

JAMIE MaKINSTER

Senior Associate Provost for Curriculum and Assessment
Professor of Educational Studies
Hobart & William Smith Colleges
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(she/her/hers)

EDUCATION

- Ph.D. Indiana University, Bloomington, IN, 2002
Curriculum and Instruction, Science and Environmental Education
- M.S. University of Louisiana, Lafayette, LA, 1998
Environmental and Evolutionary Biology
- B.S. Indiana University of Pennsylvania, Indiana, PA, 1995
Biology, minor in Philosophy

APPOINTMENTS

Hobart and William Smith Colleges

Hobart and William Smith Colleges (HWS) is a residential liberal arts college in the Finger Lakes Region of New York. With a student population of approximately 1550 students and 172 full-time faculty, HWS has a strong focus on community engagement, interdisciplinary teaching, and global education.

- Senior Associate Provost for Curriculum and Assessment, 2022 – Present
- Associate Provost for Curricular Initiatives and Development, 2021 – Present
- Chair, Educational Studies Department, 2009 – 2012; 2013 – 2014
- Professor of Science Education, 2014 – Present
- Associate Professor of Science Education, 2008 – 2014
- Assistant Professor of Science Education, 2002 – 2008

ADMINISTRATIVE LEADERSHIP EXPERIENCE

Senior Associate Provost for Curriculum and Assessment

Hobart and William Smith Colleges: July 2022 – Present

Member of the leadership team in the Office of Academic and Faculty Affairs, led by our Provost and Dean of Faculty. I work in collaboration with two Associate Provosts, the Academic and Faculty Coordinator, and the Assistant to the Provost. The portfolio for this position is a diverse set of responsibilities, including:

Curriculum

- Director, Master of Arts in Higher Education Leadership program – an innovative program grounded in social justice and systemic change.
- Facilitating the course and program proposal review process, partners with the Registrar's Office, and represents the Office of Academic and Faculty Affairs on the Committee of Academic Affairs.
- Coordinating the Curricular Innovation Initiative, which is supporting over 50 faculty who are working on a dozen different projects with time, resources, and support to develop curricular initiatives (Summer 2022 – Spring 2023)

Evaluation and Assessment

- Facilitating the Colleges' accreditation transition from the *Middle States Commission on Higher Education* to the *New England Commission on Higher Education* (Target date: Fall 2022)
- Supporting departments, programs, and academic centers in developing and implementing Annual Assessment Projects
- Facilitating the comprehensive Program Review process (self-study and external evaluators) for four or five departments and programs a year
- Facilitate the deployment and ongoing support of the Student Learning Feedback Form, in partnership with the Digital Learning Team

Academic Management and Faculty Support

- Overseeing the Foreign Language Teaching Fellow Program that supports four Fulbright Fellows from foreign countries who engage in a year of cultural exchange and language teaching on our campus.
- Coordinating and managing the HWS intersession terms of J-Term, Maymester, and Summer Session
- Collaborating with and supporting academic advising in terms of the organization and provision of resources and the facilitation of faculty professional development

Diversity, Equity and Inclusion

- Collaborating with faculty, staff, students, alumni/ae, and trustees on the Council of Diversity, Equity, and Inclusion – focused on strategic planning and the establishment of institutional priorities
- Co-chairing the Gender Inclusiveness Taskforce for Data Management
- Co-chairing JED Campus Task Force focused on mental health, substance use and suicide prevention

Strategic Planning and Initiatives

- Contributing to curricular initiatives intended to promote innovation, collaboration, and interdisciplinary teaching across departments and programs
- Collaborating with the academic affairs leadership team on a variety of initiatives focused on faculty support and future planning

Staffing and Financial Planning

- Contributing to data-informed discussions and decisions that prioritize faculty positions and salaries
- Advising the Provost and Dean of Faculty on staffing, budget allocations, and expenditures within Academic Affairs

Associate Provost for Curricular Initiatives and Development

Hobart and William Smith Colleges: July 2021 – July 2022

Member of the leadership team in the Office of Academic and Faculty Affairs, led by our Provost and Dean of Faculty. I worked in collaboration with the Senior Associate Provost, the Academic and Faculty Coordinator, and the Assistant to the Provost. The portfolio for this position was a diverse set of responsibilities that included:

Curricular Initiatives

- Chaired the steering committee that developed a new Master of Arts in Higher Education Leadership degree with an emphasis on social justice, systemic change, and student development
- Facilitated the development of bylaw amendments proposing the redefinition of teaching effectiveness at HWS, how teaching effectiveness will be assessed at each review, and what constitutes appropriate evidence.

