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I. PROFESSIONAL EXPERIENCE

- **Professor**, The Department of Political Science, Public Administration, and Nonprofit Management. The University of Tennessee-Chattanooga. (Promoted to associate professor in 1987, to full professor in 1994; tenured 1988) Courses taught: USTU 101, Freshman Seminar; USTU 101: The Young Philanthropist; USTU 200, Introduction to Women's Studies; USTU 1999 The Young Philanthropist; HSRV 101, Human Perspectives; HSRV 202, Introduction to Human Services Management; HSRV 204, Women, Work, and Society; HSRV 300, Perspectives on Work and the Professions; HSRV 440, Supervision; SOCW 420, The Social Welfare System: Its Impact on Women; POLS 5370 Resource Development in Nonprofit Organizations; POLS 5340, Executive Processes in Public and Nonprofit Agencies.

- **University Planning Director, The University of Tennessee at Chattanooga. (2008--)**

Responsibilities

Direct the implementation of the Strategic Plan through its original 28 action committees and current six task forces; co-chair the campus master planning process; serve on the UT Strategic Plan task force on research capacities and outreach and engagement; coordinate the University Planning and Resources Advisory Council; chair the task force on UTC efficiency and effectiveness; chair the Strategic Plan task force on communication and marketing; serve as a member of the chancellor's executive team; serve on the QEP Advisory committee; serve on the Equity and Diversity Committee.

Accomplishments

Co-chaired the planning committee for the 2012 conference of the Coalition of Urban and Metropolitan Universities; chaired the task force writing the successful 2008 application to the Carnegie Foundation for the elective classification as a community-engaged institution; chaired the committee writing the successful 2009 application for the Presidents Honor Roll; co-chaired the committee writing the successful 2013 application for the Presidents Honor Roll with Distinction.

- **Dean of the Graduate School, The University of Tennessee at Chattanooga. (1993-2008)**

Former title with same responsibilities: Assistant Provost for Graduate Studies.

Responsibilities

Assumed oversight of all phases of graduate education; coordinated the development and implementation of five new graduate programs and 13 certificate programs; recommended and approved with the provost the appointment and reappointment of faculty to Graduate Faculty membership; formulated and recommended proposed policies for the Graduate School including doctoral policies, graduate faculty membership, professional fitness, discontinuance of programs with low enrollment; administered the policies and procedures enacted by Graduate Council including grade appeals and petitions; developed and enacted a strategic plan for recruitment; conducted fundraising for graduate scholarships; administered graduate assistantship and minority fellowship programs including allocation of funds; directed, as project manager, HUD community development work study programs from 1997-2007; developed and implemented marketing and recruitment goals and strategies including the Graduate School Web site; edited the *Graduate Catalog*; oversaw the academic activity and progress of graduate students; coordinated UTC's participation in the Academic Common Market; directed international recruitment initiative.

Accomplishments

Increased the enrollment of graduate students from 969 in 1989 to 1402 in 2008 (45% increase); increased the number of African American graduate students from 53 in 1989 to 108 in 2008 (104% increase); shepherded the development of 19 graduate certificate programs, xxx master's programs from xxx in 1989 to ? in 2008, xxx specialist programs, and xxx doctoral programs including the political positioning for the first doctoral degree; raised \$100,000 in scholarship funds and endowed scholarships through the first fundraising campaigns aimed at graduate alumni; wrote successful proposals for \$1.1 million to the University of Chattanooga Foundation to increase the number and stipend level of graduate assistantships; developed and consolidated method of managing graduate assistantships that ensured prompt and regular payments to graduate assistants; wrote proposals to the Department of Education for Patricia Roberts Harris fellowships and to the U. S. Department of Housing and Urban Development for community development interns, successfully obtaining \$1.7 million in federal funds; instituted workshops on writing theses; initiated a graduate research day to showcase graduate students' work with evaluations by external reviewers; established through ProQuest/UMI the electronic submission process for worldwide distribution of UTC theses and dissertations; created the proposal for a Graduate Student Association, implementing it in 1991, with the Graduate School advising and sustaining it and its activities, most notably its travel research awards, career workshops, social events, and annual reception to recognize outstanding students from each program; initiated an outstanding graduate faculty adviser award; initiated a name change from the Graduate Studies Division to Graduate Studies and finally to the Graduate School; reshaped the structure of personnel organization in the office to program liaisons to serve students better and to provide more autonomy and responsibility to the staff; initiated the position of associate dean for recruitment and retention.

- University Registrar, The University of Tennessee at Chattanooga. (2003-2005)

Responsibilities

Asked to redirect the Records Office by assuming oversight and integrity of academic records; reorganizing functions and personnel; gaining the confidence of the campus; guiding the staff to achieve specific goals and objectives; handling subpoenas and other legal concerns; resolving pent-up student problems; eliminating red tape and superfluous forms; and reducing costs.

Accomplishments

Created strategic plan to reorganize office; spearheaded use of electronic mail for official student communication; streamlined petitions and appeals processes; achieved significant cost savings through elimination of printed materials and untimely delivery of diplomas; initiated and wrote contract to outsource verification of student enrollment and degree conferral to National Student Clearinghouse; received a grant to preserve historic academic records; and brokered agreement for monitoring academic compliance with NCAA.

- Human Subjects Administrator, The University of Tennessee at Chattanooga. (2002- 2008)

Responsibilities

Assume oversight for UTC's first Institutional Review Board; register IRB with the federal government; organize its structure; communicate its importance on campus to faculty and students.

