

Dr. Maureen L. Ellis
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East Carolina University
Greenville, NC 27858
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EDUCATION

Ph.D. in Instructional Systems Technology; October, 2003
Indiana University, Bloomington, IN
Dissertation Title: Emerging Issues and Pedagogy: Adapting a Large, Lecture-Based, Residential Course to a Web-based Instructional Environment.
Thesis Chair: Dr. Charles M. Reigeluth

Master of Science, Adult Education; 1999
Minor: Organizational Leadership and Supervision
Indiana University, Indianapolis, IN

Bachelor of Science, Secondary Business Education/Business Administration; 1990
St. Mary-of-the-Woods College, St. Mary-of-the-Woods, IN

Associate of Science, Paralegal Studies; 1983
Vincennes University, Vincennes, IN

ACADEMIC TEACHING EXPERIENCE

Associate Professor, Tenured
Graduate Program Director
Business and Information Technologies Education Department
East Carolina University, Greenville, NC
January 2004 – Present

The mission of the Department of Business and Information Technologies Education at East Carolina University is to develop professionals in career and technical education (licensure and non-licensure) and information/office education. I serve the university and community through active committee membership, task force involvement, and professional presentations at local, regional, national and international professional research meetings. As graduate program director, I am responsible for recruiting, retaining, advising and maintaining graduate student records from admission through graduation.

Courses Taught

ASIP 2112: Introduction to Information Processing (FTF)

ASIP 4300: Administrative Office Organization (FTF)
ASIP 5200: Microcomputer Business Applications (FTF/Online)
BITE 4390: Consumer Financial Management (Online)
BITE 4700: Website Design & Maintenance (Second Life/Early College High School Program)
BITE 5389: Web 2.0 Technology Tools & Virtual Teams (Online/Second Life)
BITE 5388: Pocket PC Applications & Mobile Computing Solutions (FTF/Online)
BITE 5390: Portable Technology: iPod Applications in the Classroom (Designed and developed/ Online)
BITE 4435/6435: Instructional Strategies for Technical Training in Business and Information Technologies Education (Online)
BITE 5503: Integrating Technology into the Business & Information Technologies Curriculum
BITE 6750: Research in Business, Career & Technical Education (Online)

Professor, Adjunct (part time)

Walden University

June 2011 – Present

Qualitative Methodologies and University Research Reviewer

Contributing faculty member serving in a part-time capacity to Walden University Students in the Higher Education Adult Learning (HEAL) program in the College of Education. Effectively and proficiently use online technology and resources so that knowledge, information, feedback, and critique are imparted to and shared with students in thoughtful, carefully formulated, well written, and timely communications. Guide students from the Prospectus development through dissertation defense.

Professor, Adjunct (part time)

University of Maryland University College, MBA Program

January 2006 – December 2010

AMBA 620: Managing People and Groups in a Global Workplace

This is an intensive, 6 credit-hour seminar taught wholly online in 10 week sessions.

Nominated four difference semesters: Stanley Drezack Outstanding Faculty Member

DMGT 600: An overview of doctoral studies in management. Topics include the purpose and context of the doctoral degree program; the role and value of research and statistical analysis in the practice of management; and key concepts in management, leadership, change, and organizational theory. Degree requirements and the dissertation process are explored. Exercises, including the development of an individual journal, are used to evaluate skills in critical thinking, argumentation, and writing expression.

Senior Lecturer & Course Coordinator,

CSCI A110 Introduction to Computers & Computing, Computer Science

Department, Indiana University: Summer 2000 – December 2003 (Fixed-term faculty position).

Taught the large lecture component of the course where students learned the fundamentals of computer nomenclature, particularly with respect to personal computer

hardware and software and the World Wide Web. Students developed an in-depth understanding of why computers are essential components in the business world and society in general. Semester enrollment: 1200 students. Supervised 30+ Associate, and Undergraduate Instructors per semester, who taught application software skills in the laboratory component of the course. Responsible for course management, curriculum design, development, and pedagogical decisions; advised students, and conducted research and scholarly activities. I served the university and community through active committee membership, task force involvement, and presentations at professional state and national meetings.

