current Work Center and expanding their food packaging division.

- **Creative Arts Outreach Course at Ithaca College: Piloting the HEARD Program at the MacCormick Center**—In alliance with the IC 20/20 vision for interdisciplinary curriculum and civic engagement, this course proposal offers a collaborative professional-practice/service-learning model for upper level students to develop and implement creative arts programming for residents in correctional facilities in the region, beginning with a pilot program at the MacCormick Center, a maximum security facility for young men ages 14-20, in Brooktondale, NY. This pilot, the HEARD Program (Human Expression through Arts: a Resident Development Program), is an opportunity with widespread impact, benefiting MacCormick residents, IC students, faculty, and other potential community partners.  
**NOTE: This proposal received \$30,000 from the Provost's Office.**
  - **Breaking Boundaries, Building Bridges: The Urban Mentorship Initiative (UMI) at Ithaca College**—An overview of the enhancements to UMI, a distance mentoring program linking 8<sup>th</sup> graders from the School for the Urban Environment in Brooklyn, NY, with an interdisciplinary group of Ithaca College students. While challenging racial stereotypes, UMI's objective is to improve higher education matriculation for minority students by enhancing communication between mentors and mentees, implementing scholarship opportunities, and providing publication venues.
  - **Fostering Community Collaboration: Creating a Finger Lakes Sustainability Center on the Ithaca Commons**—An overview of plans for a Sustainability Center that will foster collaboration and communication among local sustainable enterprises, non-profit organizations, higher education institutions, and visitors, through an educational gallery space, a retail storefront, and a community-based learning liaison program. This innovative concept has broad local community support from the Tompkins County Planning Department, Sustainable Tompkins, Downtown Ithaca Alliance, Cornell University, and Ithaca College, and will serve as a best practice model for communities beyond the region.
- Tompkins County Mental Health Board  
Mental Retardation/Developmental Disabilities Subcommittee Member, 1989-1992
  - New York State Office of Mental Retardation and Developmental Disabilities  
Regional Task Force Member, 1990
  - Three Fires Council of Campfire—Ithaca Council  
Board of Directors, President & Vice President, 1990-1994
  - NY Special Olympics, Volunteer, 1991-1993

#### **SPECIAL SKILLS**

- Conversational French
- Extensive courseware site development: Sakai, Blackboard and WebCT
- Comfortable with Microsoft Office Suite 2010
- Experience with Web 2.0 Social Media applications