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ACADEMIC EXPERIENCE

- 2004-present **Middle Tennessee State University**, Murfreesboro, Tennessee
Department of Marketing
PROFESSOR
- Develop and deliver online courses for majors in Business Education (Non-Teaching) and Marketing with concentrations in Meeting, Event, Exhibition, and Convention Management; Office Management; and Training and Development (both departmental and Regents Online Degree Program)
 - Teach graduate and undergraduate courses (online, hybrid, and/or traditional face-to-face classes): Business Communication, Virtual Business Presentations, Office Management, Issues and Trends in Office Management, Records Management; Career Decision Making, Employment Communication, and Workplace Etiquette and Protocol
 - Collaborate with departmental faculty in development of new major(s) and/or course(s)
 - Serve on departmental, college, and/or university committees
 - Advise Business Education (non-teaching) majors [provide updated degree evaluations, registration reminders, and Upper Division form reviews; oversee course selections/requirements for majors]
 - Create concentration in Meeting, Event, Exhibition, and Convention (MEEC) Management and create courses for review and approval by departmental, college, and university curriculum committees
 - Assemble Advisory Committee for Meeting, Event, Exhibition, and Convention (MEEC) Management and engage in meetings with members to further develop and promote the concentration
 - Establish practicum sites for students in the MEEC concentration and supervise placement and student activities
 - Promote concentration through various channels (social media, email, website development)
- 2013-2014 **University of Arkansas**, Little Rock, Arkansas
Management Department
ADJUNCT PROFESSOR
- Created Online MGMT3380, Business Communication course (paired with McGraw-Hill Connect)
 - Taught online sections of MGMT3380, Business Communication (via Blackboard)
- 1995-2004 **Indiana University of Pennsylvania**, Indiana, Pennsylvania
Technology Support and Training Department
ASSOCIATE PROFESSOR
- Taught graduate and undergraduate courses: Business and Interpersonal Communication, Business Technical Writing, Seminar in Teaching Business Subjects, Training Methods in Business and Information Technology Support, Applied Research in Business Education and Workforce Development, Telecommunications, Electronic Office Procedures, and Records Management
 - Advised Computer and Office Information Systems (COIS) majors [two-year program]

- Advised M.Ed. in Business Education/Workforce Development and B.S. in Business Technology Support majors
- Served on departmental, college, and university-wide committees
- Served as departmental internship coordinator

1991-1992

University of Southern Mississippi, Hattiesburg, Mississippi
Department of Technology Education

ADJUNCT INSTRUCTOR

- Taught courses: WordPerfect 5.1 and SuperWrite I and II
- Administered National Teacher's Examination (currently known as PRAXIS Examination)

EDUCATION

August 1995

Ph.D., Adult Education

University of Southern Mississippi, Hattiesburg, Mississippi
Emphasis: Business Technology Education

Dissertation Title: Effects of Age, Learner Profile, and Keyboarding Skill on Self-Reported Computer Anxiety Among Traditional Versus Nontraditional College Students

August 1992

M.Ed., Adult Education

University of Southern Mississippi, Hattiesburg, Mississippi
Emphasis: Business Technology Education

May 1991

B.S., Business Education

University of Southern Mississippi, Hattiesburg, Mississippi

CERTIFICATIONS

2016, July

Certified Hospitality Educator (CHE). American Hotel & Lodging Educational Institute (AHLEI).

2014

Dale Carnegie Course Immersion. Dale Carnegie & Associates.

2008

Certified Online Instructor (COI). Falls River, WI: Learning Resources Network (LERN)

PROFESSIONAL DEVELOPMENT

2018

Fundamentals: ADA and Web Accessibility. Online Learning Consortium (OLC), June 4-10.

2018

Applying Universal Design for Learning (UDL) Principles to Online Courses to Increase Accessibility and Engagement. Online Learning Consortium (OLC), June 11-17.

2018

Strategic Planning for Web Accessibility. Online Learning Consortium (OLC), June 18-24.

PUBLICATIONS AND PRESENTATIONS**BOOKS**

2018

Grubb, R. E., Jr., & Hemby, V. (2019). *Effective Communication in Criminal Justice*. Thousand Oaks, CA: SAGE Publications. ISBN: 978-1-5063-9213-4.

2017-present

Hemby, K. V. (2018). *Delivering Effective Virtual Presentations*. New York: Business Expert Press (Projected publication date: December 2018).

2003

Grubb, R. E., Jr., & Hemby, V. (2003). *Effective Communication for Criminal Justice Professionals*. Belmont, CA: Wadsworth/Thomson Learning. ISBN 0-534-14993-6.

SUPPLEMENTS

- 2014 Hemby, K. V. (2014). *Professionalism in the Digital Age*. Belmont, CA: Cengage. (On-Demand publication)
- 2004 Grubb, R. E., Jr., & Hemby, V. (2004). Instructor's Manual and Test Bank for *Law Enforcement in the 21st Century* (Grant and Terry). Allyn and Bacon. ISBN: 0-205-41892-9.

BOOK CHAPTERS

- 2014 Hemby, K. V. (2014). The leader as motivator and communicator. *National Business Education Association (NBEA) Yearbook, No. 52, Approaches to Leadership*, M. Anderson and B. Hagler, Editors. Reston, VA: NBEA.
- 2011 Hemby, K. V. (2011). Online learners and students' learning styles. *National Business Education Association (NBEA) Yearbook, No. 49, Education*, L. Snyder, Ph.D., Editor. Reston, VA: National Business Education Association.
- 2007 Hemby, K. V. (2007). Traumatic brain injury and its challenges for a college professor. *Disabled Faculty and Staff in a Disabling Society: Multiple Identities in Higher Education*, M. L. Vance, Editor (pp. 75-85). Huntersville, NC: The Association on Higher Education and Disability (AHEAD).
- 2006 Grubb, R. E., Jr., & Hemby, V. (2006). Think before you speak: The verbal component. *Writing for Criminal Justice*. Belmont, CA: Wadsworth/Thomson Higher Education. ISBN: 0495000418.
- 2006 Grubb, R. E., Jr., & Hemby, V. (2006). Grammar: A lesson in the basics. *Writing for Criminal Justice*. Belmont, CA: Wadsworth/Thomson Higher Education. ISBN: 0495000418.
- 2001 Hemby, K. V., & McPherson, B. (2001). Creating a student-centered environment: Using personality type and learning style in business communication courses. *Sound Instruction: Ready to Use Classroom Practice*, L. S. Hagedorn, Ph.D., Chief Editor (pp. 291-297). Chattanooga, TN: Rapid Intellect Group.

REFEREED ENCYCLOPEDIA ENTRY

- 2006 Hemby, K. V. (2006, October). Document processing. *Encyclopedia of Business and Finance* (2d ed.), B. Kaliski, Editor. Macmillan Reference USA/Thomson Gale. ISBN: 0-02-866-61-7.

JOURNAL ARTICLES

- 2018 Hemby, K. V. (2018). Annual Research Review. *Business Education Forum*, 72(4), 19-21.
- 2017 Hemby, K. V. (2017). Research Review. *Business Education Forum*, 71(4), 18-20.
- 2015 Hemby, K. V. (2015). Impact of self-reported listening preferences of business communication students on choice of college major. *Journal of Organizational Culture, Communications, and Conflict*, 19(3), 1-18. Print ISSN: 1544-0508; Online ISSN: 1939-4691
- 2015 Hemby, K. V., & Lewis, S.D. (2015). *Business Education Forum*: A historical review. *Business Education Forum*, 70(2), 45-49.
- 2010 Hemby, K. V. (2010). Ain't miscommunicating: Business communication at a distance. *Business Communication Quarterly*, 73(1), 106-126.
- 2009 Crews, M., & Hemby, K. V. (2009). Integrating business communication instruction and career services: Activities and assessments. *Journal of Applied Research in Business Instruction*, 7(4), 1-6.
- 2009 Hemby, K. V., & Spray, J. (2009). Teaching business message design and format to business communication students using screen capture tools to enhance learning. *Georgia Business Education Association Journal*, 27(1), 5-9.

- 2008 Crews, T. B., Wilkinson, K. L., Hemby, K. V., McCannon, M., & Wiedmaier, C. (2008, Fall). Workload management strategies for online educators. *Delta Pi Epsilon Journal*, L(3), 132-149.
- 2006 Hemby, K. V., & Smith, V. (2006). Problems in office management: Cases in practice. *Delta Pi Epsilon Journal*, XLVIII(3), 153-167.
- 2006 Hemby, K. V., Wilkinson, K., & Crews, T. B. (2006, December). Converting assessment of traditional classroom assignments to the e-learning environment. *Online Journal for Workforce Education and Development*, II(2). Available at <http://wed.siu.edu/Journal/VolII/VolII2/volII2num5.php>.
- 2005 Hemby, K. V. (2005). A contextual approach to teaching the methods behind training: Using technology in business communication classes. *Journal of Business and Training Education*, 14, 39-44.
- 2005 Wilkinson, K., Crews, T. B., & Hemby, K. V. (2005). Assessment tools for e-instructors. *Journal of Applied Research in Business Instruction*, 3(2), 1-4.
- 2005 Hemby, K. V. (2005). Preparing prospective Business Education teachers for the classroom: Using active teachers as mentors through an on-line environment. *Business Education Forum*, 60(2), 45-46, 59.
- 2005 Hemby, K. V., & Crews, M. (2005). Integrating university and college career services programs into the Business Communication curriculum. *Journal of Applied Research in Business Instruction*, 3(1), 1-6.
- 2004 Hemby, V., McPherson, B., Moore, W., Szul, L., Woodland, D., & Wilkinson, K. (2004, Summer). A meeting planning project: A major component in developing teamwork and collaborative writing skills. *Journal of Organizational Culture, Communications, and Conflict*, 8(2), 27-45.
- 2004 Hemby, V., Szul, L., Woodland, D., & Shi, Y. (2004). A pilot study identifying career fair recruiters' perceptions of corporate culture in tradition-based versus technology-oriented industries. *Business Education Digest*, XIII, 13-24.
- 2001 Hemby, V., & Wilkinson, K. (2001). The virtual conference component of business education: Are business educators willing to practice what they preach? *Business Education Digest*, XI, 21-38.
- 2001 Wilkinson, K., & Hemby, K. (2001, Spring). Career fair recruiters' preferences for resume content and design. *Wisconsin Business Education Journal*, 49(2), 21-24.
- 2000 Hemby, K. V., & Wilkinson, K. L. (2000). Developing winning resumes: A regional view of career fair recruiters' preferences. *Academy of Managerial Communication Journal*, 4, 62-75.
- 2000 Wilkinson, K. L., & Hemby, K. V. (2000). An examination of the perceptions of the use of virtual conferences in organizations: The Office Systems Research Association (OSRA) and the Association for Business Communication (ABC) members speak out. *Information Technology, Learning, and Performance Journal*, 18(2), 13-23.
- 1999 Hemby, K. V. (1999, December). Designing programs for computer-anxious adults: The trainer's dilemma. *TechTrends*, 43(6), 32-34.
- 1999 McPherson, B., & Hemby, K. V. (1999). An analysis of students' knowledge of business message design: Implications for business communication curricula. *NABTE Review*, 26, 51-57.
- 1999 Hemby, K. V. (1999, Spring). The impact of keyboarding skill on computer anxiety in end users. *Office Systems Research Journal*, 17(1), 9-18. (*Office Systems Research Journal* is now *Information Technology, Learning, and Performance Journal*.)

