

**CAREER CURRICULUM VITAE
FOR
PAULA D. RUBY**

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Computer and Information Technology
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ACADEMIC CAREER SUMMARY

Arkansas State University, Jonesboro, AR

Associate Professor of Computer and Information Technology
Summer 2001 – Present; Promoted Spring 2006; Tenured Spring 2007

MIS 6413	Management Information Systems
MIS 4883	MIS Internship (VIP)
CIT 4853*	IT Project Management
MIS 4093	Special Problems in Information Systems
CIT 3603	Systems Analysis and Design
CIT 3033*	Advanced Visual Basic Programming
MIS 3273	Modern Programming Languages (C++)
CIT 3013	Management Information Systems
MIS 2403	Database Management
CIT 2033*	Visual Basic Programming
CIT 1503*	Microcomputer Applications [course coordinator]
BUSN 1003*	Making Connections in Business [FYE Course]

*Primary Courses last two years

University of Memphis, Memphis, TN

Instructor, Department of Management Information Systems Fall 2000 – Spring 2001

ISDS 7060	Program Development and File Structures (Visual Basic)
ISDS 3755	Application Program Development II (Visual Basic)
ISDS 2749	Introduction to Business Microcomputer Applications

University of Central Arkansas, Conway, AR

Assistant Professor of Information Systems, Department of Marketing, Management, and Information Systems Fall 1994 - Summer 2000; Tenured Spring 2000

Instructor of Information Systems, Department of Marketing, Management, and Information Systems Fall 1993 - Summer 1994

INFO 4390	Special Problems in Information Systems (supervised two student projects 1998)
INFO 4362	Administrative Information Management
INFO 3365	Database Applications
INFO 3362	Programming in Visual Basic
INFO 3321	Managing Systems and Technology
INFO 1343	Information Processing and Analysis

BUAD 3305 Cooperative Education Program (supervised one student Fall 1998)
BUAD 2305 Cooperative Education Program (supervised three students 1997-1998)

University of Tennessee, Knoxville, TN

Graduate Teaching Assistant, Department of Technological and Adult Education, June 1991 - August 1993

Taught Microcomputer Software Applications and Principles and Organization of Business Education

Taught Information Technology In-Service Workshops, January 1993

Arkansas State University, Jonesboro, AR

Full-time instructor, Department of Computer Information Systems/Administrative Services, Spring 1991

Part-time instructor, Department of Computer Information Systems/Administrative Services, Fall 1990

Taught Introduction to Computer Information Systems, Business Communications, Administrative Office Management, Keyboarding I and Keyboarding III

Mercantile Bank, Jonesboro, AR, Consultant, February 1991 - May 1991

Conducted a needs assessment with the bank's Training Director to determine training needs of bank employee computer usage.

Arkansas State University, Continuing Education, Jonesboro, AR, May 1991

Taught a one-day seminar titled "The Secretary as a Professional"

American Institute of Banking, Jonesboro, AR, Instructor, August 1990 - March 1991

Taught three 5-week seminars in Beginning Word Processing utilizing WordPerfect 5.0. Also taught 5-week seminar in Beginning Lotus 1-2-3

Graduate Assistant, August 1989 - August 1990

Worked for three professors in the Computer Information Systems/Administrative Services Department.

ACADEMIC PREPARATION

EdD ***UNIVERSITY OF TENNESSEE***, Knoxville, TN, August 1993
Technological and Adult Education, Concentration: Business Education. Cognate: Educational Counseling and Psychology. Dissertation Title: "The Learning and Teaching Styles of Tennessee Secondary Business Education Teachers."

MSE ***ARKANSAS STATE UNIVERSITY***, Jonesboro, AR, August 1990
Business Education with Computer Endorsement and Vocational Endorsement

BSE ***ARKANSAS STATE UNIVERSITY***, Jonesboro, AR, May 1989
Business Education with Computer Endorsement and Vocational Endorsement

PUBLICATIONS AND PRESENTATIONS

Journal Articles Published

An Artificial Intelligence Foreign Market Screening Method for Small Businesses. *Academy of Entrepreneurship*. With Kelly Fish. 2009, Volume 13. pp 65-81.

Comparing Web-Based Content and Instructor-Led Learning in a Telecommunications Course. *Journal of Information Systems Education*. With Russ Jones and Farhad Moeeni. Fall 2005, Volume 16, Number 3. pp 265-271.

Faculty Attitudes toward COBOL and its Place among Other Programming Languages in the AACSB Business College Curriculum within the United States. *Journal of Information Systems Education*. Summer 2005, Volume 16, Number 2. pp 217-229. (single author)

Using Directed Discovery in an E-Learning Environment. *NABTE Review, Spring Edition*. With Ralph Ruby, Jr. Spring 2005, Volume 59, Number 4. pp 18-22.