Accomplishments

Obtained UTC's first Federal-Wide Assurance; oversaw development of policies; and directed development of a spreadsheet of IRB research applications.

- Director of Graduate Studies, The University of Tennessee at Chattanooga. (1989-1993).
- Coordinator of Writing Services. Student Support Services The University of Tennessee-Chattanooga. (1980-87; 88-89).
- Writing Consultant/Reviewer
 - Chattanooga City Schools. Chattanooga, TN. (1990-94)
 - Educational Testing Service. Princeton, NJ. (1985-92)

- Tennessee Valley Public Power Association. Chattanooga, TN. (1985-86)
- Harper and Row, Publishers. New York, NY (1978-81)
- Winthrop Publishers, Inc., NY (1980-81)
- Montgomery County Schools. Montgomery, MD. (1970-72)
- Adjunct Professor of English.
 - Chattanooga State Technical Community College. Chattanooga, TN. (1978-79)
 - Volunteer State Community College. Gallatin, TN. (1976-78)
 - Bowie State Community College. Bowie, MD. (1975-76)
 - Prince George's Community College. Largo, MD. (1969-70)
- Assistant Professor of English, Northern Virginia Community College. Annandale, VA. (1969-70)
- English III Teacher. Hillwood High School. Nashville, TN. (1965-68). Triway High School Shreve, OH (1964-65)

II. EDUCATIONAL BACKGROUND

- Post-Doctoral Study
 - Tufts University. Medford, MA. (Summer 1987)
 - National Endowment for the Humanities Institute on "Technology in American Society, 1607-1940."
 - Harvard University. Cambridge, MA. (Summer 1986)
 - Institute for Lifespan Clinical-Developmental Psychology
- Ed.D. The University of Tennessee. Knoxville, TN. (1983)
 - Ed.D. in Educational Administration and Supervision.
 - Dissertation: "A Study of Women in Dual-Profession Marriages: Their Roles, Conflicts, and Coping Strategies."
 - Florence McIntyre Award for academic excellence.
 - Collateral areas: Industrial-Organizational Psychology; Communications; Continuing and Higher Education.
- Post-Master's Study
 - Rensselaer Polytechnic Institute. Troy, NY. (Summer 1980)
 - Technical Writing Institute for Teachers
 - The University of New Hampshire. Durham, NH. (Summer 1978)
 - Problems in Teaching English.
 - State University of New York at Stony Brook. Stony Brook, NY. (Summer 1966)
 - NDEA Institute for Advanced Study in Literature and Composition for Secondary School Teachers of English.
 - Peabody College (Nashville, TN); Kent State University (Orville, OH); Ashland College (Ashland, OH). (1964-67)
 - English education courses including advanced composition, methods of teaching English, and children's literature.
- M.A. The University of Pennsylvania. Philadelphia, PA (1964)
 - M.A. in American Civilization. Thesis: "O Thou Steeled Cognizance: Crane, Stella, and the Roeblings View the Brooklyn Bridge."
- B.A. The College of Wooster. Wooster, OH (1963)
 - B.A. in English. Undeclared minors: history and foreign languages
 - Independent study thesis: "American Novelists: Death and World War I."
 - Phi Alpha Theta History Honorary.
 - President, Women's Self-Government Association
 - Helen Secrest Scholarship.
 - Who's Who in American Colleges and Universities.

- Marjorie Golder Award to the most outstanding senior woman.

III. RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITIES

Publications (peer reviewed)

- “Engaged with Carnegie: Effects of Carnegie Classification Recognition on CUMU Universities,” co-authored with Susan Ritz. Journal of Metropolitan Universities, Vol. 24, No. 1 (May 2013), 35 – 46.
- “Stability and Change: The Presence and Absence of Women in Tennessee’s Corporate Board Rooms,” co-authored with Stephanie Bellar and Marilyn Helms. Business Perspectives, Vol. 21, No. 1 (2012), 50–57.
- “Still Chilly after All These Years: A Longitudinal Study of Corporate Board Composition in Tennessee,” co-authored with Stephanie Bellar and Marilyn Helms. Business Perspectives, (Winter/Spring 2008), 46-53.
- “The Ultimate Glass Ceiling Revisited: The Presence of Women on Corporate Boards,” Co-Authored with Stephanie Bellar and Marilyn Helms. Journal of Business Ethics, Vol. 50 (Spring 2004), 177-186.
- “The Glacial Change: Women on Corporate Boards in Tennessee,” Co-Authored with Stephanie Bellar and Marilyn Helms. Business Perspectives, Vol. 16, No. 2 (Spring 2004), 30-38.
- “The Membership of Corporate Boards in Publicly Held Companies in Tennessee,” co-authored with Stephanie Bellar and Marilyn Helms. A Leadership Journal, vol. 3, no. 1 (Fall 1998), 95-105.
- “Writing for Management Success.” In Interex (the International Association of Hewlett-Packard Computer Users) Computing Management Symposium Proceedings for 1989, pp. 1520: 1-8; 1990, pp. 1001-1008; 1991, 1076-1077.
- “The Brooklyn Bridge As Captured in the American Artistic Imagination.” Abstracted in Tennessee Philological Bulletin, Vol. XXV (July 1988).
- “Business Teaches Education Lessons on Excellence,” co-authored with Zelma Lansford. Educational Horizons, Vol. 66, No. 4 (1988), 148-151.
- “Running at Double Pace: Women in Dual-Profession Marriages.” Ann Arbor, MI: The University of Michigan 1985. Resources in Education (Jan. 1986) ERIC ED 260343 and CG 018436.
- “A Survey of Engineers: Writing Attitudes and Productivity,” co-authored with Jim Henry. Also listed in Resources in Education (Aug. 1986); ERIC ED26745 1
- “Running at Double Pace: Women in Dual-Profession Marriages.” Proceedings of Women in Higher Education Conference, January 1985. Orlando, FL (1985), 534-542.
- “A Look at the New Students and Their Needs.” Southeastern Association of Educational Opportunity Program Personnel Journal, Vol. 2, No. 1. (Spring 1983)
- “Peer-Tutor Staff: Four Crucial Aspects.” In Tutoring Writing: A Sourcebook for Writing Muriel Harris, Editor. New York: Scott, Foresman, and Company (1982), 111-222.
- “? Estamos Listos Para Instruccion Computarizada.” Authored with Craig, Tinkler, Totten, Ward. Pipeline, Vol. 1, No. 5 (Noviembre 1981).
- “Are We Ready for Computer-Assisted Instruction?” Authored with Craig, Tinkler, Totten, Ward. Boletin (Spring 1981), 3-7.
- “A Lamp beside the Academic Door.” Tennessee Educator. (March 1981), pp. 14-17. Also listed in Resources in Education (Feb. 1986); ERIC ED 261603.
- “A Look at the New Student.” Minority Education, Vol. 2, No. 3 (October 1980).
- “A Collaborative Research Paper.” Fern. Vol. 5, No. 2 (Spring/Summer 1981), 11.