- 1999 Hemby, K. V., & McPherson, B. (1999, Spring). Creating a student-centered environment: Using personality type and learning style in business communication courses. *Academic Exchange Quarterly*, 3(1), 19-30.
- 1998 McPherson, B., Szul, L., Woodland, D., & Hemby, V. (1998). A teaching strategy to convey the importance of teamwork. *Delaware Business Journal*, XIV, 47-64.
- 1998 Hemby, K. V. (1998). Self-directedness and computer anxiety: A behavioral construct? *Computers in Human Behavior*, 14(2), 302-320.
- 1998 Grubb, R. E., Jr., Hemby, K. V., & Conerly-Stewart, D. (1998). Adult education and human resource development: A symbiotic relationship. *PAACE Journal of Lifelong Learning*, 7, 57-66.
- 1997 McPherson, B., Hemby, V., Szul, L., & Woodland, D. (1997, Winter). A teaching strategy: Tinkertoys and teamwork. *Academic Exchange Quarterly*, 1(2), 31-45.
- 1997 Hemby, K. V. (1997). Teaching adults in the business education classroom: Computer anxiety and its impact on instructional methods. *National Business Education Forum*, 52(1), 36-38.
- 1997 Hemby, K. V. (1997, Winter). Effects of keyboarding skill on self-reported computer anxiety among traditional versus nontraditional college students. *Delta Pi Epsilon*, 39(1), 24-38.
- 1997 Grubb, R. E., Jr., Hemby, K. V., Walker, J. V., & Pierce, W. L. (1997). Mississippi Assessment Technique for Identifying Learning Disabilities in Adults (MATILDA): Development of a learning disabilities screen for adult basic educators. *Adult Basic Education*, 7(1), 23-38.
- 1997 Hemby, V. (1997). Using the world wide web to teach employment communication. *Business Communication Quarterly* (Focus on Teaching), 60(1), 161-162.
- 1996 Rachal, J. R., Hemby, K. V., & Grubb, R. E., Jr. (1996). Institutional publication productivity in selected gerontology journals, 1984-1993. *Educational Gerontology*, 22, 281-291.
- 1995 Hemby, V. (1995). Internationalizing business education: What in the world are we doing? *Mississippi Business Education Association Journal*, 21, 18-30.
- CONFERENCE PROCEEDINGS**
- 2010 Hemby, K. V. (2010, November). The week in review in business communication: A podcasting experiment. *2010 Delta Pi Epsilon National Conference Book of Readings*, Part I, Refereed Research Papers, 41-50.
- 2006 Crews, T. B., Wilkinson, K. L., Wiedmaier, C., Hemby, K. V., & McCannon, M. (2006, November). Effective workload management strategies for teaching online. *2006 Delta Pi Epsilon National Conference Book of Readings*, Part IV, Research in Progress, 147-150.
- 2005 Crews, T. B., Wilkinson, K. L., Wiedmaier, C., Hemby, K. V., & McCannon, M. (2005, November). Effective workload management strategies for the e-instructor: A product in progress. *2005 Delta Pi Epsilon National Conference Book of Readings*, Part IV, Research in Progress, 227-228.
- 2004 Wilkinson, K. L., & Hemby, K. V. (2004, November). Beyond extraneous variables: Revisiting the Student Satisfaction Survey and analyzing additional data in summative student evaluations. *2004 Delta Pi Epsilon National Conference Book of Readings*, Refereed Research Papers Division, 31-41.
- 2000 Wilkinson, K. L., & Hemby, K. V. (2000, November). A comparison of recruiters' and students' preferences concerning resume design and content: Are students' perceptions what recruiters need? *2000 Delta Pi Epsilon National Conference Book of Readings*, Refereed Research Papers Division, 31-34.

- 1999 Hemby, K. V., & Wilkinson, K. L. (1999, February). Virtual conferences versus traditional academic conferences: OSRA members' perceptions. *Presenting Information on Connections: New Ways of Working in the Networked Organization*. The 18th Annual Office Systems Research Conference Proceedings, 49-65.
- 1998 Hemby, K. V., & McPherson, B. (1998, April). An analysis of personality types and learner profiles among students enrolled in Business Communication. *International Academy of Business Disciplines Business Research Yearbook, Global Business Perspectives, 5*, 846-850.
- 1998 Hemby, K. V. (1998, February). Computer anxiety: Still a factor in end-user computing? *The Next Millennium: Technology and the Workplace!* The 17th Annual Office Systems Research Association Conference Proceedings, 17-23.
- 1997 Hemby, V. (1997, April). Designing programs for computer-anxious adults: The trainer's dilemma. *International Academy of Business Disciplines Business Research Yearbook, Global Business Perspectives, 4*, 921-925.
- 1997 McPherson, B., Hemby, V., Szul, L., & Woodland, D. (1997, April). Tinkertoys, teamwork, and teaching strategies: Turn on your business communication students! *International Academy of Business Disciplines Business Research Yearbook, Global Business Perspectives, 4*, 931-936.
- 1996 Hemby, V. (1996, March). Technology in the business communication classroom: Friend or phobia? *Association for Business Communication-Southeast Regional Conference Proceedings*.

OTHER PUBLICATIONS

- 1995 Conerly, D., Gaudet, C., Hemby, V., Walker, J., & Huffman, G. (1995, June). The training component of human resources development: An alternative career option for business educators. *Michigan Business Education Association Today*, pp. 4-6.
- 1994 Hemby, V., Walker, J.V., & Conerly, D. L., Dr. (1994). Business educators as trainers: An unexplored career option. *SBEA Newsletter, 39(1)*, 21-23.
- 1993 Pierce, W. L., Harper, L., Grubb, R.E., Hemby, V., & Hull, A. (1993). Hattiesburg, MS: University of Southern Mississippi, Adult Education Program Development Project.
Adult basic education methodology and curriculum (ERIC Document Reproduction Service No. ED 363 750)
Professionalization of adult basic education (ERIC Document Reproduction Service No. ED 363 751)
Professional Knowledge and awareness of adult literacy (ERIC Document Reproduction Service No. ED 363 752)
Recruitment and retention of adult basic education students (ERIC Document Reproduction Service No. ED 363 753)

PUBLICATIONS CURRENTLY UNDER REVIEW OR IN PROGRESS

- 2018 Hemby, V. Teaching Oral Presentation Skills in the Technology Era: Virtual Presentations and Business Communication," *Online Journal of Worksite Education and Development* (under review).
- 2018 Hemby, V. *The College Student as Bully: Post-Secondary Business Faculty Speak* (manuscript development in progress).

RESEARCH IN PROGRESS

- 2018-2019 Hemby, K. V., and Balachandran, M. *Dressing for Success: Has the Cultural Shift Led to a Change in Professionalism and Attitudes Regarding Appropriate Attire in the Workplace*

- 2018-2019 Hemby, K. V. *Bullying in Higher Education: Post-Secondary Business Faculty Speak* (quantitative data collected; interviews for qualitative portion of research in progress)
- CONFERENCE PRESENTATIONS**
- April 2017 2017 Business Education Research Conference (BERC), National Business Education Association Annual Convention, Chicago, IL
Presentation: Perceptions of College/School of Business Faculty Involving the Content and Scope of a Business Communications Class and Faculty Self-Efficacy to Evaluate Business Communication Skills of Students
- October 2016 Association for Business Communication, 81st Annual International Conference, Albuquerque, NM
Presentation: Teaching Virtual Presentation Skills: A Systematic Literature Review
- July 2016 2016 Texas Career Education Summer Conference, Fort Worth Convention Center, Fort Worth, TX
Presentation: Virtual Presentations, eMeetings, and Webinars: Teaching Technology-Driven Presentation Skills (Virtual Session)
- July 2016 2016 College & Career Roadmap: Developing the Ready Student: Institute for Career and Technical Educators, Music City Center, Nashville, TN
Presentation: Keeping Tennessee Students in Tennessee: Meeting, Event, Exhibition, and Convention (MEEC) Management at Middle Tennessee State University
- October 2015 Association for Business Communication, 80th Annual International Conference, Seattle, WA
Presentation: Unusual Names and the Job Search: Should Business Communication Instructors Encourage Students to Use Initials, Not Names?
- October 2015 Southern Business Education Association Conference, Kingsport, TN
Presentation: Teaching Employment Communication: Does Your Name Affect Your Ability to Get Hired?
- June 2015 Mountain-Plains Business Education Conference (M-PBEA), Albuquerque, NM
Presentation: Teaching Students Virtual Presentation Skills (Virtual Session)
- April 2015 2015 Business Education Research Conference (BERC), National Business Education Association Annual Convention, Chicago, IL
Presentation: 67 Years of Business Education Forum (1947-2014): A Historical Review (with Lewis)
- January 2015 South Carolina Business Education Association (SCBEA) 2015 Conference, Columbia, SC
Presentation: Teaching Oral Presentation Skills in the Age of YouTube: Virtual Presentations, eMeetings, and Webinars (Virtual Session)
- October 2014 Oregon Business Education Association (OBEA) 2014 Conference
Presentation: Virtual Presentations, eMeetings, and Webinars: Teaching Technology-Driven Presentation Skills (Virtual Session)
- October 2014 Washington State Business and Marketing Pathway "Taking Charge of Change" 2014 Conference, Wenatchee, WA
Presentation: Virtual Presentations, eMeetings, and Webinars: Teaching Oral Presentation Skills in the Age of YouTube (Virtual Session)
- April 2014 National Business Education Association (NBEA) 2014 Annual Convention, Los Angeles, CA
Presentation: Virtual Presentations, eMeetings, and Webinars—Presentations Now Require Skills Beyond PowerPoint

