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Greenville College
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Education

Doctor of Musical Arts Vocal Pedagogy/Performance	University of Colorado Boulder, CO	1993
Master of Music Vocal Performance	Northwestern University Evanston, IL	1981
Graduate Study Voice and Vocal Pedagogy	Southern Illinois University Edwardsville, IL	1973-1975
Bachelor of Science Elementary Education	Greenville College Greenville, IL	1969

Administrative Experience

Registrar

Greenville College, Greenville, IL 2004-present

- Oversee the maintenance and dispersal of up-to-date and accurate academic records for all current and past students.
- Interview, hire and supervise Records Office staff.
- Budget manager for Records Office.
- Participate in the shaping of academic and admissions policies through service on committees.
- Set IT goals and priorities.
- Initiate and maintain articulation agreements.
- Create new courses approved by UAAC.
- Ensure schedule preparation, room reservation, class enrollment procedures take place in a timely and orderly fashion.
- Coordinate fall and spring registration.
- Train staff to analyze and articulate transfer credit.
- Audit senior transcripts to determine completion of graduation requirements.
- Assist in commencement planning and implementation.
- Serve as certification officer for veteran students qualifying for benefits through the GI Bill (VA - ONCE) and international students (SEVIS).
- Inform the college community on the Family Rights and Privacy Act and enforce its guidelines.
- Assist students in solving challenging advising issues.
- Process academic petitions.
- Approve independent studies, practica and internships.

Special Assistant to the Dean of the College

2002-2004

Agnes Scott College, Decatur, GA

- Prepare the Dean of College Assessment Plan.
- Conduct research and write reports on findings for the dean's office.
- Compose letters of nomination, recommendation or award.
- Write grant proposals to external foundations to fund president and dean of the college initiatives.

- Serve on committees, *ex officio*, as a representative of the dean of the college including the Academic Standards Committee, Academic Advising Committee, Committee on Assessing Institutional Effectiveness (CAIE), General Education Assessment Committee, Quality Educational Plan (QEP) Committee, and Director of Science Center for Women Search Committee.
- Perform the final edit of the Quality Enhancement Plan (QEP) for the Southern Association of Colleges and Schools (SACS) ten year review, 2004.
- Create job descriptions for dean of the college division positions.
- Perform preliminary interviews for the administrative assistant position for the dean of the college office.
- Serve as advisor to first year students.
- Make decisions on student appeals regarding academic issues.
- Troubleshoot communication breakdowns and attempt to solve the difficulty.
- Provide information or service the dean needs to effectively do her job.

Faculty Development and Grants Coordinator, 2001-2004
Agnes Scott College, Decatur, GA

- Serve on the Faculty Development Committee.
- Compile all pertinent information for committee meetings.
- Track internal grants and travel grants.
- Prepare educational sessions for faculty on grant getting and grant writing.
- Search for external grants and fellowships for faculty.
- Serve as Supported Research Officer (SRO) for external grants.
- Assist faculty in grant writing external grants.
- Receive and read reports and create summaries for granting agencies.

Coordinator/Director, Summer Institute for Blind Musicians 2000-2003
Director, Braille Music and Technology Seminar 2002

- Contracted for use of facilities.
- Recruited, interviewed, hired support Staff.
- Received and arranged set up of special equipment and computer software.
- Created and maintained class and activity schedules (in print and Braille).
- Arranged for adaptations necessary for blind persons to negotiate the campus.
- Trained sighted support staff.

Coordinator, Summer Institute for Blind College Bound Musicians 2000-2001

- Assisted director in sighted administrative tasks.
- Created and maintained class and activity schedules for students and faculty.
- Created a database of information.
- Coordinated dorm life.
- Taught use of talking music composition software and voice.
- Supervised support staff.

Teaching Experience

Adjunct Assistant Professor, *Agnes Scott College, Decatur, GA* 1998-2003

- Teach Music 106, Music Appreciation one semester per academic year.
- Serve as faculty advisor College Music Educators Conference (CMENC) and Sigma Alpha Iota Music Fraternity (SAI).
- Teach Private Voice to music majors and minors; includes selecting literature for study and recitals, holding studio classes, assisting in preparation of programs for junior and senior recitals, and adjudicating jury exams each semester.
- Teach Voice Class designed for students who are beginners or in the Music Theater class who desire further vocal work.