Course Administrator, CSCI A110 on the Web, Computer Science Department, Indiana University: Fall 2002 – December 2003

Designed, developed, and implemented a wholly, Web-based version of CSCI A110. The curriculum emphasizes student engagement in application software while investigating computer concepts within a collaborative learning environment delivered via the WWW.

Teaching Assistant, R626 Instructional Strategies and Tactics, Instructional Systems Technology Department, Indiana University: Fall 2001 & 2002

Taught a graduate-level course designed to help students explore various pedagogical approaches to instructional-design theory. Throughout the course students implement Reigeluth's Elaboration Theory to develop a personal theory of instruction. My duties included providing administrative support for the course instructor, curriculum development, instructional support, and preparing student feedback to guide students through the student peer review process.

Associate Instructor, CSCI A110 Introduction to Computers & Computing, Computer Science Department, Indiana University: Fall 1999 - Spring 2000

Taught undergraduate students a variety of software applications for tasks such as word processing, Web browsing, Web-page design and development, spreadsheet calculations, and preparing professional presentations.

Research Assistant, Organizational Leadership & Supervision Department, Indiana University, Indianapolis, IN; Fall 1998 - Spring 1999

This project concerned interviewing individuals and conducting research for a faculty supervisor in the field of organization leadership and supervision. I evaluated the viability and use of strategic plans for non-profit, non-faith-based organizations and assisted in the development of a grant application which resulted in a successful book proposal.

INTELLECTUAL CONTRIBUTIONS

Refereed Articles

Ellis, M. L. & Kisling, E. (2012). Synergistic Virtual Teams: An Approach for Alleviating Social Loading in Online Environments. *Business Education Forum*.

- Ellis, M. L., Kisling, E., & Hackworth, R. (2012). Teaching Soft Skills Employers Need: A Comparative Study from the Community College Perspective. *Community College Journal of Research and Practice*.
- Ellis, M. & Anderson, P. (2011). A New Vision for Distance Learning: Learning to Teach in Second Life, Chapter 52. *Encyclopedia of E-Leadership, Counseling and Training*, Editor Dr. Victor C. X. Wang.
- Ellis, M. & Anderson, P. (2011). Learning to Teach in Second Life. *Journal of Instructional Pedagogies*. (Accepted).
- Kisling, E. & Ellis, M. (2011) Synergistic Virtual Teams: A Collaborative Approach for Success Alleviating Social Loafing in Online Learning Environments. *Business Education Forum's International Business section* (Accepted)
- Ellis, M. L. & Anderson, P. P. (in press, 2011). Learning to Teach in Second Life: A Novice Adventure in Virtual Reality. *Journal of Instructional Pedagogies*.
- Ellis, M. & Kisling, E. (2011). Teaching Soft Skills Employers Need: A Comparative Study from the Community College Perspective. *Community College Journal of Research*. (Accepted).
- Ellis, L. & Kisling, E. (2009). "Taking Staff Development Online: A Theoretical Perspective of Best Practices for the 21st Century." *Problems of Education in the 21st Century*, online Journal.
- Dickerson, J., Schmidt, S., Hodge, E. & Ellis, M. (in press, 2009). On Campus and Online: The Unexpected E-Learner. *Innovate Journal*.
- Ellis, M. L. & Hodge, E. M. (in press, 2008). Keeping an Electronic Research Diary: Using Griffin iTalk for Thoughtful Reflection. *Business Education Forum*.
- Kisling, E., Dickerson, J., Ellis, M., Tucker, S., Hodge, E., Miller, C., Stallings, P., & Wallace, I. (in press, 2008). Authentic Assessment with Video and Audio Technologies in Online Business Education Courses. *Mountain-Plains Business Education Journal*.
- Hodge, E. M. & Ellis, M. L. (in press, 2008). Portable Technology: iPod Applications for Practitioner Use in the Classroom. *Journal of Applied Research for Business Instruction*.
- Duvall, B., Powell, M., Hodge, E., & Ellis, M. (2007). Text Messaging -- Unlocking Potential for Improving Social Presence in Online Learning. *Educause Quarterly*.
- Ellis, M. L. (2007). Framework for Adapting a Large, Residential Course to the Web. *E-learning & Educational Journal*. <http://elearn.campussource.de/archive/3/>
- Ellis, M. L. & Hodge, E. M. (2008). Keeping an Electronic Research Diary: Using Griffin iTalk for Thoughtful Reflection. *Business Education Forum*.
- Kalman, H. & Ellis, M. (2007). Improving Undergraduate Computer Instruction: Experiments and Strategies. *AACE Journal*, 15, 23-38.
- Hodge, E. M. & Ellis, M. L. (2007). Making the Connection: Reinforcing Hands-on Learning Through Hands-on Writing. *Interactive Educational Multimedia*.
- Hodge, E. M. & Ellis, M. L., DuVall, B., & Powell, T. (2007). Embracing Change: Creating a Social Presence. *Academic Exchange Quarterly*.
- Hodge, E. M. & Ellis, M. L. (2007). Diverse Learning Needs - Making the Connection Through Experiential Learning. *National Associate for Business Teacher Education*.