Evaluation and Assessment

- Facilitated the Colleges' accreditation application to the *New England Commission on Higher Education*, which included hosting a visiting team and responding to the NECHE Team Report.
- Led the design and adoption of a new and unique campus-wide Student Learning Feedback Form that enables students to reflect on their experience as learners and identify the elements and aspects of a class that contributed to their learning

Diversity, Equity, and Inclusion

- Facilitated the development of the Gender Inclusiveness Taskforce for Data Management
- Facilitated the development of a campus-wide *Identity Questions Policy*, which standardizes identity questions on forms used by applicants, participants, and/or candidates
- Co-led a professional development series of workshops for faculty and staff focused on DEI and creating a sense of belonging among students

Strategic Planning and Initiatives

- Co-facilitated the Capital Campaign *Academic Excellence* Working Group and the authoring of the visioning document for academic excellence

Chair, Educational Studies Department

Hobart and William Smith Colleges

July 2009 – June 2012 and July 2013 – June 2014

Key Accomplishments

- Led the effort for national accreditation of our Teacher Education Program through the Teacher Education Accreditation Council
- Planned and managed departmental budget across multiple years in terms of both allocation and accounting
- Supervised a departmental Academic Coordinator and the Director of Teacher Certification and Placement
- Chaired multiple hiring committees for new faculty and staff
- Mentored untenured faculty with regard to teaching and scholarship

SELECTED COMMITTEE SERVICE AND LEADERSHIP

Current Committee Service as Associate Provost

- Committee on Academic Affairs, Fall 2021 – Present
- Council on Diversity, Equity and Inclusion, Spring 2021 – Present
- Co-Chair, LGBTQ+ Data Management Task Force, Fall 2021 – Present
- Orientation Committee, Fall 2021 – Present
- Subcommittee on Admission and Retention, Fall 2022 – Present
- First Year Impact Steering Committee, Spring 2022 – Present
- Committee on the First-Year Academic Experience, Fall 2021 – Fall 2022
- Co-chair, Committee on Teaching Effectiveness, Fall 2020 – Spring 2022

Committee on the Faculty

Hobart and William Smith Colleges

Fall 2018 – Summer 2020, Fall 2016 – Spring 2017

The committee advocates for faculty in terms of teaching, scholarship, and service and acts as a consulting committee to the Provost and Dean of faculty on matters pertaining to faculty.

Key Accomplishments

- Contributed to problem-solving and policy development during the COVID-19 Pandemic
- Represented the faculty on the Advancement Committee for the Board of Trustees
- Participated on the Admissions and Retention subcommittee
- Contributed to a reexamination and recalculation of the faculty step system for compensation
- Reviewed the Tenure and Promotion Standards and Criteria documents for more than 20 departments and programs
- Designed, facilitated, and presented findings from two surveys on the student and faculty experiences of teaching and learning during the Covid-19 pandemic in collaboration with the Dean for Teaching, Learning and Assessment (Spring 2020)

Co-Chair, Subcommittee on Student Evaluations

Hobart and William Smith Colleges

Spring 2019 – Fall 2020

This committee was charged with designing and proposing a new “student evaluation” form for the Colleges.

Key Accomplishments

- Led the design and adoption of a new and unique Student Learning Feedback Form that enables students to reflect on their experience as learners and identify the elements and aspects of a class that contributed to their learning
- Worked with IT Services to facilitate over 180 faculty creating more than 400 unique forms; one form for each full-credit course taught during the fall 2021 semester
- Contributed to a larger shift in the campus culture around course feedback and teaching effectiveness

Chair, Subcommittee on Diversity, Equity and Social Justice

Hobart and William Smith Colleges

Fall 2016 – Spring 2017

The committee focuses on issues of diversity, equity and social justice as they relate to the lives of faculty. The committee works with a wide variety of offices to promote an inclusive campus climate. Regular areas of focus include faculty recruitment, faculty hiring, faculty retention, teaching evaluations, tenure and promotion, and faculty professional development.