Using Discovery Learning to Teach Software Skills. *Business Education Forum*. With Ralph Ruby, Jr. December 1999, Volume 54, Number 2. pp 41-43.

Learning Style and Adjustment Issues of International Students. *Journal of Education for Business*. With Ralph Ruby, Jr. July/August 1999, Volume 74, Number 6. pp 363-367.

Observation: Key to Successful Classroom Management. *Business Education Forum*. With Ralph Ruby, Jr. October 1998, Volume 51, Number 1. pp. 40-41, 47.

The Learning Styles of Students Enrolled in Information Processing. *Business Education Digest*. With Ralph Ruby, Jr. May 1998, Volume VIII. pp. 1-15.

Should We Tax Internet Commerce? *Business Research Yearbook*. With Ken Griffin and Roy Whitehead. April 1998, Volume 5. pp. 230-234.

Taxation of Internet Commerce. *The CPA Journal*. With Roy Whitehead and Ken Griffin. January 1998, Volume LXVIII, Number 1. pp. 42-45, 51.

Internet Commerce: Security is Still a Concern. *Review of Accounting Information Systems*. With Ken Griffin and Roy Whitehead. Winter 1997-1998, Volume 2, Number 1. pp. 67-71.

Student Organizations: Statewide Responsibility and its Effect on Due Process. *Business Education Forum*. With Ralph Ruby, Jr. December 1997, Volume 52, Number 2. pp. 41-44.

The Learning and Teaching Styles of Tennessee Secondary Business Education Teachers. *Delta Pi Epsilon Journal*. Published: Winter 1995, Volume 37, Number 1. pp. 29-45. (single-author)

Proceedings

Using SMS Text-Messaging as a Note-Taking Tool. *Decision Sciences Institute [Southeast Region]*, With Ralph Ruby, Jr. Published: Volume 40, (2010), pp. 363-366.

How Students Learn and Their Learning Styles in MIS Courses. Proceedings. *Decision Sciences Institute [Southeast Region]*, With Ralph Ruby, Jr. Published: Volume 37, (2007), pp. 536-539.

The Traditional Approach versus the Information Systems Approach to Teaching Microsoft Office. Proceedings: *Decision Sciences Institute [Southwest Region]*, Published: Volume 37, (2006), pp. 427-430. (single-author)

What Place Does COBOL Really Hold in the Curriculum? Proceedings: *Decision Sciences Institute [Southeast Region]*, Published: Volume 34, (2004), pp. 120-121. (single-author)

The Computer Applications Course: Time for an Update or Business as Usual. Proceedings: *Decision Sciences Institute [Southeast Region]*, With Ralph Ruby, Jr. Published: Volume 34, (2004), pp. 124-125.

Internet-Based Versus Instructor-Led Learning: A Comparative Study. Proceedings: *Decision Sciences Institute [Southwest Region]*, With Russ Jones and Farhad Moeeni. Published: Volume 35, (2004), pp. 185-188.

Making the Move from Educating to Training: Lessons Learned. Proceedings: *Decision Sciences Institute [Southeast Region]*, Published: Volume 33, (2003), pp. 213-214. (single-author)

Directed Discovery – A Learning Strategy in an E-Learning Environment. Proceedings: *Decision Sciences Institute [Southeast Region]*, With Ralph Ruby, Jr. Published: Volume 33, (2003), pp. 408-409,

Can Teaching and Learning Strategies be Enhanced Using an E-Learning Tool? Proceedings: *Decision Sciences Institute [Southeast Region] Theory and Applications Proceedings*, With Ralph Ruby, Jr. Published: Volume 32, (2002), pp. 40-41.

Dean's Perceptions of their Computer Curriculum. Proceedings: *Decision Sciences Institute Annual Meeting*, With Ralph Ruby, Jr. Published: Fall 2000.

Teaching Software Skills through Discovery. Proceedings: *Decision Sciences Institute Annual Meeting*, With Ralph Ruby, Jr. Published: Fall 1998.

Managing the Learning Environment by Observation. Proceedings: *Fifth Annual Southwestern Business Administration Teaching Conference*. With Ralph Ruby, Jr. Published: Fall 1998.

Adjusting to Life at an American Educational Institution: Professors Helping Students. Proceedings: *Fourth Annual Southwestern Business Administration Teaching Conference*. With Ralph Ruby, Jr. Published: Summer 1997.