Ellis, M. L. & Watson, C. (2004). Social, Cultural, and Ethnic Issues: A Conceptual Framework for Preparing FBIs to Teach in the American Classroom. *College Teaching Journal*, Fall, 2004.

Books

Ellis, M. (2009). Pedagogical Issues: Adapting a Large, Lecture-based Course to the Web. ISBN: 978-3-8383-0783-4. Lambert Academic Publishing LAP (www.lap-publishing.com).

Book Chapter

- Ellis, M. & Anderson, P. (in press). Handbook of Research titled, "*Facilitating Learning in Second Life: Developmental Theory of Avatar Growth and Change.*"
- Ellis, M. & Anderson, P. (2011). Encyclopedia of E-Leadership, Counseling and Training titled, "*A New Vision for Distance Learning: Learning to Teach in Second Life.*"
- Ellis, M. (2009). NBEA Creative Teaching Ideas. "*Records Management: Understanding Organization & Filing Systems.*"
- Ozag, D. & Ellis, M. (2005). Theory into Action: Incorporating a Windows Movie Maker Project into a Multimedia Design Project. *Delta Pi Epsilon Book of Readings*. Delta Pi Epsilon, pp. 205-214.

Academic Textbook

Ellis, M. (2002, 2003, 2004, 2005). Introduction to Computers & Computing @ Indiana University. Hayden-McNeil Publishing ISBN: 0-7380-0819-2.

Articles Currently Under Review

Refereed Proceedings - Full Paper

- Anderson, P. J., Collins, S., & Ellis, M. L. (2012). Creating, Adapting, and Utilizing Second Life Teaching Spaces for Multiple Purposes. *International Society for Exploring Teaching and Learning Conference*.
- Ellis, M. & Anderson, P. (2011). The Second Life Teeter Totter: The Highs and Lows of Teaching in Second Life. Presented at *The American Association of Business and Research Institute Conference*, Las Vegas, NV. September, 2011.
- Ellis, M., Anderson, P., & Lynch, A. (2011). A Shared Vision: Two Professor's Experience in Second Life. Presented at *UNC-TLTC*, in-world, April 2011.
- Anderson, P. & Ellis, M. (2011). Teaching in Second Life: Opportunities for Trials, Tribulations, and Triumphs. Presented at *The Society for Information Technology Education*, Nashville, TN, March 2011.

- Ellis, M. & Anderson, P. (2010). Learning to Teach in Second Life: A Novice Experience in Higher Education. Presented at *The American Association of Business and Research Institute Conference*, Orland, FL. September, 2010.
- Hodge, E. L., Collins, S., & Ellis, M. (2007). Strategies for Integrating Centra in an Online Teaching Environment. *Society for Information Technology in Education Conference*.
- Ellis, M. & Kalman, H. (2004). Experiments and Strategies: Improving Undergraduate Computer Instruction. *Association for Education, Communications & Technology, 1*, AECT, 224-229.

Abstract Only

- Ellis, M. L. & Anderson, P. J. (2013). Collaboration and Immersion Discover Best Practices in a Virtual World of Second Life. *International Higher Education Teaching and Learning Conferences*.