Publications (editor reviewed)

- “Gifford Pinchot: American Forester.” In Great Lives from History: The Twentieth Century. Edited by Robert F. Gorman. Pasadena, CA: Salem Press, 2008, 3253 – 3257.
- “Gail Sheehy.” In Cyclopedia of World Authors, Fourth Revised Edition. Pasadena, CA: Salem Press, 2003, 2841-2842.
- “Edwin O’Connor.” In Cyclopedia of World Authors, Fourth Revised Edition. Pasadena, CA: Salem Press, 2003, 2358-2359.

- “Ethan Allen.” In Dictionary of World Biography, Vol. IV (17th and 18th centuries) Ed. Frank N. Magill. Pasadena, CA: Salem Press, 1999, 34-36.
- “Lowell Mill Girls.” In The Historical Dictionary of Women’s Education. Westport, CT and London: Greenwood Press, 1998, 249-250.
- “Affirmative Action,” co-written with Brenda Lamb. In The Historical Dictionary of Women’s Education. Westport, CT and London: Greenwood Press, 1998, 10-13.
- “The Role of Prudence Crandall.” In The Historical Dictionary of Women’s Education in the United States, Westport, CT and London: Greenwood Press, 1998, 109-110.
- “Sexual Harassment,” co-written with Brenda Lamb. In The Historical Dictionary of Women’s Education in the United States. Westport, CT and London: Greenwood Press, 1998, 369-372.
- “Nine Women by Shirley Ann Grau.” In Masterplots LI: Women’s Literature. Pasadena, CA: Salem Press, 1994, 1618-1621.
- “Sarah Ragle Weddington.” In Great Lives from History II: American Women. Pasadena, CA: Salem Press, 1994, 1859-1863.
- “Prudence Crandall.” In Great Lives from History II: American Women. Pasadena, CA: Salem Press, 1994, 446-450.
- “Grace Brewster Murray Hopper.” In Great Lives from History II: American Women. Pasadena, CA: Salem Press, 1994, 915-919.
- “Lloyd C. Douglas.” The Facts on File Bibliography Series: American Fiction. Eds. Matthew Bruccoli and Richard Layman. New York, 1992, 152.
- “Madeleine L’Engle.” The Facts on File Bibliography Series: American Fiction. Eds. Matthew J. Bruccoli and Richard Layman. New York, 1992, 293-294.
- Writing across the Curriculum, co-edited with Eileen Meagher. Funded by NEH and the UC Foundation. (July 1984).
- Performance. Published by The Gilman Company, Inc. Chattanooga, TN (1982).
- “English CAI at UTC.” UTC Academic Computing Newsletter, Vol. 2, No. 3 (October 1980).

Essay Reviews and Book Reviews

- “New Women of the New South: The Leaders of the Woman Suffrage Movement in the Southern States by Marjorie Spruill Wheeler,” an invited review. The West Tennessee Historical Society Papers, 1996, vol. XLIX (1995), 247-249.
- “Votes for Women!” edited by Marjorie Spruill Wheeler, an invited review. The West Tennessee Historical Society Papers, 1996.
- “Minority Peer Contact Program,” a review of a presentation by Kay Reed and Jeannette Bouchard. Journal of the National Association of Graduate Admissions Professionals, Vol. 5, No. 1 (Sept. 1993), 6,8.
- Dual-Career Marriage. A System in Transition by Lisa R. Silberstein, an invited review. Sex Roles, Vol. 28, Nos. 9/10 (May 1993), 631-633.
- “Composition Five: Skills for Writing” by J. Kenneth Sieben and Lillian Small Anthony, an invited review. In Teaching English in the Two-Year College. Vol. 14, No. 1 (February 1987), 59-60.
- “Women in Higher Education Administration” by Adrian Tinsley, Cynthia Secor, and Sheila Kaplan (eds.), an invited essay review. In Journal of Educational Equity and Leadership, Vol. 6, No. 1 (Spring 1986), 81-83.