Learning Styles and Teaching Styles: We All Have Them, But How Do We Use Them In The Classroom? Proceedings: *Second Annual Southwestern Business Administration Teaching Conference*. Published: Summer 1995. (single-author)

Other Publications

Essentials of Management Information Systems 6th Edition, November 2004. *Instructor's Manual for Web Items*. Prentice Hall, Publisher, Upper Saddle River, NJ. (single-author)

Essentials of Management Information Systems 6th Edition, July 2004. *Instructor's Manual*. Prentice Hall, Publisher, Upper Saddle River, NJ. (single-author)

Programming Right from the Start with Visual Basic .NET, November 2003. *PowerPoint Presentations*. Prentice Hall, Publisher, Upper Saddle River, NJ. (single-author)

Management Information Systems, 9th Edition, September 2003. *Test Bank*. Prentice Hall, Publisher, Upper Saddle River, NJ. (single-author)

Management Information Systems, 9th Edition, September 2003. *Interactive Study Guide*. Prentice Hall, Publisher, Upper Saddle River, NJ. (single-author)

Information Systems, A Management Approach, January 2003. *Instructor's Manual*. [Chapters 1-3] John Wiley & Sons, Inc., Publisher, Hoboken, NJ. (single-author)

Introduction to Information Technology, May 2001. *WebCt Course (Web Course Tools)*. With Ralph Ruby, Jr. John Wiley & Sons, Inc., Publisher, Hoboken, NJ.

Microsoft Windows 2000 Brief Edition, September 2000. *Instructor's Resource Manual and Test Bank*. Irwin/McGraw-Hill, Inc., Publisher, Boston, MA. (single-author)

Microsoft FrontPage 2000 Brief Edition, July 2000. *Instructor's Resource Manual and Test Bank*. Irwin/McGraw-Hill, Inc., Publisher, Boston, MA. (single-author)

Microsoft Outlook 2000 Brief Edition, February 2000. *Instructor's Resource Manual and Test Bank*. Irwin/McGraw-Hill, Inc., Publisher, Boston, MA. (single-author)

Teaching About Modern Technology Through the Report Process. *Tested Teaching Ideas for Business Communication*. Entry in edited book. ISBN 0-07-006912-3. 1994. McGraw-Hill, Inc, Publisher, Boston, MA. (single-author)

The Job Search Process. *Tested Teaching Ideas for Business Communication*. Entry in edited book. ISBN 0-07-006912-3. 1994. McGraw-Hill, Inc, Publisher, Boston, MA. (single-author)

Every Student Can Learn. *Spring Catalog* (15 volumes) of J. Weston Walch, Publisher, January 1994. (single-author)

Textbooks

Note: Each textbook has four components: A student textbook, an instructor's resource manual, student data disks, and instructor data answer disks.

Lab Activities for the World Wide Web. Annual Editions: Academic Year 2002-2003 with companion Web Site (<http://www.clt.astate.edu/labactivities>). July 2002, with Ralph Ruby, Jr. ISBN 1-57676-097-9. Scott/Jones, Inc. Publisher, El Granada, CA.

Lab Activities for the World Wide Web. Annual Editions: Academic Year 2001-2002 with companion Web Site (<http://www.clt.astate.edu/labactivities>). August 2001, with Ralph Ruby, Jr. ISBN 1-57676-073-1. Scott/Jones, Inc. Publisher, El Granada, CA.

Lab Activities for the World Wide Web. Annual Editions: Academic Year 2000-2001 with companion Web Site (<http://www.clt.astate.edu/labactivities>). August 2000, with Ralph Ruby, Jr. ISBN 1-57676-039-1. Scott/Jones, Inc. Publisher, El Granada, CA.

Lab Activities for the World Wide Web. Annual Editions: Academic Year 1999-2000 with companion Web Site (<http://www.business.uca.edu/labactivities/>). January 2000, with Ralph Ruby, Jr. ISBN 1-57676-053-7. Scott/Jones, Inc. Publisher, El Granada, CA.

Microsoft Word 97: Economy Pack. 1998, with Ralph Ruby, Jr. ISBN 1-57676-010-3. Scott/Jones, Inc. Publisher, El Granada, CA.

Microsoft Excel in Your Classroom. (Macintosh and Windows Platform). 1997, with Ralph Ruby, Jr. and Steve Corder. ISBN 0-8251-2894-3 J. Weston Walch, Publisher, Portland, ME.

System 7 in Your Classroom. (Macintosh Platform). 1997, with Ralph Ruby, Jr. ISBN 0-8251-2912-5 J. Weston Walch, Publisher, Portland, ME.

Ami Pro in Your Classroom. (Windows Platform). 1996, with Ralph Ruby, Jr. and Steve Corder. ISBN 0-8251-2832-3 J. Weston Walch, Publisher, Portland, ME.

Microsoft Works in Your Classroom. (Windows Platform). 1996, with Ralph Ruby, Jr. and Steve Corder. ISBN 0-8251-2830-7 J. Weston Walch, Publisher, Portland, ME.

Quattro Pro in Your Classroom. (MS-DOS Platform). 1996, with Ralph Ruby, Jr. and Steve Corder. ISBN 0-8251-2815-3 J. Weston Walch, Publisher, Portland, ME.