Presentation of Non-Refereed Papers

National

- Ellis, M. L., Collins, S., & Anderson, P. J. (2013). *Collaboration and Immersion: Discover Best Practices in the Virtual World of Second Life*. International Society for Exploring Teaching and Learning Conference, Orlando, Florida.
- Ellis, M. L., Anderson, P. J., & Collins, S. (2013). *Teaching and Learning Spaces in Second Life*. International Higher Education Teaching and Learning Conferences, Orlando, Florida.
- Ellis, M. L., Anderson, P. J., & Collins, S. (2012, October). *Developmental Stages of the Second Life Avatar*. International Society for Exploring Teaching and Learning Conference, San Antonio, Texas.
- Ellis, M., Anderson, P., & Collins, S (2012). Developmental Stages of the Second Life Avatar, *International Society for Teaching and Learning*, San Antonio, TX, October, 2012.
- Collins, S., Ellis, M., & Anderson, P. (2012). Collaboration and Immersion Discover Best Practices in a Virtual World of Second Life, *International Society for Teaching and Learning*, San Antonio, TX, October, 2012.
- Anderson, P., Collins, S., & Ellis, M. (2012). Creating, Adapting, and Utilizing Second Life Teaching Spaces for Multiple Purposes. , *International Society for Teaching and Learning*, San Antonio, TX, October, 2012.
- Ellis, M. & Anderson, P. (2011). The Second Life Teeter Totter: The Highs and Lows of Teaching in Second Life. Presented at *The American Association of Business and Research Institute Conference*, Las Vegas, NV. September, 2011.
- Anderson, P. & Ellis, M. (2011). Teaching in Second Life: Opportunities for Trials, Tribulations, and Triumphs. To be presented at *The Society for Information Technology Education*, Nashville, TN, March 2011.
- Ellis, M. & Anderson, P. (2010). Learning to Teach in Second Life: A Novice Experience in Higher Education. Presented at *The American Association of Business and Research Institute Conference*, Orland, FL. September, 2010.

- Dickerson, J., Schmidt, S., Hodge, E., & Ellis, M. (2008). "Why On-Campus Students Take Online Courses: The Voice of the Student" E-Learn 2008--World Conference on E-Learning in Corporate, Government, Healthcare, and Higher Education to be held in Las Vegas, Nevada, USA, November 17-21, 2008.
- Ellis, M. L. (2008, March). *Strategies for Integrating Emerging Technology in Conventional Teaching Environments*. Invited presentation at National Business Education Association, San Antonio, TX.
- Dickerson, J., Schmidt, S., Hodge, E., & Ellis, M. (2007, October). *The Shrinking Classroom: Serving Unexpected Populations in Higher Education*. Presented at E-Learn 2007 World Conference on E-Learning in Higher Education, Quebec City, Canada.
- Ellis, M. L. (2007, April). *MovieMaker 2.1*. Invited presentation at National Business Education Association, New York, NY.
- Ozag, D. & Ellis, M. (2005, November). *Theory into Action: Incorporating a windows Movie maker Project into a Multimedia Design Project*. Delta Pi Epsilon Conference, Cincinnati, OH.
- Ellis, M. & Watson, C. (2005, October). (1) *Cooperation, Collaboration, and Coordination: Understanding Student Strategies in Online Discussion Forums*, (2) Kalman, H., Ellis, M. & Hodge, E. *Online & On-Campus: Strategies for Integrating Emerging Technology in Conventional Teaching Environments*. Association for Educational Communications and Technology Conference, Orlando, FL.
- Ellis, M. & Kalman, H. (2004, October). (1) *Improving computer instruction: experiments and strategies*; (2) *Needs Analysis in Action: Professional Issues & Ethical Dilemmas* Association for Educational Communications and Technology Conference, Chicago, IL.

Regional

- Ellis, M. L. (2012, February). *Publications with Publisher 2010*. Atlantic Coast Business, Marketing and Information Technologies Education Conference, Raleigh, NC.
- Ellis, M. L. (2012, February). *Movie Maker Live Workshop*. Atlantic Coast Business, Marketing and Information Technologies Education Conference, Raleigh, NC.
- Ellis, M. (April, 2011). Experience in Second Life. To be presented at *UNC-TLTC*, in-world.
- Ellis, M. L. (2011, February). *Creating Visually Compelling Publications with Publisher 2010*. Atlantic Coast Business, Marketing and Information Technologies Education Conference, Raleigh, NC.
- Ellis, M. L. (2011, February). *A Virtual Masterpiece – Creating Movies with Microsoft Movie Maker*. Atlantic Coast Business, Marketing and Information Technologies Education Conference, Raleigh, NC.
- Ellis, M. L. (2010, February). *PPT: Making Presentations Audiences will Love*. Atlantic Coast Business, Marketing and Information Technologies Education Conference, Raleigh, NC.