Academic Presentations (Peer reviewed)

- “Paying It Forward: The Role of Unit Leadership in Mentoring Staff,” co-presented with Yvonne Kilpatrick, at NAGAP’s 25th Annual Conference, April 25 - 28, 2012, in Austin, TX. (NAGAP is The National Association of Graduate Admissions Professionals.)
- “Teachers, Teach Thyselves,” co-presented with Karen Adsit, Stephanie Bellar, David Edwards, Christopher Horne, and Marcus Mauldin. Presented at the annual meeting of the Tennessee Political Science Association. Nashville, TN (April 2010).
- “Values in Higher Education.” Co-presenter. The University of Tennessee, Knoxville. Knoxville, TN (April 1997)
- “The Ultimate Glass Ceiling: Women on Corporate Boards.” Co-presenter with Stephanie Bellar and Marilyn Helms. Women’s Studies Conference. Middle Tennessee State University. Murfreesboro, TN (Feb. 1997).

- “Recruiting Graduate Students via the World Wide Web.” Co-presenter with Kay Reed. Tennessee Association of Collegiate Registrars and Admissions Officers. Nashville, TN (Nov. 1996)
- “Redirection: A Mind Set.” The Conference of Southern Graduate Schools. Mobile, AL (Feb. 1995).
- “The Appalachian Women in Betty Palmer Nelson’s and Wilma Dykeman’s Novels.” Presenter. The Tennessee Philological Association. Martin, TN (Feb. 1995).
- “Wilma Dykeman’s Mountain Women in The Far Family and The Tall Woman.” The Tennessee Philological Association. Nashville, TN (Feb. 1994).
- “Students Who Sabotage Their Work.” National Association for Developmental Education. Cincinnati, Ohio (Mar. 1989).
- “Writing for Management Success.” The International Association of Hewlett-Packard Computer Users. Nashville, TN (Mar. 1989); Las Vegas, NV (Mar. 1990); Reno, NV (Mar. 1991).
- “Corporate Excellence: A 4-P Philosophy.” The Southern Humanities Association. Macon, GA (Feb. 1989).
- “Bears and Obstetrics: Changing Stereotypes of Men and Women at Work and at Home.” Popular Culture Association in the South. Knoxville, TN (Oct. 1988).
- “The Brooklyn Bridge As Captured in the American Artistic Imagination.” Tennessee Philological Association. Nashville, TN. Also to the Southern Humanities Conference. Auburn, AL (Mar. 1988).
- “Can A Social Sciences Department Join the Computer Literacy Parade?” The Southeastern Small College Computing Conference. Chattanooga, TN (Dec. 1987).
- “The Figure in the Text: The Rhetoric of Visual Display.” Chair of session. Conference on College Communication and Composition, the National Council of Teachers of English. Atlanta, GA (Mar. 1987).
- “The History of a Study: Women in Dual Profession Marriages.” Presenter in the series of Colloquia on Women. The University of Tennessee-Chattanooga (Mar. 1987).
- “Identifying and Eliminating Sexist Language in Students’ Writing.” Associate chair. Conference on College Communication and Composition. New Orleans, LA (Mar. 1986).
- “Engineers and Writing Attitudes.” Co-authorship with Jim Henry; Henry, presenter. Southwest Educational Research Association. Houston, TX (Jan. 1986).
- “Principles of Effective Communication.” A 1-day workshop for elementary school teachers. Garber Elementary School. Chattanooga, TN (Nov. 1985).
- “Women in Dual-Profession Marriages: Roles, Conflicts and Coping Strategies.” National Association of Women Deans, Administrators, and Counselors. Milwaukee, WI (Apr. 1985).
- “Running at Double Pace: Women in Dual-Profession Marriages.” Women in Higher Education Conference. Orlando, FL (Jan. 1985).
- “Confronting an Old Problem: New Ways of Looking at a Study Skills.” Conference of Tennessee Basic Skills Council. Nashville, TN (Nov. 1984).
- “Tutors and Writing.” A seminar presented as part of a Writing Across the Curriculum Symposia. The University of Tennessee-Chattanooga (Jan. 1984).
- “Writing for Academic Publication.” Tennessee Association of Special Programs. Pikeville, TN (Oct. 1981).
- “Revision in the Composing Process.” Associate Chair of the session. Convention of the Conference on College Composition and Communication. Dallas, TX (Mar. 1981).
- “Four Crucial Aspects of a Peer Tutoring Staff.” A showcase presentation delivered at the National Association of Remedial and Developmental Studies in Post-Secondary Education Conference. Dayton, OH (Mar. 1981).

Invited Public Presentations

- “A Eulogy for E. Grady Bogue.” Alpha Society. Chattanooga, TN (April 2014).
- “Leaning into Time.” Guest speaker for the College of Wooster class of 1963 reunion. Wooster, OH (June 2013).
- “Using Portfolios as A Teaching and Assessment Tool.” A two-day workshop to teachers at Girls Preparatory School. Chattanooga, TN (July 1995).
- “Writing for Professional Publication.” A writing workshop and retreat for the Colleagues Group, Chattanooga private and secondary school English teachers. Monteagle, TN (July 1994).
- “Coloring Outside the Lines.” Banquet speech. American Business Women’s Association. Chattanooga, TN (Nov. 1992).