- March 2014 Allied Academies Spring 2014 International Conference, Nashville, TN (Internet)
Presentation: Impact of Self-Reported Listening Preferences of Business Communication Students on Choice of College Major
- March 2014 2014 Association for Business Communication Southeast Region Conference, Orlando, FL
Presentation: Teaching Oral Presentation Skills in the Age of YouTube: Virtual Presentations and Business Communication
- April 2013 National Business Education Association (NBEA) 2013 Annual Convention, Atlanta, GA
Presentation: Security Challenges in Technology: Does BYOD mean Bring Your Own Device or Bring Your Own Disaster? (with Grubb)
- November 2012 Delta Pi Epsilon (DPE) National Conference, Cincinnati, OH
Presentations: (1) Empathy and Business Communication Students: Assessing the Impact of Empathy Instruction on Communication Skills; (2) Defining Professionalism: Differences in Construct Definition Between Novice Professionals and Seasoned Professionals (with Wiedmaier)
- April 2012 National Business Education Association (NBEA) 2012 Annual Convention, Boston, MA
Presentation: The New Mac Attack: Has Increased Popularity of iPads and iPhones made Apple Ripe for the Picking? (with Grubb)
- November 2011 Delta Pi Epsilon (DPE) National Conference, Indianapolis, IN
Presentation: Do Unusual or Difficult Applicant Names Impact Hiring Decisions?
- July 2011 Tennessee Career and Technical Education Association Conference, Murfreesboro, TN
Presentation: The Business Educator's Technology Toolbox
- April 2011 National Business Education Association (NBEA) 2011 Annual Convention, New Orleans, LA
Presentation: Are You Working in the Cloud? (with Grubb)
- November 2010 Delta Pi Epsilon (DPE) National Conference, Philadelphia, PA
Presentation: The Week in Review in Business Communication: A Podcasting Experiment
- April 2010 National Business Education Association (NBEA) 2010 Annual Convention, San Diego, CA
Presentation: Living in a 4.0 World: Web-Based Tools and Social Media Software Applications for Managing Information and for Communicating in Today's Teaching or Training Environments
- March 2010 Association for Business Communication (ABC)—Southeast Region Conference, Birmingham, AL
Presentation: A Teachable Moment: Using Anonymous Discussion Postings from a Web-Enhanced Business Communication Course to Stimulate Classroom Discussions Regarding Performance Appraisals in the Workplace
- November 2009 Delta Pi Epsilon (DPE) National Conference, San Francisco, CA
Presentation: Pageflakes, Flickr, Facebook, Twitter . . . LinkedIn, DimDim, Skype, Screen: A Child's Jump Rope Rhyme or New Tools for Communicating and for Managing Information
- October 2009 Sloan Consortium Annual Conference, Orlando, FL
Presentation: Using a Course Management System as an Advising Tool (with Grubb)
- October 2009 Southern Business Education Association (SBEA) Conference, Launch Your Future, Huntsville, AL

- March 2009 **Presentation:** What are Policy Statements and How Do I Use Them?
Instructional Technology Conference, Developing a Participatory Learning Culture, Middle Tennessee State University, Murfreesboro, TN
- October 2007 **Presentation:** Using an Online Learning Platform as an Advising Tool
Association for Business Communication, 72nd Annual Convention, Washington, DC
- October 2007 **Presentation:** Human Resources Managers Speak: Teach Business Communication Students to Think and the Writing Will Follow
Southern Business Education Association Conference, Little Rock, AR
- March 2007 **Presentation:** Identification of Problems in Office Management: Do Common Themes Emerge from Qualitative Research? (with V. Smith)
Association for Business Communication, Southeast Regional Conference, Nashville, TN
- November 2006 **Presentation:** Replication of the study, "Business Communication students' knowledge of business message design: Findings from a new decade and new population
Delta Pi Epsilon (DPE) National Conference, Minneapolis, MN
- November 2006 **Presentation:** Effective Workload Management Strategies for the e-Instructor: Results of the Delphi Study (with Crews, Wilkinson, Wiedmaier, and McCannon)
Delta Pi Epsilon (DPE) National Conference, Minneapolis, MN
- October 2006 **Presentation:** Technology Tools for Traditional and Online Education: Captivate, Camtasia Studio, SnagIt, Centra, and Breeze (Crews, Wiedmaier, and Wilkinson)
Southern Business Education Association (SBEA) Conference, Atlanta, GA
- May 2006 **Presentation:** Problems in Office Management: Cases in Practice (with V. Smith)
2006 Hawaii International Conference on Business, Honolulu, Hawaii
- February 2006 **Presentation:** Running the Business Communication Classroom like a Business: Employment Contracts, Civility, and Student Evaluations (with Grubb)
Organizational Systems Research Association (OSRA), Oklahoma City, OK
- November 2005 **Presentation:** Technology Tools for Traditional and Online Education (with Crews, Wiedmaier, and Wilkinson)
Delta Pi Epsilon (DPE) National Conference, Cincinnati, OH
- November 2005 **Presentation:** Effective Workload Management Strategies for the E-Instructor: A Product in Progress (with Crews, Wilkinson, Wiedmaier, and McCannon)
Delta Pi Epsilon (DPE) National Conference, Cincinnati, OH
- July 2005 **Presentation:** The Membership Speaks: Results of the 2005 Delta Pi Epsilon Membership Survey (with Wilkinson)
Ed-Media 17th Annual World Conference on Educational Multimedia, Hypermedia, and Telecommunications, AACE, Montreal, Canada
- March 2005 **Presentation:** Synchronous versus Asynchronous: Delivery of Online Instruction and the Factors that Lead to Success or Failure (with Huffman, Wilkinson, Wiedmaier, Crews, and Arn)
Association for Business Communication, Southwest Regional Conference, Federation of Business Disciplines, Dallas, TX
- March 2005 **Presentation:** Interviewing the Interviewer: Using Career Fairs to Learn What Employers Want
Association for Business Communication, Southwest Regional Conference, Federation of Business Disciplines, Dallas, TX
- March 2005 **Presentation:** Career Fairs: Are Governmental and Law Enforcement Agencies Actually Recruiting or Just Advertising? (with Grubb)

- November 2004 Delta Pi Epsilon (DPE) National Conference, Washington, DC
Presentation: Beyond Extraneous Variables: Revisiting the Student Satisfaction Survey and Analyzing Additional Data in Summative Student Evaluations (with Wilkinson)
- November 2003 Delta Pi Epsilon (DPE) National Conference, Indianapolis, IN
Presentation: Preparing Business Education Teachers for the Classroom: Using Active Teachers as Mentors through an On-Line Environment (with Boudier)
- November 2002 Delta Pi Epsilon (DPE) National Conference, Cleveland, OH
Presentation: Identifying Listening Styles Profiles of Business Communication Students: Do Listening Styles Relate to Major and/or Career Selection?
- October 2002 Eastern Business Education Association (EBEA), Portland, ME
Presentation: Teaching Teamwork: Business Communications, Meetings, and Projects (with Woodland)
- December 2001 Association for Career and Technical Education (ACTE), Business Division, New Orleans, LA
Presentation: Employment Documents for the Paperless Society (Refereed Poster Session) [with Wilkinson]
- November 2001 Delta Pi Epsilon (DPE) National Conference, Nashville, TN
Presentation: An Examination of Extraneous Variables Affecting Instructor Classroom Rating as Indicated by Summative Student Evaluations (with Wilkinson)
- November 2001 Association for Business Communication (ABC), 66th Annual Convention, San Diego, CA
Presentation: A Teaching Strategy: The Ultimate Time Robber – Meetings (with McPherson, Moore, Szul, Woodland, and Wilkinson)
- October 2001 Eastern Business Education Association (EBEA), 104th Annual Convention, Hartford, CT
Presentations: (1) Cyber Search: Online Resumes and Job Surfing Sites (with Anthony); (2) Teamwork, Teaching, & Tinker Toys: A Strategy for Business and Interpersonal Communication (with Woodland)
- March 2001 Association for Business Communication, Midwest/Eastern/ Southeastern Regional Conference, Kansas City, MO
Presentation: Developing Winning Resumes: A Regional View of Career Fair Recruiters' Preferences (with Wilkinson)
- December 2000 Association for Career and Technical Education (ACTE), San Diego, CA
Presentation: Regional Preferences for Resume Content/Design: A Comparison of Recruiters and Educators (with Wilkinson)
- November 2000 Delta Pi Epsilon (DPE) National Conference, Columbus, OH
Presentation: A Comparison of Recruiters' and Students' Preferences Concerning Resume Content and Design: Are Students' Perceptions What Recruiters Need? (with Wilkinson)
- November 1999 Delta Pi Epsilon (DPE) National Conference, St. Louis, MO
Presentation: A Regional View of Recruiters' Preferences Concerning Resume Design and Content (with Wilkinson)
- October 1999 Tri-State Business Education Association, Pittsburgh, PA
Presentation: Recruiters' Preferences Concerning Resume Design (with Wilkinson)
- February 1999 Office Systems Research Association (OSRA) Conference, Atlanta, GA
Presentation: Virtual Conferences versus Traditional Academic Conferences: OSRA Members' Perceptions (with Wilkinson)