- Ellis, M. L. (2010, February). *Looking into Microsoft Movie Maker*. Atlantic Coast Business, Marketing and Information Technologies Education Conference, Raleigh, NC.
- Ellis, M. L. & Kisling, E. (2007, October). *Two P's in a Pod: Integrating PureVoice with PowerPoint*. Society for Information Technology in Education Conference, Little Rock, AK.
- Ellis, M. L. (2007, October). *Show and Tell with SnagIt*. Southern Business Education Association Conference, Little Rock, AK
- Mark, S. & Ellis, M. (2006, October). *Experience the Power, Mobility & Versatility of the Tablet and Pocket PCs*. Southern Business Education Association Conference, Atlanta, GA.
- Ellis, M. L. (2004, October). (1) *Learning HTML: Introductory Techniques & Concepts; and (2) MS PowerPoint: Integrative Features*. Southern Business Education Association Conference, Charlotte, NC.

State

- Ellis, M. & Anderson, P. (October, 2011). *Second Life: An Option for Higher Education*. Center for Faculty Excellence, East Carolina University, Greenville, NC.
- Ellis, M. L. (March, 2011). *Successful Virtual Teams: How to Avoid Social Loafing*. Center for Faculty Excellence, East Carolina University, Greenville, NC.
- Ellis, M. L. (2011, February). *Publisher 2010*. ACBMITE CONFERENCE, Raleigh, North Carolina.
- Ellis, M. L. (2011, February). *A Virtual Masterpiece: Creating Movies with Movie Maker*. ACBMITE CONFERENCE, Raleigh, North Carolina.
- Ellis, M.L. (2010, Spring). *Skype in the Online Classroom: a Tool for Peer Review*. Center for Faculty Excellence, East Carolina University, Greenville, NC.
- Ellis, M. L. (2010, October). *Successful Virtual Teams Avoiding Social Loafing in Online Learning Environments*, East Carolina University Think-in, Greenville, NC.
- Ellis, M. L. (2009, October). *Skype in the Classroom*. ECU Think In. Greenville, NC.
- Ellis, M. L. (2009, July). *Movie Maker Workshop*, Summer Conference for Business Education -- Greensboro, NC
- Ellis, M. L. (2007, March). *Contemporary Technology: Getting Teachers and Students in Sync*. UNC Teaching and Learning with Technology Conference, Raleigh, NC.
- Ellis, M. L. (2007, February). (1) *Lights! Camera! Action! Make Movies with Movie Maker 2.1*, (2) *Getting Started with Windows XP Tablet PC Edition*, (3) *Pocket PC Tips, Tricks & Resources*. Atlantic Coast Business, Marketing, and Information Technology Education Conference, Raleigh, NC.
- Hodge, E. & Ellis, M. (2006, March). *Experiential Learning in Online Classes: Practical or Problematic*. UNC-TLT, Raleigh, NC.
- Mark, S. & Ellis, M. (2005, April). *Experience the Power & Mobility of the Tablet PC*. Southeastern Regional Technology and Teaching Conference, Greenville, NC.
- Ozag, D. & Ellis, M. (2005, March). *An Introduction to Graphic Design Principles: A Class Project Using Microsoft Windows Movie Maker*. UNC-TLT, Raleigh, NC.

Ellis, M. L. (2005, February). (1) *Tablet PCs*, (2) *Getting Started in Movie Maker*, (3) *DPI Merry-go-Round: Curriculum Changes in NC Business Education*. ACBMITE Conference, Raleigh, NC.

Creative Activities

Virtual

2012 - East Carolina University Conflict of Interest Training. Worked on a development team with Dr. Abbie Brown and Dr. John Chin to create required training of Conflict of Interest for all ECU faculty and SPA employees. Required by government and completed for August 2012.