Key Accomplishments

- Designed, facilitated, and presented a faculty survey on tenure and promotion at HWS in collaboration with the Chief Diversity Officer
- Facilitated the creation of faculty and staff awards for “Inclusive Excellence”
- Worked with the Office of Academic and Faculty Affairs to enhance the information provided to new faculty regarding accommodations for students with disabilities
- Facilitated the development of a syllabus statement articulating a commitment to diversity
- Facilitated the rewriting of a new bylaw description and charge for the subcommittee

PROFESSIONAL EXPERIENCE

2022 HERS Executive Leadership Institute

September 2022 – March 2023

Curriculum (four weekends – Boston, MA): general leadership principles, higher education trends, change management, budget and financial statements, career planning, legal issues, inclusive excellence, and fundraising

Executive Director, Environmental Studies Summer Youth Institute (ESSYI)

Hobart and William Smith Colleges

September 2006 – Present

Funding: Tuition-Based Academic Summer Enrichment Program

The Environmental Studies Summer Youth Institute is a two-week, college-level interdisciplinary program for 50 talented high-school students and recent graduates. The program is designed as an introduction to a variety of environmental issues and perspectives on nature and our environment. Working in the field, in laboratories, in classrooms, and on a four-day camping trip, 50 high school students explore a range of topics in environmental policy, economics, science, art, and ethics, and come to see the natural world through the eyes of artists, historians, philosophers, and scientists.

Key Accomplishments

- Established partnerships with foundations across the country to support 23 full-tuition scholarships per year for students who are academically talented, financially challenged, and often come from under-represented groups in urban areas
- Successfully integrated ESSYI into the Office for Academic and Faculty Affairs and the Office of Admissions as the first full-credit course for high school students on campus
- Created specific initiatives to enhance the diversity of ESSYI students in terms of race, ethnicity, gender identity, sexual orientation, and learning abilities
- Work collaboratively with the 22 HWS faculty who teach in this program
- Website: <http://essyi.hws.edu>

Director and Principal Investigator, Crossing Boundaries Project

Hobart and William Smith Colleges

September 2008 – September 2013

Funding: National Science Foundation (\$1,498,811) - Innovative Technology Experiences for Students and Teachers

Crossing Boundaries was a collaborative effort between the Hobart and William Smith Colleges and the Cornell Lab of Ornithology. This teacher professional development project ultimately provided middle and high school students with knowledge, skills, and inspiration to use information and communication technologies in addressing biodiversity conservation issues in regional and international contexts. The project entailed curriculum development, sustained teacher professional development, and opportunities for students to see scientific and environmental careers in action. Using geospatial technology, secondary students analyzed biodiversity conservation issues in their local environment, Brazil, Mexico, and Kenya.

Key Accomplishments

- Led and conducted, 440 hours of face-to-face professional development workshops for 20 teachers per year (80 teachers) who were teaching a total of approximately 10,000 students
- Led the development of a middle and high school curriculum focused on issues in environmental conservation on local, state-wide, national and global scales
- Led curriculum development trip of three project staff and two teachers to Kenya in October 2009 and established partnerships with conservation, private, and non-governmental organizations
- Facilitated the development of six high quality video-based profiles of Cornell graduate student scientists doing conservation-related science research in national and international settings
- Received an award from Association of American Publishers Revere Award for Classroom and Professional Resources – 2017 – *Birds Without Borders: Investigating Populations, Habitats, and Conservation Needs of Birds in the US and Abroad*

Director and Principal Investigator, GIT Ahead Project

Hobart and William Smith Colleges

September 2006 – November 2010

Funding: National Science Foundation (\$899,500) – Advanced Technological Education

The GIT Ahead Project was a collaborative effort among the Finger Lakes Institute at Hobart and William Smith Colleges, Cayuga Community College, Cornell University, and the Institute for the Application of Geospatial Technology. The ultimate goal of this teacher professional development project was to help rural and urban high school students see geospatial technology as pathways to relevant, exciting, and high-demand careers, and to create higher education pathways for students who might not otherwise pursue such goals.

Key Accomplishments

- Established partnerships and worked collaboratively with project collaborators at the Cornell Lab of Ornithology, Cayuga Community College, and the Institute for the Application of Geospatial Technology (Auburn, NY)
- Led and conducted, more than 330 hours of face-to-face professional development workshops for 20 science teachers per year
- Led science education research efforts, along with the external evaluation collaborators (Edu. Inc), to understand the impact of this project on teacher knowledge and practice and student interest in science
- Received *Outstanding Paper Award for an Innovation in Teaching Science Teachers – January 2009* at the International Conference of the Association of Science Teacher Education

SELECTED PROFESSIONAL DEVELOPMENT FACILITATION

MaKinster, J. (January 19, 2023). *Personal Perspectives and Practices for Gender Equity, Inclusion, and Belonging* (Presentation). Union College, Schenectady, NY.