- November 1998 Delta Pi Epsilon (DPE) National Conference, Louisville, KY
Presentation: Keyboarding Skill and Computer Anxiety: A Relationship Revisited
- November 1998 Association for Business Communication (ABC), San Antonio, TX
Presentation: Virtual Conferences: Perceptions Among ABC Faculty (with Wilkinson)
- April 1998 National Association for Business Education Annual Convention, National Business Teacher Education (NABTE) Conference, San Antonio, TX
Presentation: Students' Knowledge of Business Message Design: Implications for Business Communication and Keyboarding (with McPherson)
- April 1998 International Academy of Business Disciplines, San Francisco, CA
Presentation: An Analysis of Personality Types and Learner Profiles Among Students Enrolled in AD 321--Business and Interpersonal Communication (with McPherson)
- February 1998 Office Systems Research Association (OSRA), New Orleans, LA
Presentation: Computer Anxiety: Still a Factor in End-User Computing?
- November 1997 Association for Business Communication (ABC) National Convention, Washington, DC
Presentation: An Analysis of Business Communication Students' Knowledge of Document Design (with McPherson)
- September 1997 Tri-State Business Education Conference, Pittsburgh, PA
Presentation: Teamwork and Tinker Toys (with McPherson, Woodland, & Szul)
- April 1997 International Academy of Business Disciplines, Orlando, FL
Presentations: (1) Designing Programs for Computer-Anxious Adults: The Trainer's Dilemma (2) Tinkertoys, Teamwork, and Teaching Strategies: Turn on Your Business Communication Students! (with McPherson, Szul, and Woodland)
- November 1996 Association for Business Communication (ABC) National Convention, Chicago, IL
Presentation: Predicting Computer Anxiety in the Business Communication Classroom: Facts, Figures, and Teaching Strategies
- April 1996 Association of Business Communication, Canada/East Regional, Toronto, Canada
Presentations: (1) An Introduction to APA, 4th Edition (with McPherson); (2) An Analysis of Personality Types and Learner Profile Among Students Enrolled in AD 321 (with McPherson)
- October 1995 Association of Pennsylvania University Business and Economic Faculty (APUBEF), State College, PA
Presentation: The Impact of Keyboarding Skill on Self-Reported Computer Anxiety
- June 1995 Commission on Adult Basic Education (COABE), Little Rock, AR
Presentation: MATILDA: The Development and Validation of a Screening Device for Adult Learning Disabilities (with R. E. Grubb, Jr., & J. V. Walker)
- December 1994 Association for Career and Technical Education (ACTE) Annual Conference (formerly known as the American Vocational Association), Business Division, Dallas, TX
Presentation: The Training Component of Human Resource Development: An Alternative Career Option for Business Educators (with J. V. Walker & D.L. Conerly)
- November 1994 American Association for Adult and Continuing Education, Nashville, TN
Presentation: Recognizing and Dealing with Adult Learning Disabilities in ABE Programs (with R. E. Grubb, Jr., & J. V. Walker)

- June 1994 Mississippi Association of Adult and Community Education, 11th Annual Conference, Jackson, MS
Presentation: The ABCs of Learning Disabilities (with R. E. Grubb, Jr.)
- February 1993 Adult Basic Education Southern Regional Workshop, Ellisville, MS
Presentation: Effective Teacher Training (with R. E. Grubb, Jr.)

KEYNOTE ADDRESSES

- 2012 Hemby, K. V. (2012, April). Job Search Aids for the Digital Age. International Association of Administrative Professionals (IAAP), *Professional Week Seminar*, Murfreesboro, TN.

INVITED LECTURES

- 2017 Hemby, K. V. (2017, November 13). *Professional Conduct*. Video Conference with Social Media Communications Class, Hackett High School, Hackett, AR.
- 2017 Hemby, K. V. (2017, October 9). *Professionalism in the Workplace*. Students in Professional Preparation in Marketing, Middle Tennessee State University, Murfreesboro, TN.
- 2012 Hemby, K. V., & Grubb, R. E., Jr. (2012, June). *Effective Communication Skills*. United States Bureau of Labor, Wage and Hour Division, Nashville District Office, Nashville, TN.

INVITED PRESENTATIONS

- 2018 Hemby, V. (2018, June 15). *Strategies to Improve Email, Telephone, and Face-to-Face Communication*. MTSU Student Affairs Professional Development, Murfreesboro, TN.
- 2017 Hemby, V. (2017, November 14). *Raiders' Closet: A Project to Assist Students with their Professional Image*. Rutherford County Retired Teachers Association Meeting, Murfreesboro, TN.
- 2017 Hemby, V. (2017, October 28). *Create a Brighter Outlook while Managing those Pesky Office Apps: Processes for Making Office "Work" for You*. Office Professionals of Tennessee Educational Seminar, Murfreesboro, TN.
- 2017 Hemby, V. (2017, September 21). *Professional, Business Casual, and Unacceptable: What Professional Dress Means*. ASCE Professional Development Workshop, Middle Tennessee State University, Murfreesboro, TN.
- 2016 Hemby, V. (2016, April 23). *Ergonomics in the Workplace: You and the Job You Perform*. Office Professionals of Tennessee Educational Seminar, Murfreesboro, TN.
- 2015 Hemby, V. (2015, May 21). Workplace Etiquette and Protocol. *Edwards Jones Regional Meeting*, Murfreesboro, TN.
- 2014 Hemby-Grubb, V. (2014, August 14). Traumatic Brain Injury: Prevention is the Key. *Exchange Club Noon Chapter*, Murfreesboro, TN.
- 2013 Hemby, K. V. (2013, September 9). Presentation Skills for the 21st Century: More than Traditional Face-to-Face Speeches. *IAAP Meeting, Murfreesboro Chapter*.
- 2013 Hemby, K. V. (May 14, 2013). Ergonomics in the Workplace: You and the Job You Perform. *ASCE Professional Development Workshop*, Middle Tennessee State University.

- 2011 Hemby, K. V. (2011, May 12). Customer Service and Communication: Tips to Achieve Satisfaction and Success. *VISN 9 Network Contract Activity (NCA) Workshop*, Murfreesboro, TN.
- 2011 Hemby, V. (2011, March 30). Business Writing. *ASCE Professional Development Day*, Middle Tennessee State University.
- 2011 Hemby, V. (2011, March 30). Records/File Management. *ASCE Professional Development Day*, Middle Tennessee State University.
- 2009 Hemby, V. (2009, November 9). Technology for Managing Information. *International Association of Administrative Professionals*, Murfreesboro Chapter.
- 2006 Hemby, V. (2006, July 19). (1) Teaching a Lesson Using Microsoft Producer; and (2) Using SnagIt to Add a New Component to Classroom Teaching. *Tennessee Career and Technical Education Conference*, Business Technology, Middle Tennessee State University, Murfreesboro, TN.
- 2006 Hemby, K. V. (2006, January). Speaking Skills for Professionals. *DECA Regional Conference*, Middle Tennessee State University, Murfreesboro, TN.
- 2005 Hemby, K. V. (2005, July). Business Etiquette. *TSCPA Accounting Academy*, Lipscomb University, Nashville, TN.
- 2005 Hemby, K. V. (2005, May 14). Interactive Multimedia: Using PowerPoint 2003. *Workshop for Business Education Teachers*. Business Communication and Entrepreneurship Department, Middle Tennessee State University.
- 2005 Hemby, V. (2005, January). Giving PowerPoint Presentations with Style: "How to Get Those Butterflies in Your Stomach Flying in Formation." *DECA Regional Conference*, Middle Tennessee State University.
- 2004 Balachandran, M., & Hemby, K. V. (2004, October). Business Etiquette: Your "Ticket" to Professional Success. *Middle Tennessee State University Career and Employment Center Dining and Business Etiquette Dinner*, Murfreesboro, TN.
- 2003 Hemby, V., & Wilkinson, K. (2003, May). Career Fair Recruiters and Resumes: Advice from the Trenches. *Pennsylvania Association of Colleges and Employers (PennACE) Conference*, Carlisle, PA.
- 2002 Hemby, V., & Szul, L. F. (2002, February). Corporate Culture: A Different Perspective. *Western Pennsylvania Association of Career Services (WestPACS) Directors Meeting*, Grove City, PA.
- 1999 Hemby, V., McPherson, B., Moore, W., Szul, L., Wilkinson, K., & Woodland, D. (1999, September). Teaching, Technology, and Teamwork: Techniques for Today's Teachers. *Bloomsburg University*, Department of Business Education and Office Information Systems, Bloomsburg, PA.
- 1999 Wilkinson, K. L., & Hemby, K. V. (1999, May). Career Fair Recruiters' Preferences for Resume Design and Content. *Western Pennsylvania Association of Career Services (WestPACS) Directors Meeting*, Technology Council, Pittsburgh, PA.

DISCUSSANT/PANELIST

- 2017 Hemby, K. V. (2017, October 17). *Movin' On Up!* Colleague to Colleague Column, *Business Education Forum* (February 2018).
- 2017 Hemby, K. V. (2017, October 31). *MT Engage Faculty Showcase: High Impact Practices* (with Dr. Stephanie Dean, Dr. Mary Evins, Ms. Natonya Listach, and Ms. Kristi Shamburger)
- 2016 Hemby, K. V. (2017, November 16). Encouraging Seamless Pathways for Students in Hospitality and Tourism. Tennessee Department of Education, Division of College, Career, and Technical Education. Professional Development, Hospitality and Tourism Collaborative.

- 2012 Hemby, K. V., & Grubb, R. E., Jr. (2012, October 11). Cloud Computing: Why? Why Not? National Business Education Association, NBEA Fall Webinar.
- 2012 Hemby, K. V. (2012, August 1). Will Tablets Be a Game-Changer in Education? National Business Education Association, Panel Discussion for NBEA Forum Feature (December 2012).
- 2011 Hemby, K. V. (2011). Implementation of Mobile Devices in Teaching Environments. LT&ITC Panel Discussion (with Henderson, Blackman, Donnell, Draude, Calahan).