WordPerfect for Desktop Publishing for Windows. (Windows Platform). 1996, with Ralph Ruby, Jr. ISBN 0-8251-2813-7 J. Weston Walch, Publisher, Portland, ME.

PageMaker in Your Classroom. (Macintosh and Windows Platform). 1995, with Ralph Ruby, Jr. and Steve Corder. ISBN 0-8251-2724-6 J. Weston Walch, Publisher, Portland, ME.

WordPerfect in Your Classroom. (Windows Platform). 1995, with Ralph Ruby, Jr. and Steve Corder. ISBN 0-8251-2726-2 J. Weston Walch, Publisher, Portland, ME.

Microsoft Works in Your Classroom. (MS-DOS Platform). 1995, with Ralph Ruby, Jr. and Steve Corder. ISBN 0-8251-2750-5 J. Weston Walch, Publisher, Portland, ME.

Microsoft Word in Your Classroom. (Macintosh Platform). 1995, with Ralph Ruby, Jr. and Steve Corder. ISBN 0-8251-2683-5 J. Weston Walch, Publisher, Portland, ME.

WordPerfect in Your Classroom. (Macintosh Platform). 1995, with Ralph Ruby, Jr. and Steve Corder. ISBN 0-8251-2625-8 J. Weston Walch, Publisher, Portland, ME.

The Computer in Your Classroom. (MS-DOS and Apple Platforms). 1994, with Ralph Ruby, Jr. ISBN 0-8251-2602-9 J. Weston Walch, Publisher, Portland, ME.

Windows in Your Classroom. 1994, with Ralph Ruby, Jr. and Steve Corder. ISBN 0-8251-2442-5 J. Weston Walch, Publisher, Portland, ME.

WordPerfect for Desktop Publishing. (MS-DOS Platform). 1993, with Ralph Ruby, Jr. and Steve Corder. ISBN 0-8251-2383-6 J. Weston Walch, Publisher, Portland, ME.

Presentations

Using SMS Text-Messaging as a Note-Taking Tool. *Decision Sciences Institute [Southeast Region]*. With Ralph Ruby, Jr. Wilmington, NC, February 17, 2010.

How Students Learn and Their Learning Styles in MIS Courses. *Decision Sciences Institute [Southeast Region]*. With Ralph Ruby, Jr. Savannah, GA, February 21, 2007.

A Presentation Given to Explain the Process of Writing a Research Proposal using PowerPoint as a Tool OR How to Write a Research Proposal. *McNair Achievement Program*, July 5, 2006. (single-author)

Approaches to Teaching Microcomputer Applications. *Teaching Conference 2006, ASU College of Business*, April 6, 2006. (single-author)

The Traditional Approach versus the Information Systems Approach to Teaching Microsoft Office. *Decision Sciences Institute [Southwest Region]*, Oklahoma City, OK March 2, 2006. (single-author)

Comparing Web-Based Content Delivery and Instructor-Led Learning in a Telecommunications Course. *Teaching Conference 2005, ASU College of Business*, with Farhad Moeeni. April 11, 2005.

What Place Does COBOL Really Hold in the Curriculum? *Decision Sciences Institute [Southeast Region]*, Charleston, SC February 26, 2004. (single-author)

The Computer Applications Course: Time for an Update or Business as Usual. *Decision Sciences Institute [Southeast Region]*, with Ralph Ruby, Jr. February 26, 2004. (single-author)

Making the Move From Educating to Training, Lessons Learned. *Decision Sciences Institute [Southeast Region]*. Williamsburg, VA February 27, 2003. (single-author)

Directed Discovery, A Learning Strategy in an E-Learning Environment. *Decision Sciences Institute [Southeast Region]*. Hilton Head, SC with Ralph Ruby, Jr. February 26, 2003.

Can Teaching and Learning Strategies be Enhanced Using an E-Learning Tool? *Decision Sciences Institute [Southeast Region]*. Hilton Head, SC with Ralph Ruby, Jr. February 21, 2002.

Dean's Perceptions of their Computer Curriculum. *Decision Sciences Institute*. Orlando, FL with Ralph Ruby, Jr. November 19, 2000.

Web-Instruction: Filling the Gap between Theory and Practice. Invited Presentation. *2000 INFORMS-Ed Conference (Institute for Operations and Management - Education Track)*. Salt Lake City, UT with Ralph Ruby, Jr. May 9, 2000.

Technology: The Changing Face of Business. Invited Presentation. *International Association of Executive Housekeepers*. Conway, AR March 25, 1999. (single-author)

Teaching Software Skills Through Discovery. Refereed Presentation. *1998 Decision Sciences Institute Annual Meeting*. Las Vegas, NV with Ralph Ruby, Jr. November 22, 1998.

Service/Student Organizations. *Presentation to new faculty in UCA College of Business Administration*. August 1998. (single-author)

Managing the Learning Environment. Refereed Presentation. *Fifth Annual Southwestern Business Administration Teaching Conference*. Houston, TX with Ralph Ruby, Jr. October 24, 1997.