MaKinster, J. (January 19, 2023). *Institutional Policies and Practices for Gender Equity, Inclusion, and Belonging*. Union College, Schenectady, NY.

MaKinster, J. and Metz, N. (January 18, 2023). *Envisioning Our Future through Strategic and Innovative Curriculum Development*. Hobart and William Smith Colleges Opening Institute.

MaKinster, J. (November 14, 2022). *Policies and Practices to Support Gender Equity, Inclusion, and Belonging*. Hobart and William Smith Colleges, Academic Affairs Workshop.

MaKinster, J. (October 21, 2022). *Policies and Practices to Support Gender Diverse Students, Faculty, and Staff*. New York Six Liberal Arts Consortium Virtual Workshop.

MaKinster, J. (May 29, 2022). *Leading from the Middle*. New York Six Liberal Arts Consortium Department Chairs Retreat, Middlebrook, NY.

Hussain, K., MaKinster, J., and Pliner, S. (May 17-18, 2022). *Antiracist and Inclusive Pedagogies in the Liberal Arts*. Hobart and William Smith Colleges, Faculty Institute.

Kirk, S., MaKinster, J., and Calienes, C. (April 21, 2022). *Building a Culture of Assessment at the Colleges*. Hobart and William Smith Colleges, Academic Affairs and Academic Centers.

Kirk, S. and MaKinster, J. (April 13, 2022). *Leading from the Middle*. ACSEND NSF Advance Virtual Meeting.

MaKinster, J. and Kirk, S. (February 18, 2022). *Understanding Our Students: Admitted Students Survey*. Hobart and William Smith Colleges, Faculty Lunch Talk.

MaKinster, J. and Kirk, S. (January 20, 2022). *Curricular Initiatives and Development*. Hobart and William Smith Colleges, Opening Institute.

Hussain, K., MaKinster, J., Pliner, S. (Fall 2021). *Antiracist and Inclusive Teaching FSEM Pod*. Bi-Weekly Meetings of First Year Seminar Faculty. Hobart and William Smith Colleges, First Year Seminar Faculty.

MaKinster, J. and Hess, S. (August 18 & 19, 2021). *First Year Advising*. Hobart and William Smith Colleges, First Year Seminar Faculty.

Hussain, K., MaKinster, J., Pliner, S. (May 10-13, 2021). *Faculty Institute: Antiracist and Inclusive Pedagogies in First-Year Seminars*. Hobart and William Smith Colleges, First Year Seminar Faculty.

SELECTED PUBLICATIONS

Total Publications: 5 books; 26 journal articles; 6 book chapters

MaKinster, J. (in process). *Creating more inclusive campus spaces for people who are gender diverse*.

MaKinster, J.G., Talmage, C.A., & Pliner, S.M. (submitted). *Course-specific student learning feedback forms as tools to increase teaching effectiveness*. Journal article.

Trautmann, N. & MaKinster, J. (2017). *Birds without borders: Investigating populations, habitats, and conservation needs of birds in the U.S. and abroad*. Dallas, TX: Carte Diem Press.

MaKinster, J., Trautmann, N., Burch, C. & Watkins, M. (2015). Where the birds live: Using web-based maps for scientific inquiry into bird habitats and migration patterns. *The Science Teacher, Dec 2015: 42-49*.

MaKinster, J.G., Trautmann, N. & Barnett, G. (2014). *Teaching science and investigating environmental issues with geospatial technology: Designing effective professional development for teachers*. Dordrecht, Netherlands: Springer. (Edited Volume)

Trautmann, N. & MaKinster, J. (2014). Scientists at work: Online multimedia vignettes enable students to experience the lives of working conservation scientists. *The Science Teacher, Oct 2014: 39-45*.

MaKinster, J. & Trautmann, N. (2014). The nature and design of professional development for using geospatial technologies to teach science. In (Eds.) J.G. MaKinster, N.M. Trautmann, & G.M. Barnett. *Teaching Science and Investigating Environmental Issues with Geospatial Technology: Designing Effective Professional Development for Teachers*. Dordrecht, Netherlands: Springer.