JONES COLLEGE OF BUSINESS PRESENTATIONS

- 2018 Hemby, K. V. (2018, April 17). *Professional Job Search Communication: Resumes, Interviews, and Dressing for Success*. MTSU Beta Alpha Psi Chapter.
- 2018 Hemby, K. V. (2018, February 13). *Constructing a Personal Mission Statement*. **IGNITE** (Professional development program for MTSU students)
- 2018 Hemby, K. V. (2018, January 25). *Keep Calm and Step Outside Your Comfort Zone*. **IGNITE** (Professional development program for MTSU students)
- 2017 Hemby, K. V. (2017, February 22). *Constructing a Personal Mission Statement*. **IGNITE** (Professional development program for MTSU students)
- 2016 Buckner, L., Wilson, J., & Hemby, K. V. (2016, November 3). *Bringing Your Personal Brand to Life*. **IGNITE** (Professional development program for MTSU students)
- 2016 Hemby, K. V. (2016, October). *Why Should I Major in Marketing/Business Education?* Presentation to BUS 1000 (first-semester Freshmen, undeclared majors)

EDITOR/REVIEWER

- 2016-2017 Reviewer, *National Business Education Association 2017 Yearbook* [Margaret Erthal and Cheryl Wiedmaier, Editors]
- 2015-2017 Reviewer, *Online Journal for Workforce Education and Development* (OLJWED)
- 2015-2016 Reviewer, *National Business Education Association 2016 Yearbook* [Diane Fisher, Editor]
- 2015 Reviewer, *International Journal for Business Education*
- 2014-present Reviewer, *Journal for Applied Research in Business Instruction* (JARBI)
- 2013-2015 Co-Editor, *National Business Education Association 2015 Yearbook, Recent and Projected Technology Trends Affecting Business Education*
- 2013-2015 Editor, *Business Education Forum*, Communications Section
- 2012-2014 Reviewer, *Delta Pi Epsilon Journal*
- 2012-2013 Reviewer, *Business Teacher Education Journal*
- 2011-2013 Reviewer, Association for Business Communication, Business Communication Quarterly
- 2011-2012 Reviewer, *National Business Education Association (NBEA) 2013 Yearbook* [Beryl McEwen, Editor]
- 2011-2012 Reviewer, *Journal of Applied Research in Business Instruction* (JARBI)
- 2010-2012 Reviewer, *Journal of Business Teacher Education Research*
- 2010-2011 Reviewer, *National Business Education Association (NBEA) 2012 Yearbook* (Wanda Stitt-Gohdes, Editor)
- 2010-2011 Editor, *Business Education Forum*, Entrepreneurship Section
- 2010-2011 Reviewer, Delta Pi Epsilon National Conference Submissions
- 2010 Reviewer, Association for Business Communication National Conference, FOBP Session Submissions
- 2010 Reviewer, 16th Americas Conference on Information Systems (AMCIS)

2009-2011	Editorial Board, Pearson Publishing, <i>Business Communication</i> (B. Shwom & L. G. Snyder, Authors)
2009-2011	Reviewer, <i>Business Communication: Process & Product</i> (7 th ed.) [Guffey], Cengage/South-Western College Publishing
2004-2008	Editor, <i>Business Education Digest</i>
2003-2005	Editor, <i>Business Education Forum</i> , Communications Section
2004	Reviewer, <i>Information Technology, Learning, and Performance Journal</i>
2002-2003	Reviewer, <i>NABTE Review</i>
2002	Reviewer, <i>Academy of Managerial Communications Journal</i>
2001-2003	Reviewer, <i>National Business Education Association (NBEA) 2002 Yearbook</i> (Ann Remp, Editor)
2001	Reviewer for proposed text entitled <i>Training Design for the Hospitality Industry</i> . Delmar/Thomson Learning
2001	Reviewer, <i>NABTE Review/The Business Education Forum</i>
2001	Reviewer, <i>Information Technology, Learning, and Performance Journal</i>

GRANTS

2006, September	Delta Pi Epsilon Research Foundation, Inc., Little Rock, AR Proposal Title: Workload Management Strategies for the e-Instructor Amount: \$4,065 Purpose: To conduct research to support existing workload management strategies and to identify new workload management strategies for use by e-instructors in the development and delivery of online courses Grantees: Dr. Tena Crews (University of South Carolina), Dr. Kelly Wilkinson (Indiana State University), Dr. K. Virginia Hemby (Middle Tennessee State University), Dr. Cheryl Wiedmaier (University of Central Arkansas), and Dr. Melinda McCannon (Georgia Northwestern Technical College)
1997, September	Departmental Teaching Circle (with W. Moore, L. Szul, D. Woodland, B. McPherson) Indiana University of Pennsylvania, Center for Teaching Excellence Purpose: To develop a departmental teaching circle. New Faculty Development Grant (with D. Woodland)
1996, September	Indiana University of Pennsylvania, Center for Teaching Excellence Purpose: To develop a group project for Business and Interpersonal Communication titled <i>Tinkertoys, Teamwork, and Teaching Strategies</i> .

CONSULTING

2012-2013	Cengage Business Communication Advisory Board 1) Identify emerging trends 2) Discuss ongoing challenges and possible solutions 3) Review products in the development process
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EXTERNAL REVIEWER/EVALUATOR

2017, August	Miami University Regionals, Department of Commerce , Hamilton, OH External Review of Scholarly Work of Professor Thomas Mays Conducted unbiased evaluation of candidate's scholarship Prepared letter assessing the quality of candidate's scholarly work
2016, October	Southern Illinois University, Department of Workforce Education and Development , Carbondale, IL External Review of Professor Barbara Hagler Conducted unbiased evaluation of candidate's service activities

Prepared letter assessing the quality of candidate's service

SERVICE TO UNIVERSITY AND COMMUNITY

Department of Marketing (formerly known as Business Communication and Entrepreneurship) Committees (MTSU)

2011-present	Publicity Committee
2010-present	Promotion and Tenure Committee
2017	Business Communication Textbook Adoption Task Force Chair Scheduled meetings with Task Force members to review and recommend textbook for BCED3510, Business Communication, for fall 2017 Created online BCED3510 Business Communication course for faculty using newly selected textbook
2015	Business Communication Task Force Chair 1) Scheduled meetings with representatives from each department within College of Business to ascertain status of Business Communication course topics coverage 2) Created documentation to share with departmental faculty covering results of meetings with departmental representatives 3) Made recommendations with members of Task Force for modifications to existing Business Communication course
2011-present	Publicity Committee
2010-present	Promotion and Tenure Committee
2011-2013	Office Management Major Ad Hoc Committee (Chair) 1) Reviewed requirements for Office Management majors 2) Suggested revisions to existing curricula/courses for Office Management 3) Created marketing plan for Office Management major
2004-2013	Undergraduate Curriculum Committee Chair, 2011-2013 1) Reviewed BCEN Minors in Business Communication and Office Management 2) Revised and/or deleted courses 3) Evaluated courses in accordance with State certification standards for teacher education majors in Business Education 4) Recommended and developed new courses 5) Recommended and developed new majors (International Business Communication) 6) Reviewed technology needs for courses
2010-2011	Course Redesign and Reactivation Committee 1) Studied the need for redesigning various BCEN 2000-level courses 2) Examined the need for reactivating additional BCEN courses
2008-2011	Graduate Curriculum Committee (Chair)
2006-2009	Student Evaluation of Faculty
2008-2009	Calculus Committee Department representative to committee established to review MATH 1810, Applied Calculus , to ensure that the course content serves the needs of its client disciplines
2007-2008	Office Management Ad Hoc Committee Chair 1) Researched a more contemporary name for the Office Management major

- 2) Reviewed the Office Management curriculum and offered suggestions for consideration by the BCEN Curriculum Committee and subsequently by the full BCEN faculty
- 2007-2008 **Business Communication Ad Hoc Committee**
- 1) Recommended a textbook for BCEN 3510 for Fall 2008
 - 2) Updated course outlines for BCEN 3510, 4510/5510, 4660/5660, and 4670/5670
 - 3) Reviewed and revised (if necessary) BCEN 3510 transfer examination
- 2005-2006 **Publications Review Committee**
Chair
- 1) Scheduled meetings for committee to review departmental publications list
 - 2) Made suggestions concerning journals to delete from departmental list
 - 3) Investigated possible additional journals to include on departmental list
 - 4) Completed steps to add journals to departmental list
- 2004-2009 **Co-Advisor for Phi Beta Lambda**
- 1) Organized and stimulated chapter development
 - 2) Directed and coordinated supervision of chapter activities
 - 3) Assisted members in planning, collecting, preparing, and arranging materials promoting the chapter and its activities
 - 4) Directed and managed fundraising projects
 - 5) Supervised the receipt, recording, depositing, and expenditure of chapter funds
- Jennings A. Jones College of Business Committees (MTSU)**
- 2013-2014 **Faculty Committee**
- 1) Initiated Faculty Professional Development Seminar Series
 - 2) Initiated definition process for Academically Qualified and Professional Qualified Faculty (AACSB)
- 2011-2012 **Undergraduate Curriculum Committee**
- 2006-2011 **Students Committee**
Minutes (2007-2008)
- 1) Proposed College of Business admissions policy
 - 2) Assisted in writing report on certain parts of how College of Business is meeting AACSB guidelines (i.e., admissions, advising, student related, etc.).
- 2008-2009 **JCB Oral Communication Rubric Task Force**
Chair
- Developed a college-wide oral communication rubric for use across business disciplines
- Middle Tennessee State University Committees**
- 2016-2018 **MTSU Undergraduate Curriculum Committee**
- 1) Consider course and curriculum changes proposed by departments, colleges, and administrators;
 - 2) Report recommendations to University Provost; and
 - 3) Study the University curriculum and recommend actions to prevent needless duplication of offerings.