- “Women in Politics and Education.” Panel presentation. “Point of View,” Channel 12: WDEF (CBS affiliate). (Sept. 1992).
- “Shortchanging Girls in the School System.” Feature interview. Channel 12: WDEF (CBS affiliate) evening news. (Feb. 1992).
- “Cultural Diversity in Higher Education. Panel participant on “Point of View,” a Channel 12: WDEF (CBS affiliate) weekly show. Chattanooga, TN (June 1991).
- “Women in Higher Education--the Current Scene.” Association of American Business Women. Signal Mountain, TN (May 1991).
- “Techniques of Holistic Grading.” Two workshops presented to Chattanooga City language arts teachers. Chattanooga, TN (Nov. 1990; Jan. 1991).
- “Graduate Education and You.” Opportunities, a Graduate and Professional School Fair. Chattanooga, TN (1991-1994).
- “Concerns of Women in the Workplace.” Panel participant on “Point of View,” a Channel 12: WDEF (CBS affiliate) weekly show. Chattanooga, TN (Oct. 1990).
- “Policy Issues Affecting Women in Higher Education. Pi Sigma Alpha Honor Society. The University of Tennessee-Chattanooga (Oct. 1990).
- “Mothers and Daughters. Feature interview. Channel 3 (NBC affiliate) evening news. Chattanooga, TN (Feb. 1990).
- “What’s Happening to the American Family? Living with Change.” Project Director and introducer. Chattanooga, TN (Feb. 1989).
- “Latchkey Children;” “Managing Failure;” Single Parent Families;” Coping with Stress;” “Dual Career Marriages.” Guest speaker on Channel 12: WDEF (CBS) “Noontime News” and WDEF “People Talk” with Dr. John Baucom. (Fall-Winter 1987-88).
- “Women in Dual Profession Marriages.” A workshop presentation for the Fourth Annual Human Issues Conference, “On Being Human.” Pilgrim Congregational Church. Chattanooga, TN (Sept. 1987).
- “What’s Bred in the Bone: An Introduction of Richard Marius.” The Conference on Southern Literature. The Arts and Education Council. Chattanooga, TN (April 1987).
- “Blue Chip Memos.” Presenter. A 2-evening seminar scheduled by Continuing Education. Chattanooga, TN (Jan. 1986).
- “Technical Writing.” Presenter. A 1-day workshop scheduled by UTC Training and Development. Chattanooga, TN (Jan. 1986).
- “Writing for Power Utility Executives.” A 2-day seminar developed and presented with Reed Sanderlin to executives of the Public Power Association. Nashville, TN (Nov.; July 1985).
- “Writing for Management Success.” A 6-week seminar sponsored by American Management Association. Chattanooga, TN (Fall 1985; 1984).
- “Love and Work: How Men and Women Differ.” Brainerd United Methodist Church. Chattanooga, TN (May 1985).
- “Getting Hired.” A seminar conducted for graduating students, sponsored by Rotaract and the International Association of Business Communicators. The University of Tennessee at Chattanooga (Apr. 1985).
- “Getting a Handle on Managerial Communications.” A series of 2-day workshops for Hamilton County managers and administrative support personnel. Sponsored by the Center for Government Training. Chattanooga, TN (Nov. 1984; Jan. 1985--).
- “Writing Effective Memos.” A seminar for financial and administrative staff at UTC. The University of Tennessee-Chattanooga (Dec. 1984).
- “Effective Writing Skills.” A 1-day workshop presented to professional and clerical staff at The University of Tennessee-Chattanooga. (Mar. 1984).
- “Effective Writing Skills for Business.” A 1-day workshop presented to managers and business communicators in Middle Tennessee. The University of Tennessee-Chattanooga (Mar. 1984).
- “Dual-Profession Marriages.” A radio interview for “On Campus,” WUTC. The University of Tennessee-Chattanooga (Feb. 1984).
- “Making the Writing Process Work.” A seminar presented to the humanities division of Southern College, Collegedale, TN. Co-presenter with Eileen Meagher. (Mar. 1983).

- “Women Who Run at Double Pace.” Workshop presentation to UTC professional and clerical staff. The University of Tennessee-Chattanooga (Spring 1983).
- “A Study Skills Course for Marginal Students.” Conference of Southeastern Association of Educational Opportunity Program Personnel. Atlanta, GA (Winter 1983).
- “Networking.” Workshop presentation to UTC professional and clerical staff. The University of Tennessee-Chattanooga (Oct. 1981).
- “Writing for Academic Publication.” Moderator for a 5-member panel discussion. UTK Graduate Center. Chattanooga, TN (June 1981).
- “Married Professional Couples.” A career seminar. Girls Preparatory School, Chattanooga, TN (Feb. 1981).

Grant Proposals (External)