The Learning Styles of International MBA Students. Refereed Presentation. *American Vocational Association Convention*. Cincinnati, OH with Ralph Ruby, Jr. December 4, 1996.

Adjusting to Life at an American Educational Institution: Professors Helping Students. Refereed Presentation. *Fourth Annual Southwestern Business Administration Teaching Conference*. Houston, TX with Ralph Ruby, Jr. October 19, 1996.

The Learning Styles and Attitudes About Computer Usage of Business Students Enrolled in Information Processing: Final Report. Refereed Presentation. *American Vocational Association Convention*. Denver, CO with Ralph Ruby, Jr. December 1, 1995.

Comparison of Learning Style and Computer Attitudes of Students Enrolled in Information Processing: Preliminary Report. Refereed Presentation. *American Educational Research Association Annual Meeting*. San Francisco, CA with Ralph Ruby, Jr. April 20, 1995.

Learning Styles and Teaching Styles: We All Have Them, But How Do We Use Them In The Classroom? Refereed Presentation *Second Annual Southwestern Business Administration Teaching Conference*. Houston, TX October 21, 1994. (single-author)

How to Purchase a Computer. *Conway Kiwanis Organization*. Spring 1994. (single-author)

The Learning and Teaching Styles of Tennessee Secondary Business Education Teachers. Refereed Presentation. *American Vocational Association Convention*. Nashville, TN December 3, 1993. (single-author)

PROFESSIONAL DEVELOPMENT

Certifications

CompTIA IT Project+ Certified Professional, October 3, 2003

Grants Awarded

Horizon Institute of Technology Grant, Awarded December 2006 for 2007, Funds for Dreamweaver technical training at New Horizons, Memphis, TN, \$1,000

ACTION for Kids Project, Awarded to Arkansas Division of Behavioral Health. Awarded Fall 2005. Supervisor, Dr. David Saarnio, Professor of Psychology; Co-Director of Office of Behavioral Research and Evaluation. Roles for the grant to serve as a liaison with Mid-South Health Systems, as a technical advisor to the evaluation team at ASU, as an advisor to the evaluation team, and training. Developed OBRE web site. This is a 6-year, \$6.5 million grant. Contract ended Oct. 2008 because of funding issues.

College of Business Summer Research Grant, Awarded December 2004 for Summer 2005, Testing a New Paradigm for the Traditional Microcomputer Applications Course, \$10,000

Horizon Institute of Technology Grant, Awarded December 2003 for 2004, Funds for Visual Basic technical training at New Horizons, Memphis, TN, \$8,000

Public Service Award, November 1999 and July 1998, Funds to conduct a public service project for hosting Future Business Leaders of America District Competitions, \$600.00

University Research Grant, April 7, 1998, Funds to conduct research titled "Computer Applications Skills Now and in the Future at AACSB Schools", \$646.00

Training/Conference/Workshop Participant

Master Teacher Program. Harvey Brightman and Yezdi Bhada, Atlanta, GA. May 5-8, 2009

DotCMS, Training to be able to update web pages in the ASU new web site design. July 30-31, 2008

Macromedia Dreamweaver 8 – Level 1 and Level 2. New Horizons, Memphis, TN. July 30-August 3, 2007

Office 2007 Products Training. Course Technology. Starkville, MS. September, 27-28, 2007

Vista and Office 2007 Demonstration and Hands-On Training. Course Technology. Memphis, TN. November 7, 2006

Dr. Dee Fink, *Designing Courses for More Significant Learning Experiences.* ASU Faculty Center for Learning and Teaching. September 14, 2006

Dr. Kay Patterson, *Supplemental Instruction Training.* Office of Student Support Services. July 26, 2006

Dr. Harvey J. Brightman, *Workshop on Improving Teaching and Learning.* College of Business. April 7, 2006

Vista and Office 2007 Demonstration. Course Technology. Memphis, TN. April 3, 2006

Object Oriented Analysis – Dynamic Modeling, CBT Systems – Smart Course (provided by Acxiom). Fall 2005

Object Oriented Analysis – Objects and Classes, CBT Systems – Smart Course (provided by Acxiom). Fall 2005

Object Oriented Design, CBT Systems – Smart Course (provided by Acxiom). Fall 2005

Systems Analysis Fundamentals, CBT Systems – Smart Course (provided by Acxiom). Fall 2005

Course 2557 – Developing Component Based Applications Using MS .NET Enterprise Services, New Horizons, Memphis, TN. April 25-29, 2005

Course 2310 – Developing Web Applications Using Microsoft Visual Studio .NET, New Horizons, Memphis, TN. February 21-25, 2005

Cold Fusion Programming Training Course, sponsored by Rural Sourcing, Inc., October 26-30, 2004