- 2016-2019 **MTSU General Education Committee**
 1) Reviewed the Gen Ed mission statement and its goals, all General Education courses, syllabi, learning outcomes, and data related to the achievement of the outcomes;
 2) Reviewed the faculty evaluation process for faculty assigned to teach General Education courses; and
 3) Reviewed the relationships among all the program components to provide University-wide leadership for the ongoing evaluation and improvement of the General Education Program
Chair (2018-2019)
 1) Facilitate General Education Committee meetings
 2) Work with General Education Coordinator to address all required work for the committee
Task Force on Status of General Education at MTSU (2017-2018)
 1) Reviewed current general education programs at various colleges and universities across United States
 2) Discussed potential challenges for MTSU General Education program
 3) Engaged in discussions during monthly meetings to brainstorm recommendations to make MTSU General Education program more attractive to prospective students
 4) Compiled list of suggestions to provide to second cohort for Task Force 2018-2019
Secretary (2016-2017)
 Compiled and prepared minutes for all General Education Committee meetings
- 2013-2015 **MTSU Academic Misconduct Committee**
 1) Considered matters concerning academic misconduct following procedures set forth in MTSU Policy III:00:08 Academic Misconduct; and
 2) Determined whether the student's conduct constituted academic misconduct and determined whether disciplinary sanctions should be imposed (if applicable) or whether any grade assigned by the faculty member based on academic misconduct was appropriate.
- 2011-2013 **MTSU Committee on Disability Issues**
 2005-2007
 1) Identified the needs of visitors, students, faculty, and staff with disabilities and provided for their general welfare, including but not limited to the following areas:
 a) access; b) purchase; c) academic instruction; d) extracurricular activities; and e) services
 2) Recommended strategies to the University in complying with the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973
 3) Assisted in other related matters as requested by university administration.
Chair (2012-2013; 2006-2007)
 1) Called meetings as deemed necessary
 2) Conducted meetings in accordance with Robert's Rules of Order
 3) Coordinated activities of the committee
- 2010-2013 **Second Life Committee**
 Explore uses for Second Life in MTSU courses
- Technology Support and Training Department Committees (IUP)**
 1995-2004
 Curriculum (Co-Chair, 1999, 2001)
 Faculty Search (Chair, 1996-1997; 1998-1999)
 Promotion
 Evaluation

Marketing and Recruiting

Travel

Department Representative to University Senate (Senate Research, 1996-1997)

Departmental Internship Coordinator

Departmental Teaching Circle (Reflective Practices)

Eberly College of Business and Information Technology Committees (IUP)

1995-2004

Co-Advisor for Phi Beta Lambda (PBL)

Research Committee

Indiana University of Pennsylvania

1995-2004

University Senate At-Large Representative (Elected)

University-Wide Undergraduate Curriculum Committee (Elected)

Senate Student Affairs Committee (Appointed), Secretary

Association of Pennsylvania State College and University Faculty (APSCUF)

Scholarship Committee (Appointed) (2001-2002)

Lawrence Hall Business Floor Faculty Liaison (Appointed)

Other Service Activities

2017-present

State of Tennessee, Department of Education, Division of College, Career, and Technical Education, Hospitality & Tourism Advisory Council

- 1) Identify academic and occupational competencies needed by the workforce, including related continuing education offerings
- 2) Advise on academic trends, occupational trends, and new technologies to help guide development
- 3) Recommend appropriate new program development
- 4) Participate in establishing student proficiency standards
- 5) Review course content, sequencing, and assessments
- 6) Recommend appropriate technology applications, equipment purchases, and program revisions
- 7) Identify future industry and environmental trends impacting the program
- 8) Facilitate opportunities for cooperative relationships with business and industry
- 9) Identify community or business resource people
- 10) Facilitate internships and work experience opportunities for students

2005-2006

Tennessee Phi Beta Lambda (PBL) State Advisor

- 1) Served as a liaison between the State committee and the FBLA-PBL, Inc., National Office
- 2) Served in an advisory capacity and ex-officio member of the State Executive Council, but as a voting member
- 3) Brought matters relating to the operation of the State Chapter to the attention of the National President and CEO, National Executive Vice President, and National Board of Directors and FBLA-PBL, Inc.
- 4) Attended and assisted at PBL meetings, workshops, and conferences on the state and national levels
- 5) Approved new Pennsylvania chapter charters
- 6) Maintained close communication with the State President, State Chairperson, State Financial Advisor, and State Conference Coordinator
- 7) Prepared and submitted appropriate State Chapter reports to the FBLA-PBL, Inc., National Office

2001-2003 8) Signed state and national officer applications as specified in the national publication, *Running for Office*, as per National Bylaws
Pennsylvania Phi Beta Lambda (PBL) State Advisor

PROFESSIONAL AFFILIATIONS

2004-present **Association for Talent Development (ATD)** formerly known as the American Society for Training and Development (ASTD)

1995-present **Association for Business Communication (ABC)**

2017-present **Marketing and Membership Committee**

- 1) Create a proposal for institutional membership
- 2) Determine ways to leverage the committee's budget to promote ABC
- 3) Identify our target audiences and develop marketing messages and materials to reach those audiences
- 4) Find ways to connect with the large pool of potential members that will consider their insufficient travel funding
- 5) Work with Sage to promote our journals and with Pearson and other textbook publishers to increase membership benefits and membership engagement

2017-present **Institutional Subcommittee**

- 1) Focus on whether ABC should establish institutional membership options
- 2) Explore existing models in other professional societies
- 3) Make recommendations to the ABC Board

2017-present **Certification Programs Subcommittee**

- 1) Explore possibility of development of certification programs
- 2) Make recommendations to the ABC Board

2014-present **National Academic Environment Committee**

- 1) Investigate how ABC can better serve its members in terms of the teaching environment and professional development opportunities at their schools
- 2) Conduct an AE session at the annual convention to publicize information and draw attention to issues
- 3) Develop a space on the ABC website that is devoted to resources and dialog regarding workplace issues
- 4) Provide liaison between faculty and the organization to identify best workplace practices as well as troublesome situations and trends. Share the results of members' comments and their circumstances with the organization
- 5) Coordinate these efforts with those of the AACSB Committee
- 6) Consider publishing a literature review in *BPCQ* regarding AE issues and opportunities. This could be a start toward the "position paper" called for in Objective 1.3.1 of ABC's Strategic Plan
- 7) Help ABC achieve its strategic plan objectives, especially 1.3.1, and 1.3.5

2008-present **National Business Practices Committee**

- 1) Publish the "Focus on Business Practices" (FOBP) themed section in two issues of *Business and Professional Communication Quarterly (BPCQ)*
- 2) Seek to involve CCI to contribute to the Focus on Business Practices column
- 3) Invite CCI members to participate in a panel for ABC's annual international convention
- 4) Research current practices and issues in the business community.
- 5) Help ABC achieve the following strategic plan objectives 1.2.4, 1.4, 1.5, 2.5, and 4.2.2

6) Meet with other committees at the annual conference who have similar or overlapping strategic plan objectives

7) Meet with other committees at the annual convention who have similar or overlapping strategic plan objectives

FOBP Guest Editor, March 2010, Business Communication Quarterly (Business Practices Committee), 2009-2010

1) Managed submissions for March 2010 Business Practices Column, *Ain't Miscommunicating: Business Communication at a Distance*

2) Communicated with reviewers and authors

3) Oversaw editorial revisions for accepted manuscripts

4) Authored introduction to FOBP

2015-2016

81st Annual ABC International Conference Co-Chair (October 2016)

1) Proposed Conference Theme to Executive Director

2) Designed Call for Proposals (CFP)

3) Selected individual to be keynote speaker for conference; make recommendation to Executive Board (provided abstract and speaker bio)

4) Developed ideas to help celebrate the conference and the theme (e.g., gifts for registrants, special music, creative announcements)

5) Worked with web editor to set up proposal system with proper instructions (700 to 1000-word proposals with 50 to 100-word abstracts)

6) Solicited volunteers to serve as peer reviewers and mentors for refereed proposals

7) Identified and recommended a 501(c)(3) non-profit in the host city to benefit from silent auction (along with C. R. Anderson Research Fund)

8) Sent proposal acceptance/rejection notices with reminder of deadline for conference registration

9) Edited program descriptions/abstracts

10) Submitted pre- and post-conference excursion suggestions (being mindful of ADA accessibility) to Executive Director and Executive Committee; once excursion(s) is accepted, prepared excursion description and price to be posted on website

11) Created schedule for conference including daily start time, breaks, receptions, luncheons, plenary sessions, any special presentations, and meeting times for CRARF board meeting, and larger sessions like My Favorite Assignment, plus committee and SIG meetings

12) Scheduled sessions by track (keeping in mind presenters that are involved with more than one session and/or in a committee, SIG presentation, or other larger presentation)

13) Advised office manager and Executive Director of available space (day and time) for likely use as exhibitor session

14) Created and submitted a publishing-ready schedule draft to the ABC Executive Director

15) Revised schedule as needed based on suggested edits from Executive Director

16) Submitted program/schedule to web editor for posting on ABC website by mid-August

17) Continued to edit and compile program by adding/allowing space for Executive Director letter, program chair letter, Board of Directors list, floor plan, sponsor thanks, advertisements, calls for future regional and annual conferences, and index (weekly program updates)

- 18) Designed cover for program and submit to Executive Director for review and approval
- 19) Completed and submitted Conference Report to Board of Directors (number of submissions/acceptances and rejections; list of countries represented; additional comments)
- 20) Organized a team of session chairs (or appoint/request someone in each time slot to keep time)
- 21) Floated around conference to handle questions or issues once the conference opened
- 22) Welcomed participants to the conference and helped and reassurance where needed
- 23) Posted notices of room changes and cancellations in public area (and on room door); updated web editor for Program changes
- 24) Worked with on-site audiovisual and hotel banquet staff to communicate on-the-spot conference needs
- 25) Met with hotel staff and finalized registration materials prior to start of conference

2014-2016

National Technology Committee

- 1) Explored the possibility of offering virtual conferences to ABC groups who are disadvantaged because of distance from conference sites or low travel funding (e.g., the Community College SIG)
- 2) Encouraged the use of social media such as Twitter and LinkedIn to benefit members