MaKinster, J. & Trautmann, N. (2014). Understanding the use of geospatial technologies to teach science: TPACK as a lens for effective teaching. In (Eds.) J.G. MaKinster, N.M. Trautmann, & G.M. Barnett. *Teaching Science and Investigating Environmental Issues with Geospatial Technology: Designing Effective Professional Development for Teachers*. Dordrecht, Netherlands: Springer.

Trautmann, N., & MaKinster, J. (2014). The GIT Ahead Project: Meeting Teachers Where They Are and Helping Them Integrate Geospatial Technology Into Their Curriculum. In (Eds.) J.G. MaKinster, N.M.

Trautmann, & G.M. Barnett. *Teaching Science and Investigating Environmental Issues with Geospatial Technology: Designing Effective Professional Development for Teachers*. Dordrecht, Netherlands: Springer.

Trautmann, N. MaKinster, J. & Batek, M. (2013). What lives where and why? Understanding biodiversity through geospatial exploration. *American Biology Teacher*, 75(7): 462-467.

Barnett, M., MaKinster, J., Trautmann, N., Vaughn, M.H. & Mark S. (2013). Geospatial technologies: The present and future roles of emerging technologies in environmental education. In B. Stevenson, M. Brody, J. Dillon and A.E.J. Wals (Eds.), *International Handbook of Research on Environmental Education*. New York: Routledge.

Trautmann, N., & MaKinster, J. (2010). *Flexibly adaptive professional development in support of teaching science with geospatial technology*. *Journal of Science Teacher Education*, 21(3): 351-370.

Wilson, C., Murphy, J., Trautmann, N. & MaKinster, J. (2009). Local to global: A bird's eye view of changing landscapes. *American Biology Teacher*, 71(7): 412-417.

SELECTED CONFERENCE PRESENTATIONS

Total conference presentations: 60

MaKinster, J., Calienes, C., and Prewitt-Freilino, P. (December 7, 2022) *Gender Inclusivity, Institutional Research, and Institutional Assessment*. New England Commission on Higher Education Annual Meeting, Boston, MA.

MaKinster, J. (2019). *Empowering students for earth-centric leadership in an environmental studies summer program*. Presentation at the International Conference of the Association for Outdoor Recreation and Education, Spokane, WA, November 13 – 15.

MaKinster, J. (2019). *Illuminating the ways in which an environmental studies summer academic enrichment program empowers high school students for Earth-centric leadership*. Presentation at the Fifteenth International Conference on Environmental, Cultural, Economic & Social Sustainability Conference at the University of British Columbia, Vancouver, BC, January 17 – 19.

Watkins, M., MaKinster J., & Trautmann, N. (2017). *Using a 3D triple bottom line approach to explore global biodiversity using web-based maps*. Workshop at the 2017 National Science Teachers Association International Conference in Los Angeles, March 28-April 2.

Trautmann, N., Watkins, M., & MaKinster J. (2017). *Patterns and trends: Web-based exploration of bird populations from local to global*. Workshop at the 2017 National Science Teachers Association International Conference in Los Angeles, March 28-April 2.

Trautmann, N., MaKinster J., Watkins, M. & Burch, C. (2016). *Integrative 3-D Learning through Investigating Bird Species Richness with Web-Based Maps*. Workshop at the 2016 National Science Teachers Association International Conference in Nashville, TN, March 31-April 4.

Burch, C., Trautmann, N., MaKinster J., & Watkins, M. (2016). *Using Web-Based GIS to Investigate Rainforest Conservation Issues in the Brazilian Amazon*. Workshop at the 2016 National Science Teachers Association International Conference in Nashville, TN, March 31-April 4.

Trautmann, N., MaKinster J., Burch, C., & Watkins, M. (2015). *What lives where and why? Understanding biodiversity through geospatial exploration*. Workshop at the 2015 National Science Teachers Association International Conference in Chicago, IL, March 12-16.

MaKinster J., Burch, C. & Trautmann, N. (2014). *Using Web-based GIS to Investigate Rain Forest Conservation Issues in the Brazilian Amazon*. Workshop at the 2014 National Science Teachers Association International Conference in Boston, MA, April 2-6.