Presentation: Getting Your Research Published, Dr. James Lumpkin on October 22, 2004

Course 2524 – Developing XML Web Services Using Microsoft ASP.NET, New Horizons, Memphis, TN. October 12-14, 2004

Course 2565 – Developing Microsoft Visual Basic .NET Applications for Windows, New Horizons, Memphis, TN. October 4-8, 2004

Course 2389 – Programming with Microsoft ADO.NET, New Horizons, Memphis, TN. August 10-12, 2004

Course 2373 – Programming with Microsoft Visual Basic .NET, New Horizons, TN. March 8-12, 2004

Course 2559 – Introduction to Visual Basic.NET Programming/Microsoft.NET, New Horizons, Memphis, TN. January 5-9, 2004

CompTIA IT Project+, New Horizons, Memphis, TN. September 29 – October 3, 2003

Building a Data Warehouse Using SAS/Warehouse Administrator Software, SAS Institute, Arkansas State University. August 18-20, 2003

Novell Train the Teacher Course 560, Russ Jones, Arkansas State University. August 6-10, 2001

Oracle Spatial Training, Oracle Corporation, Arkansas State University. April 19-20, 2001

Using Visual Basic 6.0, Application Developers, San Antonio, TX. October 17-20, 1999

The 1999 Little Rock Web Design Conference, National Seminars Group, Rockhurst College Continuing Education Center. June 10-11, 1999

Axiom Benchmarking Session, Acxiom Corporation. September 14, 1998

Shortcuts to Creating and Maintaining Organized Files & Records, National Seminars Group, Rockhurst College Continuing Education Center. June 11, 1998

Teach Technology Without Fear, Course Technology, Orlando, FL. April 1-3, 1998

Use of Films in Classroom, Brown Bag Luncheon, Lou Ann Norman, Instructional Development Center, March 18, 1998

Academic Writing and Publishing Workshop, Dr. Robert Lucas, UCA Office of Sponsored Programs October 15, 1997

Faculty Expectations for Student Writing, *Brown Bag Luncheon*, David Harvey, Director, Writing Program Instructional Development Center, November 20, 1996

Thriving in a Connected World, Course Technology, Orlando, FL. April 11-12, 1996

Microsoft PowerPoint, Gerald Plumlee, October 18, 1995

Advanced Troubleshooting for the Macintosh, Memphis, TN. March 6 - 7, 1995

MacAcademy, Macintosh workshop participant. Dallas, TX. Jan. 10 - 14, 1994

Polaroid Education Program, Tim Gangwer, August 11, 1994

National Educational Computing Conference: Session Presider - M2-304; "Setting a Research Agenda in Modeling and Simulation." Boston, MA, June 13 - 15, 1994

National Educational Computing Conference: Session Presider - W3-311; "Proposed Model for Licensing Computer Professionals." Boston, MA, June 13 - 15, 1994

Event Studies, Dr. Jim Packer, March 30, 1994

Student Learning Strategies, State of Texas Academic Resources (Teleconference), February 9, 1994

Maximizing Multi-Media, PBS, UCA, Dallas County Community College District (Teleconference), October 6, 1993

Professional Memberships (alphabetized)

American Educational Research Association - 1995, 1997

American Vocational Association – 1992 – 2000

Arkansas State University Alumni Association – since 2006

Arkansas State University College of Business Alumni Chapter (Faculty Liaison) – since 2001

Association of Information Technology Professionals – 2001-2008

 New Student Chapters Task Force/Student Member Recruitment and Retention Committee (2005 – 2007)

 Leadership Development Task Force (2005 – 2006)

Beta Gamma Sigma Honor Society, Arkansas State University - inducted 1989

Decision Sciences Institute – 1998-2001, 2003-present

Decision Sciences Institute [Southeast Region] – since 2002

Delta Kappa Gamma Society International, Pi Chapter – accepted into membership 2003, Member 2004 - 2005

Delta Pi Epsilon – 1990 - 2000

National Business Education Association, Southern Business Education Association – 1988 - 2000

Omicron Tau Theta, University of Tennessee - inducted 1991

Phi Beta Lambda Professional Member – 1998 - 2000

Profiles in Business and Management (an International Directory of Scholars and Their Research) Harvard Business School Publishing – Listed 1996

SERVICE ACTIVITIES

Arkansas State University

University

Undergraduate Admission, Graduate, and Academic Credit Appeals Committee Member (2006-present) Chair (Fall 2008 – present)

College

CIT representative for Promotion, Retention, and Tenure Committee Fall 2009 – present

Member College of Business Honors Committee, Department Representative Fall 2005

COB representative for Undergraduate Admission, Graduate, and Academic Credit Appeals Committee Member (2004-present) Chair (2006-present)

Member Graduate Faculty Fall 2001 – present

Member Student Admissions, Recruiting, and Retention Committee Spring 2003

Member Technology and Instructional Responsibilities Committee (Vice-Chair, 2003) Fall 2001 – 2003