- Approved Fulbright Specialist Candidate. Roster timeframe: July 2010 – 2015. Council of International Exchange of Scholars, J. William Fulbright Foreign Scholarship Board, and the Bureau of Education and Cultural Affairs of the Department of State.
- “The Young Philanthropist,” a topics course for freshmen. Submitted to the Community Foundation. Fully funded at \$3,000 by the Osborne Fund (May 2010).
- “Germany Today: Innovations in German and European Graduate Education.” June 17-24, 2006. Deutscher Akademischer Austausch Dienst. Fully funded.
- “Community Development Work Study Fellowships.” Co-written with Stephanie Bellar and David Edwards, submitted to the U.S. Dept. of Housing and Urban Development. Funded at \$90,000. (2005-2007)
- “Community Development Work Study Fellowships.” Co-written with Stephanie Bellar and David Edwards, submitted to the U.S. Dept. of Housing and Urban Development. Funded at \$90,000. (2004-2006)
- “Community Development Work Study Fellowships.” Co-written with David Edwards, submitted to the U. S. Dept. of Housing and Urban Development. Funded at \$90,000 (2001-2003)
- “Community Development Work Study Fellowships.” Co-written with David Edwards, submitted to the U. S. Dept. of Housing and Urban Development. Funded at \$90,000. (2000-2002)
- “Community Development Work Study Fellowships.” Co-written with David Edwards, submitted to the U. S. Dept. of Housing and Urban Development. Funded at \$120,000. (Fall 1999-2001)
- “Community Development Work Study Fellowships.” Co-written with David Edwards, submitted to the U. S. Dept. of Housing and Urban Development. Funded at \$90,000. (1998-2000)
- “Community Development Work Study Fellowships.” Co-written with David Edwards, submitted to the U. S. Dept. of Housing and Urban Development. Funded at \$120,000. (1997-99)
- “Patricia Roberts Harris Fellowships in Public Policy.” Co-written with David Edwards, submitted to the U.S. Dept of Education. Funded at \$120,000. (1995-97)
- “The Writing/Publishing Project.” A proposal to the Public Education Foundation. Chattanooga, TN Funded at \$17,830. (Spring 1995)
- “Patricia Roberts Harris Fellowships in Public Policy.” Co-written with David Edwards, submitted to the U.S. Dept. of Education. Funded at \$120,000. (Spring 1995)
- “Patricia Roberts Harris Fellowships in Multi-Disciplines.” Co-written with JoAnna Antczak, David Brodsky, Barbara Ray, and Maria Smith. Funded for \$287,000. (Fall 1994)
- “Patricia Roberts Harris Fellowships in Public Administration and Special Education.” Co-written with David Brodsky and Barbara Ray. Funded at \$189,000. (Spring 1994)
- “Community Development Work Study Fellowships” Co-written with David Brodsky, submitted to the U. S. Dept. of Housing and Urban Development. Funded at \$90,000. (1993-95)
- “Patricia Roberts Harris Fellowships in Public Policy.” Co-written with David Brodsky, submitted to the U. S. Dept. of Education. Funded at \$64,000. (Apr. 1991)
- “The American Family: Change and Continuity.” Submitted to the Community Foundation for a public symposium. Chattanooga, TN Funded at \$2,500. (May 1988)

Grant Proposals (Internal)

- Library Enhancement for Political Science Online Courses. A proposal for \$544 submitted to The University of Tennessee at Chattanooga Lupton Library. Funded (January 2009)

- A NSF Planning Workshop for Representatives from Seven Tennessee Universities. A proposal for \$2,500 submitted to the UTC Access and Diversity Committee. Funded (2008).
- “Enhancing Graduate Assistantships.” A proposal for \$166,457 submitted to The University of Chattanooga (U.C.) Foundation. Funded. (2007-2008)
- “Enhancing Graduate Assistantships.” A proposal for \$222,546 submitted to The University of Chattanooga (U.C.) Foundation. Funded. (2006-2007)
- “Enhancing Graduate Assistantships.” A proposal for \$212,536 submitted to The University of Chattanooga (U.C.) Foundation. Funded. (2005-2006)
- “Enhancing Graduate Assistantships.” A proposal for \$205,514 submitted to The University of Chattanooga (U.C.) Foundation. Funded. (2004-2005)
- “Preserving Historic Documents.” A proposal for \$50,000 submitted to The University of Chattanooga (U.C.) Foundation. Funded. (2004-2005)
- “Enhancing Graduate Assistantships.” A proposal for \$197,633 submitted to The University of Chattanooga (U.C.) Foundation. Funded. (2002-2003)
- “Enhancing Graduate Assistantships.” A proposal for \$50,000 submitted to the Lupton Renaissance Fund. Funded. (2002-2003)
- “Graduate Assistantships.” A proposal for \$78,800 submitted to the U.C. Foundation. Funded. (2000-2001)
- “Travel Seminars to Work Sites for Human Services 300 Students.” Submitted for an Instructional Excellence Grant. The University of Tennessee- Chattanooga. Funded at \$900. (May 1988)
- “CCI Mini proposal for Purchase of Software.” The University of Tennessee-Chattanooga. Funded at \$209. (Apr. 1987)
- “Colloquia on Women” A series of lectures on interdisciplinary topics relating to women. Submitted for a Faculty Development. The University of Tennessee-Chattanooga. Funded at \$1,000. (Sept. 1986)
- “Women in Dual-Profession Marriages. Submitted for a Faculty Research Award. The University of Tennessee-Chattanooga. Funded at \$2000. (April 1986)
- “Students Who Sabotage Their Work.” Submitted for an Instructional Excellence Award. The University of Tennessee-Chattanooga. Funded at \$1,488. (Jan. 1986)
- Instructional Excellence Award to attend Institute for Lifespan Psychology at Harvard University (1986) and to conduct travel seminars for students in Perspectives on Work and the Professions classes. Funded. (1988-89)
- Faculty Development Grant to attend the American Association of University Women’s Centennial Symposium and Gala in Washington, D. C. (June 1988); to read in the Murray and Schlesinger libraries of Radcliffe College at Harvard University, Cambridge, MA (July 1985); to attend the Conference of Women in Higher Education and present research study, Orlando, FL. (February 1985) The University of Tennessee-Chattanooga. Chattanooga, TN. All funded.