Director of Choral Music,

Marietta Middle and High School, Marietta, GA

High School: 1995-1999

- Conducted four ensembles, Beginning Choir, Men's Ensemble, Concert Choir and Advanced Women's Choir, presenting two major concerts a year as well as numerous off campus performances.
- Recruited members for the choirs with membership increasing each year.
- Prepared students for All-State and Governor's Honors audition and adjudicated those statewide auditions.
- Prepared and managed the budget, purchased music and equipment, and kept an inventory of all equipment.
- Established parent booster clubs and administered fundraising.
- Scheduled and coordinated spring choir trips to choral festivals in Orlando, FL and fine arts trips to New York City.
- Music director for all musical theater productions.
- Team-taught Musical Theater classes as a part of the International Baccalaureate program, including all musical and vocal preparation, plus assisting in blocking, scene construction, gathering props, and supervising students in self-directed rehearsal.
- Taught Music Appreciation to students not enrolled in participatory fine arts.
- Served as faculty sponsor of the extra-curricular Gospel Choir, including supervising rehearsals, playing keyboard on occasion, teaching parts, and acting as school representative in African-American churches throughout the Atlanta area.
- Mentored at-risk students through a school-established program.
- Catalogued and created a data base for all music holdings.

Middle School: 1992-1995

- Conducted four ensembles, Sixth Grade, Seventh Grade, Eighth Grade, and Extra Curricular Advanced Choir, presenting two major concerts a year as well as numerous off campus performances.
- Prepared students for All-State auditions and adjudicated those statewide auditions.
- Prepared and managed the budget, purchased music and equipment and kept an inventory of all equipment.
- Coordinated fundraising efforts for Eighth Grade Choir trips to a choral festival in Orlando, FL.
- Established and directed a Spring Musical each year.
- Taught general music Sixth Grade students in elective rotation.

Graduate Instructor, University of Colorado, Boulder, CO 1990-1992

- Supervised the voice class program, including observing Teaching Assistants assigned to the class, writing reports, arranging for and chairing teacher meetings and serving as a mentor.
- Taught Private Voice to music majors and minors, including selecting literature for study and recitals, holding studio classes, assisting in program preparation for junior and senior recitals, and adjudicating jury exams each semester.
- Taught Voice Class for music minors and non-music majors.

Instructor, Idaho State University, Pocatello, ID 1987-1990

- Taught Private Voice to music majors and minors, including selecting literature for study and recitals, holding studio classes, assisting in program preparation for junior and senior recitals, and adjudicating jury exams each semester.
- Taught Elementary Music Methods to Music Majors and Elementary Education majors.
- Taught Voice Class designed for beginning singers.
- Founded and directed Idaho State Children's Chorus which is still in existence.
- Served on the scholarship committee.

Adjunct Instructor, Elgin Community College, Elgin, IL 1977-1987

- Taught Private Voice to all interested students which included selecting literature for study and accompanying lessons.

- Implemented monthly student recitals
- Taught Music Appreciation.
- Taught Elementary Music Methods
- Supervised students in the pre-teaching experience.
- Wrote the text for and taught *Bernstein Conducts Beethoven* telecourse.
- Co-directed the Elgin Community Children's Choir

Adjunct Instructor, College of Lake County, Greyslake, IL 1983-1984

Taught Private Voice to all interested students, which included selecting literature for study, accompanying lessons and adjudicating jury exams each semester

Elementary/Jr. High MusicTeacher, District 62, Des Plaines, IL 1983-1987

- Conducted four choral ensembles, Third-Fourth and Fifth-Sixth Grade Choirs, Extra-curricular Select Elementary Ensemble and Junior High Choir presenting three major concerts a year.
- Taught general music Kindergarten through Sixth Grade.
- Directed a Spring Musical each year with the assistance of the upper level teachers.

Adjunct Instructor, Greenville College, Greenville, IL 1974--1975

- Taught Private Voice, which included selecting literature for study and accompanying lessons

Elementary/Jr. High MusicTeacher, Bond County, IL 1971-1974

- Taught general music Kindergarten through Eighth Grade.

Elementary/Jr. High MusicTeacher, Fort Knox, KY 1983-1987

- Taught general music Kindergarten through Sixth Grade.

Honors

Cited in *Outstanding Educators of America* (1978, 1989, 1998-2000)

“Extra Mile” Award granted by the Edwards-Miller Foundation for Students with Disabilities, 2000