Faculty Liaison for College of Business Alumni Chapter Fall 2001- present

Member Outreach Committee Fall 2001-Fall 2002, Fall 2003 – present

Undergraduate Admission, Graduate, and Academic Credit Appeals Committee Member (2006-present)

Departmental

Promotion, Retention, and Tenure committee Fall 2009-present

Created Teaching Schedules, Fall 2007-Summer 2009

Course Coordinator for CIT 1503, Spring 2008-present

Search Committee member, Spring – Summer, 2007

Curriculum Committee, Fall 2004-present

Library Selections Coordinator, Fall 2004-present

Coordinator for Virtual Internship Program, Spring 2004 – Spring 2005

Phonathon, Spring 2004, 2008

Faculty Adviser for Association of Information Technology Professionals (Student Chapter). Fall 2001 – Summer 2008

Designed master syllabi for the following courses: CIT 4853 IT Project Management – Spring 2005; CIT 3033 Advanced Visual Basic Programming – Fall 2004; MIS 3013 Management Information Systems – Fall 2003. MIS 3603 Business Systems Analysis & Design I; MIS 3613 Business Systems Analysis & Design II; MIS 3273 Modern Programming Languages; MIS 2033 Visual Basic Programming; MIS 6463 Information Systems Analysis & Design – Fall 2001

Grievance Committee 2003-2004

Participated in telephone interviews for MIS candidates – December 2003 – January 2004

Corporate Training

Microsoft Excel Spreadsheets – 6-hour course
First National Bank, Paragould, AR
February 2003

Visual Basic Programming – 24-hour course
LA Darling Engineering, Piggott, AR
May-June 2002

Community Service

Judge for Public Speaking event for Arkansas Family, Career and Community Leaders of America (FCCLA).
December 6, 2006

Newsletter Developer/Editor for Pleasant Grove United Methodist Church August 2006-Present

Lay Speaker Training to become Certified Local Lay Speaker Sept./Oct. 2006 for United Methodist Church

City Youth Ministries – Set up Mailing Labels document for secretarial staff. March 2006

Led In-Service for Black Rock School Teachers titled “Exploring the Web: 15 Exercises,” August 2004

Developed Rotary District 6150 Monthly Newsletter for Dr. Len Frey, Editor, August 2003 – June 2005

Professional Reviewer/Service

Reviewer for the *Handbook of Technology Management*, Leadership Chapter, Wiley, 2008

Reviewer for the Table of Contents for a new MIS Book. Cengage, 2008

Reviewer for *Exploring Microsoft Office 2007*, Prentice-Hall, 2008

Reviewer for an IT Project Management textbook proposal, Wiley, 2008

Reviewer for *Introduction to Information Systems* proposal, Wallace [au] 2008

Book Manuscript Reviewer (1 chapter) for *Foundations in Business with Access*, author unknown, Prentice Hall, Spring 2006

Book Reviewer (8 chapters) for *Visual Basic .NET Reloaded, 2nd Edition*, Zak, Course Technology, Fall 2005

Book Reviewer (2 chapters) for *Introduction to Object-Oriented Analysis and Design*, Schach, McGraw-Hill, Spring 2004

Book Manuscript Reviewer (2 chapters) for *Business Driven Technology*, author unknown, McGraw-Hill, Spring 2004

Paper Reviewer for four tracks for the *2004 Decision Sciences Institute [Southeast Region] Annual Meeting*. Information Systems, MIS & CIS Track; Web-Based Applications, DSS, AI & IT Track; Teaching, Pedagogy & Experimental Track; Agricultural Economics, Economics, & Finance Track, October 2003

Book Proposal Reviewer for *My Introductory C++ Programming Book*, Maslanka, McGraw-Hill, Fall 2003

Book Proposal Reviewer for *Introduction to Programming in C++*, T. Grandon Gill, Leyh Publishing, July 2003

Paper Reviewer, discussant, and session chair for the *2003 Decision Sciences Institute [Southeast Region] Annual Meeting*. Education Track. February 2003

Student Paper reviewer and judge for the doctoral Student Paper Competition at the *2003 Decision Sciences Institute [Southeast Region] Annual Meeting*. February 2003

Book Reviewer for *Information Technology for Management*, 4th Edition, Turban, McLean & Weatherbe, John Wiley & Sons, Inc., Spring 2003

Book Reviewer for *Management Information Systems: Managing the Digital Firm*, 8th Edition, Laudon & Laudon, Prentice Hall, Fall 2002

Paper Reviewer for the *2002 Decision Sciences Institute [Southeast Region] Annual Meeting*. February 2002