1992-present

Association for Research in Business Education**National Nominations Committee (2017-2018)**

Identify people to nominate for Vice President and Communications Director
Submit a slate of officers

National Strategic Planning Committee (2012-present)

- 1) Recommend how to transition the Society into the future
- 2) Develop long-term strategies for the next five to ten years for sustaining the organization
- 3) Identify ways ARBE can promote its objectives
- 4) Determine services that can be provided to NBEA.
- 5) Integrate issues related to the promotion, facilitation, and support of ARBE and NBEA in the future
- 6) Review and make recommendations for revisions of the National Bylaws and ensure that they conform to the NBEA Bylaws
- 7) Study the total structural framework of the Society, including committee structure, and recommend changes in these functions
- 8) Provide status updates on the committee's progress by October 1, January 15, and April 1 each year
- 9) Ensure all committee members' ARBE/NBEA dues are current each year

2014-2015

National Conference Coordinator, 2015 Business Education Research Conference, held in conjunction with the National Business Education Association Annual Convention, Chicago, IL

- 1) Solicited and managed proposal submissions for sessions
- 2) Coordinated with reviewers and NBEA Meetings/Conventions Manager
- 3) Handled reviews and provide acceptance/rejection notifications to participants
- 4) Managed session tracks and made program decisions regarding location of specific presentations based on content

- 5) Solicited program abstracts from presenters
- 6) Handled tracking of registration and membership fees from conference participants and contacted participants where needed to ensure payments are received prior to conference program creation and printing
- 7) Created program for Business Education Research Conference
- 8) Managed sessions and presenters by checking audiovisual needs and supervising facilitators/session chairs
- 9) Handled social media dissemination (via Twitter) during Conference sessions including photograph and video collection
- 10) Collected and assembled conference papers for Proceedings (editorial duties included)
- 11) Distributed Proceedings file to all pertinent parties (ARBE, NABTE, NBEA) for posting to appropriate websites
- 12) Reviewed BERC session evaluations, compiled statistics, and distributed to individual presenters for review of summative evaluation of sessions

2012-2014

National Research Projects Committee

Chair (2012-14)

- 1) Develop and supervise research proposals to be performed in cooperation with the Society
- 2) Develop a strategic plan for meeting the mutual research needs of DPE and NBEA
- 3) Evaluate how DPE can provide leadership for instructing business educators in conducting and evaluating research
- 4) Evaluate how DPE and NABTE can collaborate to strengthen research in business education
- 5) Identify appropriate research topics for the profession that could be developed and pursued by individuals and/or DPE

2013-2014

National Conference Coordinator, 2014 Business Education Research Conference, held in conjunction with the National Business Education Association Annual Convention, Los Angeles, CA

- 1) Solicited and managed proposal submissions for sessions
- 2) Coordinated with reviewers and NBEA Meetings/Conventions Manager
- 3) Handled reviews and provide acceptance/rejection notifications to participants
- 4) Managed session tracks and made program decisions regarding location of specific presentations based on content
- 5) Solicited program abstracts from presenters
- 6) Handled tracking of registration and membership fees from conference participants and contacted participants where needed to ensure payments are received prior to conference program creation and printing
- 7) Created program for Business Education Research Conference
- 8) Managed sessions and presenters by checking audiovisual needs and supervising facilitators/session chairs
- 9) Handled social media dissemination (via Twitter) during Conference sessions including photograph and video collection
- 10) Collected and assembled presentation files for uploading to organizational websites (editorial duties included)
- 11) Distributed presentation file to all pertinent parties (ARBE, NABTE, NBEA) for posting to appropriate websites
- 12) Reviewed BERC session evaluations, compiled statistics, and distributed to individual presenters for review of summative evaluation of sessions

- 2011-2012 **2012 National Conference Associate Coordinator, Association for Research in Business Education—Delta Pi Epsilon National Conference, Indianapolis, IN** (November 2012)
- 1) Managed submissions for 2012 ARBE Research Conference
 - 2) Distributed acceptance notifications for conference presenters
 - 2) Created Conference Program
 - 3) Solicited individuals to serve as Session Chairs/Discussants
 - 4) Sent reminder notifications for conference registration
- 2010-present **National Executive Board Nominations Committee**
Chair (2010-12)
- 1) Solicit nominations for ARBE Executive Board
 - 2) Work with Committee to interview and select individuals to put forward as the proposed slate of officers
 - 3) Submit slate of officers to ARBE Executive Board for membership vote
- 2010-2012 **National Research Awards Committee**
Chair (2010-2012)
- 1) Administer the Association for Research in Business Education Research Awards
 - 2) Send submission reminders via the ARBE-DPE Newsletter
 - 3) Solicit editors of the Business Teacher Education Journal, the Journal for Research in Business Education, and the state business education publications directly for nominations for best published paper
- 1/1/2008-12/31/2009 **National President**
- 1) Preside at all regular and special meetings of the National Executive Board
 - 2) Appoint an ad hoc National Nominating Committee comprised of the Immediate Past President as chair with two Past Presidents as members
 - 3) Appoint all other committees not otherwise provided for
 - 4) Perform such other duties as pertain to the office of President
 - 5) Serve as a director of and President of the DPE Research Foundation
- 2007-2009 **Policies Commission for Business and Economic Education** (Ex-Officio Member as DPE National President)
Statement #82: This We Believe About the Implementation of Career Clusters
Statement #85: This We Believe About a Virtual Learning Environment
- 1/1/2006-12/31/2007 **National Vice President**
- 1) Served in the absence or disability of the President
 - 2) Performed such duties as may be assigned by the President
 - 3) Served as director of and as the President Elect of the Delta Pi Epsilon Research Foundation
 - 4) Served as President Elect of Delta Pi Epsilon
- 2002-2005 **National Membership Committee**
Chair, 2004-2005
- 1998-2003 **Historian** (Gamma Chapter of Western Pennsylvania)
- 1) Maintained photographic and written record of the chapter
 - 2) Assisted in planning and implementing chapter service project
- 2003-present **Beta Gamma Sigma**, International Honor Society for AACSB-accredited business programs

- 2012-2017 **Delta Pi Epsilon Research Foundation, Inc.**
Grants Committee
1) Review grant proposals and submit completed evaluations as required
2) Evaluate interim reports for projects receiving grant funding and provide feedback to Chair as required
Chair (2016-2017)
- 1996-2004 **Eastern Business Education Association (EBEA)**
Secretary (2002-2003)
(1) Kept accurate minutes of proceedings of all meetings of the Association and of the executive board
(2) Submitted minutes of previous annual business meeting for printing in the annual convention program
(3) Conducted the general correspondence of the Association and maintained a file of such correspondence
(4) Maintained an official copy of the bylaws and had it available at all meetings of the Association and the executive board
(5) Performed any other duties that the president or the executive board directed
- 2002-present **Epsilon Pi Tau, International Honorary for Professions in Technology**
- 2000-2005 **National Association of Teacher Educators in Business Education (NATEBE)**
Secretary (2000-03)
(1) Kept the minutes of all meetings of the association and executive committee
(2) Secured and filed complete reports of all committees and their activities
(3) Maintained of all records and reports
(4) Distributed minutes, correspondence, and reports as directed by the President and President Elect
(5) Worked with Membership Committee Chair to promote NATEBE/ACT
(6) Served as a member of the executive committee
- 1995-present
2018-2019 **National Association for Business Teacher Education (NABTE)**
National Conference Coordinator, 2019 Business Education Research Conference, held in conjunction with the National Business Education Association Annual Convention, Chicago, IL
1) Solicit and manage proposal submissions for ARBE/NABTE Sessions
2) Coordinate with reviewers and NBEA Meetings/Conventions Manager
3) Handle reviews and provide acceptance/rejection notifications to participants
4) Manage session tracks and make program decisions regarding location of specific presentations based on content
5) Solicit program abstracts from presenters
6) Handle tracking of registration and membership fees from conference participants and contact participants where needed to ensure payments are received prior to conference program creation and printing
7) Create program for Business Education Research Conference
8) Manage sessions and presenters by checking audiovisual needs and supervising facilitators/session chairs
9) Handle social media dissemination (via Twitter) during Conference sessions including photograph and video collection
10) Collect and assemble conference papers into Proceedings (editorial duties)

- 2017-2018
- 11) Distribute Proceedings to all pertinent parties (ARBE, NABTE, NBEA) for posting to appropriate websites
 - 12) Review BERC session evaluations, compile statistics, and distribute to individual presenters for review of summative evaluation of sessions
- National Conference Coordinator, 2018 Business Education Research Conference, held in conjunction with the National Business Education Association Annual Convention, Baltimore, MD**
- 1) Solicited and managed proposal submissions for ARBE/NABTE Sessions
 - 2) Coordinated with reviewers and NBEA Meetings/Conventions Manager
 - 3) Handled reviews and provide acceptance/rejection notifications to participants
 - 4) Managed session tracks and made program decisions regarding location of specific presentations based on content
 - 5) Solicited program abstracts from presenters
 - 6) Handled tracking of registration and membership fees from conference participants and contacted participants where needed to ensure payments are received prior to conference program creation and printing
 - 7) Created program for Business Education Research Conference
 - 8) Managed sessions and presenters by checking audiovisual needs and supervising facilitators/session chairs
 - 9) Handled social media dissemination (via Twitter) during Conference sessions including photograph and video collection
 - 10) Collected and assembled conference papers into Proceedings (editorial duties)
 - 11) Distributed Proceedings to all pertinent parties (ARBE, NABTE, NBEA) for posting to appropriate websites
 - 12) Reviewed BERC session evaluations, compile statistics, and distribute to individual presenters for review of summative evaluation of sessions
- 2016-2017
- National Conference Coordinator, 2017 Business Education Research Conference, held in conjunction with the National Business Education Association Annual Convention, Chicago, IL**
- 1) Solicited and managed proposal submissions for ARBE/NABTE Sessions
 - 2) Coordinated with reviewers and NBEA Meetings/Conventions Manager
 - 3) Handled reviews and provided acceptance/rejection notifications
 - 4) Managed session tracks and made program decisions regarding location of specific presentations based on content
 - 5) Solicited program abstracts from presenters
 - 6) Handled tracking of registration and membership fees from conference participants and contacted participants where needed to ensure payments are received prior to conference program creation and printing
 - 7) Created program for Business Education Research Conference
 - 8) Managed sessions and presenters by checking audiovisual needs and supervising facilitators/session chairs
 - 9) Handled social media dissemination (via Twitter) during Conference sessions including photograph and video collection
 - 10) Collected and assembled conference papers into Proceedings (edited)
 - 11) Distributed Proceedings to all pertinent parties (ARBE, NABTE, NBEA) for posting to appropriate websites
 - 12) Reviewed BERC session evaluations, compiled statistics, and distributed to individual presenters for review of summative evaluation of sessions