SERVICE TO THE UNIVERSITY

BITE Department Assignments

Chair:

2012-2013: BITE Department Personnel Committee

Member:

2012-2013: BITE Department Tenure and Promotion Committee

2012-2013: Graduate Faculty Committee

2010/11: Assistant/Associate Professor Search Committee

2009-Present: Chair, Personnel Committee

2005-Present: Awards & Scholarship Committee (Chair)

2005 – Present: Curriculum Committee

Chair: 2006-2009

Spring 2007: BITE Search Committee, Assistance Professor

Faculty Master's Thesis Advisor:

April, 2013: Thesis chair, Julia Kimbrell, "*The Impact of Web 2.0, Web 3.0 and Web 4.0 Technologies on Distance Education*".

Summer 2013: Thesis chair, Lynn Sherrod, "*The Impact of Student Grouping in Secondary Education*".

Summer 2013: Thesis chair, Sylvia Miller, "*Making a Successful Transition from High School to College*".

Fall 2013: Thesis chair, Rodney Caudle, "*The Impact of Employee Development Programs on Job Satisfaction and Retention*".

November 2011: Master's Thesis Chair: "*Preparedness of Career and Technical Education Students in the IT Field: In Wake County Public System Optimally Capitalizing on Local Resources?*" Andrew Hopkins Hill

April 2011: Master's Thesis Committee Member: "*Trade Books in Elementary Education: Misconceptions in Science*" Heather Wiles

2009-2010: Master's Thesis Chair: "*Teaching Characteristics of Early Adopters in a Ubiquitous One-to-One Laptop Environment*" James Wittum

2007-2008: Master's Thesis Chair: *"A Community College Office Technology Soft Skills Course Assessment Compared to Soft Skills Employers Requirement in Entry-level Office Work."* Robbie Hackworth.

College of Education Assignments

2013-2014: College of Education Community of Practice: 2013 Graduate Task Force
(Group Chair: /Admissions/Retention)

2013-2014: College of Education Faculty Assessment Work Group

2012-2013: College of Education 5-Year Post Tenure Review Task Force

2009-2013: Code Committee (Secretary)

2010-2012: Research Committee

2011: Distance Education Focus Group

2010 – Present: Graduation Faculty Marshal (Graduates/Fall and Undergraduates/Spring)

2010: Assistive Technologies Task Force

2009: Instructional Technology Search Committee

2007-Present: Alumni & Friends Committee

2006-Present: Curriculum Committee

2007-2008: College of Education Advisory Council

2005-2008/ 2010-2012: Awards & Scholarship Committee

2005- 2007: iPod Integration Committee

University Assignments

2010 through 2013: Budget Committee (Secretary 2010-2011)

Program Prioritization Budget Focus Group

2010-Present: Graduate Directors Committee

2006 through 2008: Copyright Committee

2006 through 2008: Academic Integrity Board

2005 through 2008: Honors Advisory Committee

SERVICE TO THE PROFESSION

Chair: Conference / Track / Program

2008: 25th Anniversary of the ACBMITE Conference, Raleigh, NC (State).

Editor: Academic Peer-reviewed Journal

2007-Present: E-Learning & Educational Journal (International On-line Journal).

Faculty Advisor

2005-2007: Faculty Advisor for local Kappa Delta Pi

2004-2007: Gamma Chi Epsilon, Local campus social/service sorority, Greenville, NC
(Local).

Other Professional Service Activities

- 2011: Expert Interview WNCT television, *Effects of Social Media on Local Violence*, aired December 9, 2011 <http://www2.wnct.com/news/2011/dec/09/greenville-police-chief-social-media-new-word-mout-ar-1697628/>
- 2009: Expert Interview for NBEA article, *Keying In*, set for publication September 2009, based on *Creative Teaching Ideas* lesson plan accepted for publication.
- 2006-2007: Business, Information and Technology Education Department, Peer Review: Dr. Jeremy Dickerson (Fall 2006 & Spring 2007); Dr. Elizabeth Hodge (Fall 2006 & Spring 2007), Dr. Eric Kisling (Fall 2007 & Spring 2008, Fall 2010), Dr. Kiley Dobson (Fall 2010) (Local).
- 2005-Present: NCBEA, Professional Membership (State).
- 2004-Present: Southern Business Education Association (SBEA), Professional Membership (Regional).
- 2004-Present: National Business Education Association, Professional Membership (National).
- 2004-Present: Association for Education Communications and Technology, Professional Membership (National).