University of Central Arkansas

University

Public Service Committee Fall 1998 - Summer 2000

University Planning and Assessment Committee Spring 1998 - Summer 2000

Teaching Excellence Award Committee, Spring 1997 - Summer 2000

Volunteer advisor at the Academic Advising Center Fall 1996-Spring 1997

Ad Hoc Writing Across the Curriculum Committee, Spring and Summer 1997

Participant "Exploring Your Career Field Day" March 27, 1997 Sponsored by Career Services

Interviewer for Student Orientation Staff, Spring 1999 and Spring 1994

College

Conference Coordinator for Future Business Leaders of America 1996 - 2000

Faculty Adviser for Phi Beta Lambda Student Organization Fall 1998 - Summer 2000

Member Graduate Faculty 1995 – Summer 2000

Graduate Policy Committee Spring 1998 – Summer 2000

Designed and wrote a new course MBA 6301 Decision Modeling in Information Systems. Spring 1997

College Research Committee that represents the faculty at the University Research Council Fall 1996 – Summer 1998

Computing Committee, Fall 1995

Departmental

Search Committee for Assistant Professor and Full-time Instructor positions in Information Systems. Spring 1999, 2000

Designed a new course INFO 3362 - Programming in Visual Basic, Fall 1999

Designed a new course INFO 3365 - Database Applications, Fall 1999

Search Committee for Assistant Director and IT Specialist positions for Information Technology Department. Fall 1998

Designed and wrote a Competency Exam for Business Communications. Spring 1998

Designed and wrote a Competency Exam for Information Processing and Analysis. Fall 1996

Revised INFO 1341 and INFO 1342 into one course - INFO 1343 Information Processing and Analysis, Spring 1996

Faculty representative for Presidential Scholars Day, Fall 1995

Advisor for Undeclared Majors, Fall 1995 to Summer 2000

Judge for Future Business Leaders of America District Conference, Spring 1994

Designed a new course INFO 4350 - Information Systems Technology, Fall 1993

Professional Reviewer/Service

Discussant for two sessions and session chair for one session at the *2000 Decision Sciences Institute Annual Meeting*. November 2000

Paper Reviewer for three tracks for the *1999 Decision Sciences Institute Annual Meeting*. Innovative Education Track, Management Information Systems Track, and DSS/AI/Expert Systems/Multimedia Track. April 1999

Paper Reviewer for *Academy of Business Administration Association Conference* September 1998

Manuscript Reviewer for *IEEE Transactions on Professional Communication*, May 1997 - Summer 2000

Paper Reviewer for *Sixth Annual Southwestern Business Administration Teaching Conference* (1998). Texas Southern University, Houston, TX

Paper Reviewer for *Fifth Annual Southwestern Business Administration Teaching Conference* (1997). Texas Southern University, Houston, TX

Paper Reviewer for *Southwest Administrative Systems Conference*, Fall 1995

Computer Workshops Taught through the Instructional Development Center - UCA

Introduction to the World Wide Web - 4-hour workshop
September 7 & September 9, 1999

Beginning Microsoft Access - 6-hour workshop
November 2, November 4, and November 9, 1999

WordPerfect 8.0 Workshop – 4-hour workshop
June 15, 1999 & June 17, 1999

Beginning Microsoft Word – 4-hour workshop
March 10 & March 12, 1998
July 22 & July 24, 1997
April 15 & April 17, 1997

Intermediate/Advanced Microsoft Word – 4-hour workshop
March 7 and March 9, 2000
March 21 & March 23, 1998
October 28 & October 30, 1997

Microsoft Excel Basics – 6-hour workshop
November 10, November 12, & November 17, 1998
July 21, July 23, & July 28, 1998

Microsoft Excel Basics – 4-hour workshop
October 5 and October 7, 1999
April 14 & April 16, 1998
September 30 & October 2, 1997
July 29 & July 31, 1997
April 22 & April 24, 1997

Intermediate Microsoft Excel – 6-hour workshop
February 1, February 3, & February 8, 2000

Intermediate Microsoft Excel – 4-hour workshop
April 21 & April 23, 1998

Make Your Point With PowerPoint – 4-hour workshop
June 21 and June 23, 1999
October 27 & October 29, 1998
August 4 & August 6, 1998

Beginners' Guide to Windows 95 – 2-hour workshop
September 24, 1998

Introduction to Netscape – 4-hour workshop
November 18 & November 20, 1997

Computer Workshops Taught for the UCA Physical Plant Employees

Beginning Microsoft Word – 4-hour workshop
January 3 and January 5, 2000

Intermediate Microsoft Word – 4-hour workshop
January 18 and January 20, 2000

Beginning Microsoft Outlook – 2-hour workshop
February 22, 2000

Overview of Pegasus Mail – 2-hour workshop
February 24, 2000

Continuing Education Courses Taught - UCA

Beginning Microsoft Access – 12-hour course
began October 13, 1998

Introduction to the Internet – 4-hour course
December 1 and December 8, 1997