- 2015-2016 **National Conference Coordinator, 2016 Business Education Research Conference, held in conjunction with the National Business Education Association Annual Convention, Las Vegas, NV**
- 1) Solicited and managed proposal submissions for ARBE/NABTE Sessions
 - 2) Coordinated with reviewers and NBEA Meetings/Conventions Manager
 - 3) Handled reviews and provide acceptance/rejection notifications
 - 4) Managed session tracks and made program decisions regarding location of specific presentations based on content
 - 5) Solicited program abstracts from presenters
 - 6) Handled tracking of registration and membership fees from conference participants and contacted participants where needed to ensure payments are received prior to conference program creation and printing
 - 7) Created program for Business Education Research Conference
 - 8) Managed sessions and presenters by checking audiovisual needs and supervising facilitators/session chairs
 - 9) Handled social media dissemination (via Twitter) during Conference sessions including photograph and video collection
 - 10) Collected and assembled presentation files for uploading to organizational websites (editorial duties)
 - 11) Distributed presentation file to all pertinent parties (ARBE, NABTE, NBEA) for posting to appropriate websites
 - 12) Reviewed BERC session evaluations, compiled statistics, and distributed to individual presenters for review of summative evaluation of sessions
- 1995-present
2018-present **National Business Education Association (NBEA)**
Organizational Analysis Task Force
Review policies and practices of NBEA and recommend possible solutions for “right sizing” the organization
- 2017-present **Secretary-Treasurer**
- (1) Keep the minutes of all meetings of the NBEA Executive Committee and the NBEA Executive Board
 - (2) Maintain copies of all records and reports
 - (3) Distribute minutes, correspondence, and reports as directed by the President, President Elect, and Executive Director
 - (4) Work with NBEA Executive Board to promote membership in NBEA
 - (6) Serve as a member of the executive committee
 - (7) Assist with financial records during annual NBEA Convention
- 2014-present **NBEA Strategic Planning Committee**
- (1) Develop annual strategic plan for NBEA (in conjunction with Program of Work)
 - (2) Manage responsibilities set forth in Strategic Plan
- 2013-2015 **2015 Yearbook Co-Editor** [with R. E. Grubb, Jr.]
- (1) Met with NBEA Publications Committee Chair and National Director to develop topic and thesis statements for Yearbook chapters
 - (2) Solicited authors for each Yearbook chapter and obtained authors’ full contact information to manage and maintain Authors’ Log
 - (3) Directed and managed authors’ timelines for submission of outlines and draft chapters
 - (4) Solicited reviewers for Yearbook chapters
 - (5) Managed reviewers’ timelines and ensured compliance with return dates for completed evaluations

- (6) Returned chapters for author modifications/additions based on feedback
 (7) In cases of extensive revisions, sent modified chapters to reviewers for additional evaluation
 (8) Read and edited chapters to ensure they match thesis statements
 (9) Forwarded all chapters to NBEA Headquarters for final review and editing
 (10) Composed Preface and sent to NBEA Headquarters for final review and editing
 (11) Provided list of Reviewer names to NBEA for inclusion in published Yearbook
 (12) Provided intermittent reports to NBEA Publications Committee Chair
- 2013-2017 **NBEA Technology Committee**
 (1) Determined appropriate social media forum for NBEA members Convention
 (2) Handled backchannel responsibilities as assigned for NBEA - **Chair** (2013-14)
 (1) Set meetings
 (2) Handled "Call for Webinars" and managed webinar deliveries
- 2012-2015 **Executive Board, At-Large Member**
 (1) Reviewed annual Program of Work
 (2) Monitored status of Program of Work and financial status of organization
 (3) Reviewed by-laws and other governing documents made suggestions for revisions, and participated in discussion/voting
 (4) Contacted lapsed members and encourage renewals
- 1995-2008
 2005-2006 **Organizational Systems Research Association (OSRA)
 National President**
 (1) Coordinated activities of the Executive Board
 (2) Called meetings of the Executive Board as deemed necessary
 (3) Suggested activities for OSRA based upon input from the membership
 (4) Served as official spokesperson of OSRA to other associations and to appropriate members of industry, education, and the press
 (5) Developed annual budget in conjunction with Executive Vice President, Treasurer, and the Executive Director and submits for Board approval at the annual meeting
 (6) Developed procedures for planning and administering OSRA activities
 (7) Reported to the Executive Board and to the OSRA membership on matters of interest and concern
 (8) Appointed Parliamentarian in absence of Immediate Past President
 (9) Served as ex-officio member of all OSRA committees
- 2004-2005 **Executive Vice President**
 (1) Served as President-elect
 (2) Administered membership promotion in conjunction with the Immediate Past President; Vice President, Membership; and Executive Director
 (3) Developed budget in conjunction with the President, Treasurer, and the Executive Director
 (4) Served as a liaison for the functions of the Vice President, Membership; the Vice President, Research; and the Board Member-at-Large, Research; and when necessary to facilitate decisions
 (5) Worked with the President in developing long-range plans (1-3 years) for working with other professional groups and trade associations
 (6) Served as President in the absence of the President

- 2002-2004 **Vice President, Research**
(1) Developed priorities for OSRA research in conjunction with the Member-at-Large, Research, and with the Executive Vice President
(2) Developed strategies for obtaining cooperation from industry in research projects and activities of OSRA members in cooperation with the Vice President, Membership
(3) Established communication channels for all members of OSRA regarding the research interests of members and ongoing projects by various individual firms or industry groups
(4) Developed and reviewed guidelines to be used for sponsoring OSRA member research projects
(5) Established guidelines to coordinate the function of the Board Member-at-Large, Research
(6) Coordinated the publication of research results with the Vice President, Publications
(7) Developed a separate budget for research-related activities to submit to the Budget Committee
(8) Served as the chair of the Research Committee
- 2001-2002 **Board Member-At-Large, Research**
Assisted the Vice President of Research
(1) reviewed guidelines for mini grant proposals
(2) reviewed evaluation criteria of mini grant proposals
(3) evaluated mini grant proposals
Cooperated with the Vice President of Research
(1) defined the research areas of interest to OSRA members
(2) developed the research methodology to be followed by research projects
Prepared a budget in conjunction with the Vice President, Research
- 2009-2012 ***Policies Commission for Business and Economic Education***
2011-12, Statement No. 90, ***This We Believe About Civility in Educational Environments***
2010-11, Statement No. 89, ***This We Believe About Ethics in the Virtual Environment***
- 2009-2010 Chair, Statement No. 87, ***This We Believe About Virtual Professional Development***
(1) Met objectives at specific time lines in the Program of Work
(2) Communicated in a timely manner with statement committee members and coordinated completion of committee activities
(3) Communicated with Chair of PCBEE about the progress of statements and committee goals
(4) Verified in final report to the PCBEE Chair, participation of committee members for reimbursement purposes
- 2004-present ***Southern Business Education Association***
Strategic Planning Committee, Chair
(1) Developed long-term strategies for the next five to ten years for sustaining the organization
(2) Identified ways SBEA can promote its objectives
- 2004-2017 **Tennessee Business Education Association**
Co-Chair, Ad Hoc

- (1) Developed electronic survey for TBEA membership to (a) seek input concerning the board structure and to (b) seek input concerning conference preferences
- (2) Sent email to TBEA members requesting completion of survey instrument
- (3) Compiled results of survey
- (4) Provided results of survey to TBEA Executive Board

HONORS AND AWARDS

2018, March 30	The John Robert Gregg Award , McGraw-Hill Publishing Presented in recognition of dedication and outstanding contributions to business teachers and the profession of Business Education
2016-2017	Middle Tennessee State University Outstanding Public Service Award (recognizes faculty and staff who have performed outstanding public service for the University)
2016, Spring	Person at MTSU Who Makes A Real Difference to Our Students , Middle Tennessee State University, Office of the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services
2016	National Leadership Award , Association for Research in Business Education
2014	National Collegiate Teacher of the Year , National Business Education Association
2011	Distinguished Educator in Distance Learning Award , Middle Tennessee State University
2010-2011	Stanford Who's Who Black Book (inclusion is limited to those individuals who have demonstrated outstanding leadership or achievement in their occupation, industry, or profession)
2007	Certificate of Award for Outstanding Mentoring , Disabled Student Services, MTSU
2006-2007	Marquis Who's Who of American Women (25 th Edition)
2006-2007	Marquis Who's Who in American Education (7 th Edition)
2005-2006	Who's Who Among America's Teachers (10 th Edition)
2005-2006	Empire Who's Who Among Professionals and Executives
2005	AcademicKeys Who's Who in Business Higher Education
2002	Pennsylvania Business Education Association Post-Secondary Educator
2000-2001	Recognition of Superior Effort (R.O.S.E.) Award [component of Student's Choice Program at Indiana University of Pennsylvania (IUP)]
2000	International Who's Who of Professionals
1998-1999	Outstanding Technology Support & Training Faculty Award (Indiana University of Pennsylvania, Eberly College of Business & Information Technology)
1997	Faculty Recognition Award for Innovation , IUP, Center for Teaching Excellence
1996	Mississippi Business Education Association Journal "Golden Pen" Award