Other Professional Presentations

- 2009: Instructor – CTE Seminar, *Windows Movie Maker*, 2009 DPI Summer Conference, Greensboro, North Carolina
- 2007: Instructor - CTE Seminar, *Windows Movie Maker*, 2007 Summer CTE Seminar, Greenville, North Carolina (Local).
- 2005: ECU College of Education eLearning Workshop; *Preparing Teachers to Teach Online Workshop Presentation: Videoconferencing with Logitech QuickCam Pro 4000*
Panel Discussant: *Tips & Tricks for Teaching Online*
- 2004: ECU College of Human Equality, Department of Nutrition and Hospitality Management; Faculty & Staff Workshop Presentation: *Stress Management, Professional Attitudes, & Effective Communication*

Reviewer: Conference Papers

- 2005-2007: Association for Education Communications and Technology (National).

PROFESSIONAL DEVELOPMENT

- The Art of Feedback, Summer 2009
- SnagIt & Camtasia Workshop, Fall 2007
- ITCS Centra Workshop, Spring 2007
- National Collegiate Inventors & Innovators Alliance, Conference Participant Spring 2007
- Centra, Spring 2007
- Search Committee Training, Fall 2006
- Common Spot Training, Fall 2005
- IC3 Training and Testing, Spring 2004
- IRB Training, Fall 2004
- Training for Classroom Observation, Fall 2004

AWARDS, HONORS, AND GRANTS

- UNC College STAR Teaching Nomination for best practices in teaching and learning, Spring 2013 (www.collegestar.ecu.edu)
- ECU Faculty Guest Basketball Coach (Spring 2006)
- ECU Faculty Guest Football Coach (Fall 2004)

Jerrold E. Kemp Fellowship in Instructional Systems Technology, Indiana University, Spring 2002

Adaptation Theory: Adapting a Large Residential Course to the Web

Student Choice Teaching Award, Spring 2002

Student Alumni Association, Indiana University, Bloomington, IN

Gordon Faculty Award, Spring 2002

Awarded by the Division of Student Affairs for outstanding service to Disabled Student Services, Indiana University, Bloomington, IN

Association for Educational Communications and Technology (AECT) Intern, 2001
Conference, Atlanta, GA.

Pi Lambda Theta, International Honor Society and Professional Association in Education

Grant Award, Aspen Institute, Washington, DC

Stephen Hundley, Ph.D. & Maureen Ellis (Graduate Assistant), Award: \$50,000, October, 1999

Life-cycle and use of strategic planning materials in non-profit, non-faith based organizations.

PROFESSIONAL EXPERIENCE

Office Administrator; not-for-profit organization, 1996-1999.

Duties included: supervise and coordinate activities of staff, interview job applicants, conduct orientation programs for new employees, administer salaries and work out leave entitlements, staff training and development, prepare staff job descriptions, staff assessments and promotions, prepare annual estimates of expenditures, maintain budgetary and inventory controls and make recommendations to management. Maintained computerized management information systems and organizational database, reviewed and answered correspondence, provided executive assistance for executive staff.

Business Education Instructor; Indiana Welfare-to-work Program, 1993-1996.

Developed instructional modules to assist non-traditional, adult students learn the subject-matter and skills that contributed to their understanding of business office education

competencies and critical thinking skills. The goal of the program was to provide office skills to Welfare recipients in an effort to allow them to become mature and responsible citizens and members of the community. Instructional duties included teaching Keyboarding, Accounting, Marketing, Office Information Systems, Computer Technology, and various Software Applications.

Trade Development Coordinator & Corporate Trainer; Pepsi Cola Company, 1988-1993.

Duties and responsibilities included: acted as liaison between corporation and franchise-owned bottling operations, and acted as primary contact for corporation setting up meetings as necessary with bottlers. Maintained financial records for space-to-sales and thru put. Developed quarterly corporate sales account information for customers regarding thru put and inventory. Trained franchise managers in corporate-owned software and soft skills programs. Worked with the business development manager; and management team members to conduct monthly sales reviews for corporate customers. Set-up and conducted quarterly presentations for franchise managers.

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