SELECTED GRANT FUNDING

Total Funding Awarded - \$3.4M

** = Lead Principal Investigator*

Wycoff Family Foundation – Geneva, NY *	2018 - 2022
<i>ESSYI Student Scholarships for Geneva High School (Total: \$44,000)</i>	
New York Six Liberal Arts Consortium – Ithaca, NY *	2014-2016
<i>The Design and Implementation of a Blended Learning Course in Educational Leadership (\$30,000)</i>	
George I. Alden Trust – Worcester, MA	2010
<i>Creating a Geospatial Learning Lab at Hobart and William Smith Colleges (\$150,000)</i>	
National Science Foundation: Discovery Research in K-12 Education	2010-2011
<i>Studying Topography, Orographic Rainfall, and Ecosystems (STORE) with Geospatial Information Technology (\$449,965)</i>	
Finger Lakes Wired – Rochester, NY *	2009
<i>Providing Young Women from Rural Schools With New Visions of Science and Technology Through the Environmental Studies Summer Youth Institute (\$24,200)</i>	
National Science Foundation: Innovative Technology Experiences for Students and Teachers *	2008-2012
<i>Crossing Boundaries and Exploring Biodiversity Conservation Using Information Technologies (\$1,498,811)</i>	
Rochester Area Center for Excellence in Mathematics and Science – Rochester, NY *	2008
<i>Using Geospatial Technology to Teach Science (\$8,050)</i>	
National Science Foundation: Advanced Technological Education *	2006-2009
<i>The Finger Lakes GIT Ahead Project: Creating Career Paths for Geospatial Technology Professionals Through Teacher Enhancement and Student Engagement (\$899,500)</i>	
New York State Department of Education	2005
<i>Finger Lakes Institute Educational Outreach (\$300,000)</i>	

TEACHING EXPERIENCE

Professor of Science and Environmental Education

Hobart and William Smith Colleges

Member of the Education Department and affiliated with the Environmental Studies program. The majority of my courses contribute to the general curriculum with a focus on educational leadership, environmental sustainability and leadership, teacher education, diversity and inclusion, and research in higher education. Selected courses include:

- EDUC225: Educational Leadership
- EDUC346: Technology in Education
- EDUC348: Our National Parks
- EDUC351: Teaching and Learning Through Citizen Science
- EDUC360: Teaching for a Sustainable Environment
- EDUC420: Research in Education
- EDUC791: GIS in Schools
- EDUC792: Teaching with Emerging Technologies
- EDUC801: Master's Group Project
- ENV325: Environmental Leadership
- FSEM 141: The Lens of Stand-Up Comedy
- EDUC083-01: Teaching Elementary Science
- EDUC083-02: Teaching Secondary Science

SELECTED SERVICE ACTIVITIES

Hobart and William Smith Colleges

- Committee on Academic Affairs, Fall 2021 - Present
- Council on Diversity, Equity and Inclusion, Spring 2021 – Present
- Committee on the First-Year Academic Experience, Fall 2021 – Present
- Co-Chair, LGBTQ+ Data Management Task Force, Fall 2021 - Present
- Co-chair, Committee on Teaching Effectiveness, Fall 2020 – Present
- HWS Branding Committee, Fall 2019 – Fall 2021
- HWS Registrar Search Committee, Summer 2021
- HWS Board of Trustees DEI Task Force, Spring 2021
- Faculty Speaker, Lavender Graduation, Spring 2021
- Co-Chair, Committee on Student Evaluations, Spring 2019 – Fall 2020
- Committee on the Faculty, 2018 –2020; Fall 2016 – Spring 2017
- Board of Trustees Advancement Committee, 2019 – 2020
- Provost and Dean of Faculty Search Committee, Spring 2019 – Fall 2019
- Economics Faculty Review Committee, Fall 2019
- Committee on Diversity, Equity and Social Justice, Chair, Fall 2016 – Spring 2017
- HWS Vice President for Finance and Administration Search Committee, Spring 2015

Education Department

- Review Committee Chair, Director of Student Teaching, Spring 2021
- Faculty Review I Committee Chair, Spring 2020
- Faculty Review III Committee Chair, Fall 2018 – Spring 2019
- Education Department Chair, Fall 2009 – Spring 2012; Fall 2013 – Spring 2014
- TEAC Accreditation, Department Facilitator, Fall 2011 – Spring 2014
- TESOL Education Position Search Committee Chair, Fall 2013 – Spring 2014
- Faculty Review I Committee, Fall 2012 – Spring 2013