Editing and Editorial Boards

- Reapplication for Elective Community Engagement Classification. The Carnegie Foundation for the Advancement of Teaching. The University of Tennessee at Chattanooga. (April 2014)
- Pathways to Excellence. A Mindset Transformed: The Culmination of the 2008 UTC Strategic Plan. The University of Tennessee at Chattanooga. (Spring 2014)
- “Achieving Progress: Year 4 Report on the Implementation of the Strategic Plan.” The University of Tennessee at Chattanooga. (Spring 2012)
- “Achieving Progress 2010: Year 3 Report on the Implementation of the Strategic Plan.” The University of Tennessee at Chattanooga.
- “Achieving Progress 2009: Year 2 Report on the Implementation of the Strategic Plan.” The University of Tennessee at Chattanooga.
- “Achieving Progress 2008: Year 1 Report on the Implementation of the Strategic Plan.” The University of Tennessee at Chattanooga.
- A Report from the Provost: A Snapshot of Faculty Achievement. Co-editor with Laura Griffith. Chattanooga: The University of Tennessee at Chattanooga, 2005-2007.
- Light Upon the Hill. The University at Chattanooga, 1886-1996, written by John Longwith. Co-editor with Frederick Obear. Chattanooga: The University of Tennessee at Chattanooga, 2000.
- Journal of Innovative Higher Education. Board Member. (1987-1993)

- Journal of the National Association of Women Deans, Administrators, and Counselors. Board Member. (1986-1989)
- Journal of the Southeastern Association of Educational Opportunity Program Personnel. Board Member. (1989-1992)

Accreditation/Review Boards/Consulting

- The Council of Graduate Schools. Review of proposed doctoral programs in nursing and education. Site visit to Salem State College, Salem, MA. (2008)
- The Southern Association of Colleges and Schools, The Commission on Colleges. Member, special review committee for Texas Southern University.(2008)
- The Southern Association of Colleges and Schools, The Commission on Colleges. Member, reaffirmation review committee for Georgia State University. (2008)
- The Southern Association of Colleges and Schools, The Commission on Colleges. Member, substantive change committee for the University of Texas-Brownsville. (2008)
- The Southern Association of Colleges and Schools, The Commission on Colleges. Member, reaffirmation review committee for Kennesaw State University. (2007)
- The Southern Association of Colleges and Schools, The Commission on Colleges. Member, special review committee for American Intercontinental University. (2005)
- U.S. Department of Housing and Urban Development, Office of University Partnerships. Panel member, peer review of grant proposals. (2005)
- The U. S. Department of Education. Reviewer of proposals for the Women’s Educational Equity Act Program. Washington, D. C. (1994)

IV. HONORS AND AWARDS

- Chattanooga Women of Distinction Award. The American Lung Association. (2011)
- Paul Harris Award. Rotary Club of Chattanooga. (2008)
- The University of Tennessee at Chattanooga Outstanding Service Award. (2005)
- Golden Key Society. Invited member . (Feb. 1998)
- Graduate Student Association Outstanding Adviser Award. (1996)
- Alpha Scholastic Honor Society. Invited member. (Feb. 1992)
- Gerald Howard Read International Seminar Scholarship. \$1500 scholarship to attend a Phi Delta Kappa educational travel seminar to Switzerland. (1992)
- Distinguished Service (Exceptional Merit) Rating. The University of Tennessee at Chattanooga. Chattanooga, TN (2013, 2012, 2011, 2007, 1995, 1994, 1992, 1991, 1988, 1987, 1985, 1983).
- The University of Tennessee Institute for Leadership Effectiveness. Selected for leadership development in the UT system, 1991. Training for Facilitators, 1996.
- UT Women of Achievement. (1993)
- Who’s Who in Tennessee. (1991).
- Distinguished Achievement Award for Excellence in Educational Journalism for the article, “Business Teaches Education Lessons on Excellence.” The Education Press Association of America. (1989)
- National Endowment for the Humanities stipend to attend the Institute on Technology in American Society, 1607-1940. Tufts University. Medford, MA. (Summer 1987)
- Faculty Research Award to study women in dual-profession marriages in Denver and Washington, D. C. (1986; 1987)
- Outstanding Young Women of America. (1976)

V. INSTITUTIONAL AND DEPARTMENTAL CONTRIBUTIONS (selected examples)

- Carnegie Reapplication Committee. Chair. (2013-2014)
- Online Task Force. *Chair*, 2013.
- President’s Higher Education Community Service Honor Roll Committee, Co-chair. (2012)
- Complete College Task Force. Member . (2010-2013)
- Gap Analysis Task Force. Member. (2010)
- Technology Committee. Member. (2010)
- SACS Reaffirmation: QEP committee. Member . (2009—)

