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PROFESSIONAL EXPERIENCE:

Capital University

Director of Capital University's (Columbus, Ohio) TESOL Endorsement Program
(2004 – 2008)

- Established the TESOL (Teaching English to Speakers of Other Languages) Endorsement Program for Capital University; designed curriculum in collaboration with the university's Education Department and the ESL program following guidelines set forth by the State of Ohio.
- Taught in the program and advised in the hiring of additional faculty
- Advised potential students (teachers in elementary and secondary schools) as well as school district administrators and the university's undergraduate education students
- Currently serve as consultant to the program after retirement in July 2008

Director, Office of International Education (*English as a Second Language, International Students, and Study Abroad*), this comprehensive, centralized office is responsible for leadership and supervision in the following areas: (1992 – 2004)

- Recruitment and Admission policies for international students
- ESL curriculum, hiring of teachers, testing and placement
- Immigration advising and tracking (SEVIS, mandated by Homeland Security)
- Budget management
- All aspects of study abroad advising and management
- International student advising (insurance, initial academic counsel, health issues, finances, housing and employment)
- Coordination with student services offices
- New student orientation
- Supervision of all full-time and part-time staff/teachers (8)
- Supervision of faculty in short-term study abroad guidelines
- Coordination of visiting scholars
- Member of Provost Council (Provost is the director's supervisor)

Initiatives while serving as Director:

- Designed the protocol for visiting scholars
- Researched and established the short-term study abroad program for the School of Management with the University of Passau, Germany

- Compiled extensive guidelines for all faculty-led study abroad programs
- Established the Intensive English Language Program; wrote curriculum
- Designed comprehensive international recruitment initiatives
- Participated in many trips abroad and within the U.S. in order to explore exchange opportunities and to increase the international student enrollment for all units of the university (graduate, undergraduate and ESL) to further the international component of the university

Before becoming the director in 1992 I served part-time as a foreign student advisor in the International Education Dept. and taught in the English Department (1985-1991) where I created a course for international students who had achieved the required score on the TOEFL for admission, but who still needed help in academic writing. I was serving as the interim director of the office when the university president asked me to create the ESL program.

CLASSES TAUGHT AT CAPITAL UNIVERSITY:

- EDU (TESOL) #350, Theories and Practice of Second Language Acquisition
- EDU (TESOL) #370, Sociolinguistics and Culture
- EDU (TESOL) #380, Assessment, Evaluation and Program Development
- EDU (TESOL) #400, Practicum
- UC #110, University core course in composition for all first year students
- ENGL.#102, academic writing for international students
- GMAT review course, English section
- Orientation class for written communication, MBA programs
- Business writing for international students (law students from Mexico) summer intensive course
- Business writing for executives (MBA sponsored short-term program)
- Numerous ESL courses, short-term

INTERNATIONAL EXPERIENCE:

- Established formal linkages with schools abroad in Kuala Lumpur, Malaysia; Kanazawa, Japan; and Kumamoto, Japan, primarily for the ESL program, but also wrote detailed articulation agreements for students transferring into the undergraduate curriculum at the university
- Traveled extensively for recruitment purposes: countries visited while director included: The Bahamas, Canada, Egypt, Germany, Greece, Jamaica, Hong Kong, Indonesia, Korea, Japan, Malaysia, Mexico, Nepal, Peoples Republic of China, Qatar, Singapore, Sweden, Taiwan, Thailand, and Turkey
- Created the School of Management's short-term study abroad program in Germany in cooperation with the University of Passau.; served as on-site director
- Coordinated Capital University's connection to a new English language school in Doha, Qatar; presented a seminar on business English at the center in the Spring of 2001
- Traveled to the University of Saskatchewan in Saskatoon, Canada to help facilitate the exchange program for the Law School

- Visited cities and schools in Sweden and helped facilitate exchange with Malardalens Hogskila in Sweden for the School of Nursing
- Taught seminars on English teaching methods for teachers of English in Taipei, Taiwan
- Worked closely with representatives of the UAE, United Arab Emirates, in creating an ESL program on campus for naval cadets
- Presented information on American education and specific programs at Capital University for school administrators in Chaing Rai, Thailand
- Conducted supervisory visits to Capital's Service Learning study abroad program in Kingston, Jamaica
- Gave information sessions throughout Kathmandu, Nepal to secondary schools
- Worked with Saudi embassy in the establishment of an ESL program for Saudi women at an off-campus site

UNIVERSITY SERVICE;

- Served on various committees including Academic Affairs, International Studies, Academic Development, Fine Arts, and Core Curriculum Review
- Served on numerous search committees for the following positions: Provost, MBA Dean, Resident Director for Jamaica program, International Student Advisor, Multicultural Director, and ESL faculty position
- Presenter for orientation programs, alumnae groups, academic honor societies

PROFESSIONAL PRESENTATIONS, CONSULTATIONS, PUBLICATION:

- External Consultant to the International Programs at Slippery Rock State University, Slippery Rock, Pennsylvania. Wrote final report (2007)
- Presented at the TESOL Summit for Ohio (2006)
- Evaluated teaching effectiveness of international instructors for Horizon Academy, a charter school, in Columbus, Ohio (2005)
- Public Television, Channel 34, *Viewpoint*, the weekly public affairs program; participated with two other international educators (from The Ohio State University and Otterbein College) in a panel discussion on the effects of 9/11 on current issues for universities in international programming (2004)
- Conducted two workshops to area ESL volunteer teachers for a church-based ESL program on teaching methods which reflected knowledge of second language acquisition theories and cross-cultural understanding (2004 & 2005)
- Presentation at Hokuriku Gakuin Junior College, Kanazawa, Japan, on higher education in the U.S. and ESL programs (2003)
- "Globalization in Higher Education," speech given at the induction of students at the Alpha Kai Honorary, Capital Univ. (2002)
- "Short-term Study Guidelines," panel participant at the NAFSA Ohio meeting, (2002)
- Presentation at the annual conference, CCIS, College Consortium for International Study, Washington, D.C., "Organizing the multi-task Office" (2001)

- Consultant for Otterbein College, Westerville, Ohio and Ashland University, Ashland, Ohio on structuring a centralized international education office (2000 & 2001)
- Participation on panel for DACUM (Developing a Curriculum) for the College of Education, The Ohio State University, at the Center on Education and Training for Employment, for the purpose of defining a research chart for international student advisors (2000)
- Published article in Ohio TESOL Newsletter on the establishment and growth of the ESL program at Capital University, (2000)
- Chair of panel presentation at the annual conference, CCIS, San Antonio, "Study Abroad from a Personal Perspective" (2000)
- Presentation at the CCIS conference in Mexico City on "Orientation for Study Abroad Conducted by the Host Institution" (1999)
- Chair of panel presentation at CCIS annual conference, Washington, D.C. "Nuts and Bolts on Advising" (1998)
- "Service Learning Opportunities," title of presentation at the region VI conference of NAFSA (1997)
- Presentation to AAUW World Affairs Interest Group, "Importance of Student Experiences for International Students on Campus," Columbus, Ohio (1999)
- Presentation to AAUW World Affairs Interest Group, "Trends in International Education" Columbus, Ohio (1998)
- Presentation to DAR chapter, "Economic Trends & Political Scenarios in International Student Enrollment" (1998)
- "Qualities needed in International Student Advising," presentation at central Ohio's International Educators' Group (1995)
- Presenter, 1995 International Education Summer Institute, Bexley City Schools (1995)
- Facilitator for Host Family Workshop, AuPair in America, Fall 1995 & Spring (1997)

ADDITIONAL PROFESSIONAL EXPERIENCES:

- English teacher with the Columbus Public Schools in the ESL program, federally funded refugee program, Title I, taught all proficiency levels and participated in evaluation and testing team for placement (1981-1988) during influx of refugees from Southeast Asia
- Home Instruction teacher for the Columbus Public Schools (1966-1981)
- Secondary school teacher, New Albany High School: History, Speech; also served as librarian for the High School and directed the class play (1962-1964)

PROFESSIONAL ASSOCIATIONS:

- Phi Beta Delta, Honor Society for International Education (led the initiative to found the Beta Mu chapter at Capital University in 1994)
- TESOL, International organization
- IVC, International Visitors Council

- CCIS, College Consortium for International Study, past Board of Directors member)
- Past participant in NAFSA, National Association for Foreign Student Affairs

PERSONAL/COMMUNITY SERVICE:

- Northwest Christian Church, Adult Sunday School teacher, currently president of the church board
- Teach weekly English class to Chinese speakers of the Highpoint Evangelical Christian Church (began the program in the spring of 2008)
- Host family (long-term) for students from Sweden, Brazil, Germany and Wales and frequent host for international visitors to Columbus
- Facilitated and spoke at numerous church retreats
- Named to International Committee for YWCA

EDUCATION:

Master of Arts

TESOL, Department of Foreign Language Instruction
 The Ohio State University, Columbus, Ohio, 1989
 Concentration: The Writing Process

Additional graduate hours were earned in working with students with special needs with an emphasis in education for deaf students, The Ohio State University Graduate School. One year study in American Sign Language, Columbus State Community College

Bachelor of Arts

English and History, 1962
 Ashland University, Ashland, Ohio

Certification / Training

- Trained and qualified to administer the Intercultural Development Inventory (Intercultural Communication Institute, 2001)
- Professional Development Trainer for NAFSA, 2001, in TESOL
- State of Ohio, 7-12: ESL, English, History, Government
- I also participated in numerous ESL training workshops on teaching methods and testing/placement during my time as an ESL teacher with the Columbus Public Schools, especially as the ESL teachers worked with the classroom teachers