- Quality Enhancement Plan advisory committee. Member . (2011—)
- Chancellor’s Executive Team. Member. (2008--)
- Efficiency and Effectiveness Committee. *Chair*. (2008--)
- Diversity and Access Committee. Member. (2008--)
- UT Engineering Management Online Task Force. (2006-2008)
- Strategic Planning Committee. *Chair*, Implementation Committee (2008--)
Environmental Scanning subcommittee . Member. (2006-2007)
- Landscape Committee. Member. (2000--)
- Search Committees
 - UTC Chancellor. Member. (2004-2005)
 - Athletics Adviser. Member. (2005)
 - College Dean, Engineering and Computer Science. *Chair*. (2002-2004)
 - Provost. Member. (1997-2002)
 - Director, University Relations. Member. (1999)
 - Adult Services. Member. (1993)
 - Director, the School of Social and Community Services. *Chair*. (1991-1993)
- Deans’ Council. Member. (1993 – 2008)
- Metropolitan College. Member, Advisory Council. (2002 -2003)
- UTC SACS Self-Study. Member, Steering Committee. (1998-2002). *Chair* of the Faculty subcommittee.
- Conference on Southern Autobiography. Planning Committee. (1999-2000)
- Alpha Society. Secretary/Treasurer, 1998-99. *Chair*, Scholarship Committee, 1995-1999. *President*. (1999-2000)
- Banner 2000 Student Information System. Member, implementation team. (1997- 2000)
- Academic Affairs Administrative Council. Member. (1994-96)
- Outreach University. *Chair*, Marketing Committee. (1995-96)
- Terminal Registration. Member. (1995)
- Graduation Committee. Member. (1993-94)
- Adult Scholars Advisory Committee. Member. (1993-2008)
- International Education Committee. Member. (1992-1993)
- Graduate Council. Ex-officio member. (1989- 2008)
- Self-Study for Reaccreditation from the Southern Association of Schools and Colleges. Member of the Faculty Committee. (1989-91)
- Bill of Rights Colloquium Committee. Member. (1990-91)
- Weekend College Task Force. Member. (1990-91)
- “Serving Special Populations.” Facilitator. The TN State Library Conference. (1990)

VI. PROFESSIONAL AND COMMUNITY SERVICE/BOARD MEMBERSHIP (alphabetical order)

- Arts and Education Council. Board of Directors (1985-89). Secretary and member of Executive Committee (1987-88). Member, Conference on Southern Literature (1984-2001).
Chair, facilities committee (1989). Facilitator, Conference on Choice in Education (1990). Project director, Symposium on the Changing American Family (1988). Project director, annual lecture with Helen Thomas, speaker (May 1986).
- The Baylor School. Advisory committee for major college scholarships (1990-2002).
- Chattanooga Women’s Leadership Institute. Chair (2010--). Member, Program Committee for Networking Lunches. (2007--).
- First-Centenary United Methodist Church. Chair, Commission on Higher Education (1984-86). Liaison to the Wesley Center at UTC. Member of the Council of Ministries. Committee member, seminar on single parents. Steering committee member, church religious academy church. (1979)
- Foster Care Review Board. Panel member. Juvenile Court, Hamilton County (1987-1989).
- Girl Scout Council. Moccasin Bend. Member of the Math and Science Task Force (1994-97).
- Girls, Inc. Chair of the Board (2013--). Vice President, 2011-2013. Member, board of directors (2010--). Executive committee, (2011--). Chair, Development committee, (2012-14).
- Habitat for Humanity. Member, member family selection committee (1987-1992).
- The Partnership for Families, Children, and Adults.
Past President (2010--). *President of the Board of Directors* (2008-2010).*Chair and member*, Executive Committee (2007-2011).*Chair*, Nominating Committee (2010-2011). *Chair*, Development Committee (2010-2011). Vice President (2007-2008). *Chair*, Personnel Committee (2004-2007). Member, Board of Directors (2001-2004; 2005-2011).
- Rotary Club of Chattanooga. Board of Directors (2009-2011). Chair, Classification Committee (2008-2009). Chair, Publications Committee (2007). Chair, Rotaract Committee. Member, Literacy Committee. Chair, Scholarship Committee. Member, Classification Committee. Member, Program Committee Club Member, (1996--).
- Rotary District 6780. Chair, District Peace Fellowship Committee (2010--). Member, District Scholarships Committee (2008--). Alternate team leader for Hungary Exchange, (2000).
- Top of the Mountain Investment Club. President (1996-98); Secretary (1998-99)

- Top Technology Investment Club. President (2001-2002)
- Venture: Vision 2000 for the City of Chattanooga. Member of the Places task force (1984).
- WTCI, Public Television. Member, Development Committee (2011--).

VII. PROFESSIONAL ASSOCIATIONS

- Association of Professional Writing Consultants. (1987-1989).
- The Chattanooga Council of Teachers of English. Member (1995-97).
- Conference of Southern Graduate Schools. *Board of Directors*, 1998-99. Chair, audit committee, 1998-99. President Elect, 2005-2006. *President*, 2006-2007. Past President, 2007-2008. (1989-2008)
- Council of Graduate Schools. *Board of Directors*, regional representative. Consultant. (1993-2008).
- International Association of Business Communicators. Associating for Training and Development Associate VP, membership (1983-84).
- National Association of Women in Education. State liaison, 1992--. Member, research committee, 1993. (1980-93)
- National Council of Teachers of English--Conference on College Composition and Composition. (1979-1989)
- Phi Delta Kappa. (1984-1992)
- Popular Culture Association in the South. (1988-93)
- Research on Women and Education, a research interest group of the American Educational Research Assoc. (1986-91)
- Society for History of Technology. (1998--2005)
- Society for Industrial Archaeology. (1987—2005)
- Southeast Regional Association of Directors of Patricia Roberts Harris Programs. (1990-94)
- Southern Humanities Council. (1987-93)
- Tennessee Conference of Graduate Schools. Member, 1989-2008. Treasurer, 1991-98; Secretary, 1998-1999; President elect, 1999-2000 ; *President* 2000-2001
- Tennessee Philological Association. (1987-97)
- Women in Higher Education in Tennessee. State liaison, 1993-96. (1983-93)

revised 5/14