

WAYNE STATE UNIVERSITY

**Professional Record - Full
Academic Staff**

NAME: Royanne Smith

DATE PREPARED: April 1, 2020

DATE REVISED: March 31, 2021

OFFICE ADDRESS:

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Detroit, MI 48202

OFFICE TELEPHONE: (313) 577-7701

DEPARTMENT/COLLEGE: Departments of English and Philosophy, College of Liberal Arts and Sciences

PRESENT CLASSIFICATION: Academic Services Officer IV (9/29/2016)

YEAR AWARDED ESS: March 21, 2006

CITIZEN OF: U.S.A

EDUCATION:

Baccalaureate: Marygrove College, Detroit, MI

English B.A. and Provisional
Secondary Education Teacher
Certification, 1991

Graduate: Wayne State University, Detroit, MI

M.A. Degree, December 2006; **total**
70 graduate credits in English,
Communication, and Education

Certification: Wayne State University, Detroit, MI

Professional Secondary Education
Teacher Certification, (renewal) June
2019 (-2024)

Certification: Wayne State University, Detroit, MI

Level Two Advisor Certification,
WSU Advisor Training Academy,
2016 (-present w/renewals).

WSU EMPLOYMENT HISTORY:

Academic Services Officer IV, Departments of English and Philosophy, September 2016 to Present

Academic Services Officer III, Department of Philosophy, February 2016 to September 2016

Academic Services Officer III, Department of English, August 2011 to September 2016

Academic Services Officer II, Department of English, August 2007 to August 2011

Academic Services Officer I, Department of English, March 2002 – August 2007

Graduate Student Assistant, *Assistant to the Associate Chair*, Department of English, August 1998 – March 2002

Signature: _____

PRESENT POSITION DESCRIPTION:

- Advise potential and current English, Film Studies, and Philosophy majors/minors
- Review transcripts and certify English, Film Studies, and Philosophy major/minor degree applicants
- Coordinate and implement Departments of English and Philosophy recruitment activities for undergraduate students
- Collect and distribute statistical data on undergraduate student body
- Serve as departmental liaison for University Advising Center and other University student services offices
- Compose and distribute departmental undergraduate news to English and Film Studies majors (via Canvas undergraduate student organizational site)
- Serve as standing member of Department of English Undergraduate Studies Committee
- Supervise undergraduate transfer credit evaluation process for Dept. of English
- Supervise donor communication and gift-giving procedures for Dept. of English
- Coordinate Department of English undergraduate scholarships and supervise judging
- Serve as instructor of record for ENG 4990, ENG 4992, ENG 5990, and ENG 5993
- Assist Department of English Associate Chair with class complaint and plagiarism procedures

PRIOR EMPLOYMENT OUTSIDE WSU:

1989 – 1998 Marygrove College, Detroit, MI
 Writing Center Tutor Coordinator (1997-98), Composition Faculty-Lecturer (1992-98), Writing Center Tutor (1989-98)

1991 – 1997 Ferndale School District, Ferndale, MI
 Tenured Secondary Education Teacher: Adult High School Completion Teacher, Teen Alternative High School Teacher, Adult English as a Second Language (ESL) Teacher, Adult Basic Education (ABE) Teacher, Adult Vocational Business English Instructor.

PROFESSIONAL ASSOCIATIONS:

Professional Society Memberships:

American Association of University Professors/American Federation of Teachers (AAUP/AFT)
 Michigan Academic Advising Association (MIACADA)
 National Academic Advising Association (NACADA)
 National Council of Teachers of English (NCTE)
 Wayne State University Academic Advising Council (WSU-AAC)

PROFESSIONAL ACHIEVEMENTS:

Professional Association Positions Held:

Past President and Executive Board member on Wayne State University Academic Advising Council (WSU-AAC), 2015/2016

President of Wayne State University Academic Advising Council (WSU-AAC) for two terms, 2013/2014 & 2014/2015

Professional Conferences:

Presentations:

- WSU Academic Advising Summit, Panel Presenter for *Engaging Late Career Advisors: Beyond the Rank IV Ceiling*, September 19-20, 2019
- Great Lakes Regional Student Success Conference, Presenter for Poster Session *Perspectives and Reflections: Advisors Supporting LGBTQ Students*, February 16, 2017
- WSU Academic Advising Summit, Presenter for *Perspectives and Reflections: A Roundtable on Supporting LGBTQ Students*, September 19, 2016.
- WSU Academic Advising Summit, Panel Presenter for *Teachers as Advisors as Teachers*, May 14-15, 2015
- WSU Academic Advising Summit, May 14-15, 2015 (*As organization's president drafted and presented speeches introducing keynote speakers; drafted and delivered annual report to membership.*)
- 2007 Society for Cinema and Media Studies Conference in Chicago, March 9-12, 2007
- Popular Culture Association Conference in San Diego, CA, March 24, 2005
- 5th Annual Teaching, Learning and Technology Roundtable Conference at Wayne State University, March 11, 2004
- Pacific Ancient and Modern Language Association in Claremont, CA, November 8, 2003
- English Department Graduate Colloquium, WSU, October 17, 2003
- Southeast Medieval Association in Tallahassee, FL, September 25, 2002

Panels Chaired:

- Computers and Writing Conference, WSU, May 19, 2007
- 2007 Y/X American Studies Conference, WSU, March 30, 2007
- 2004 Y/X American Studies Conference, WSU, March 26, 2004

- Popular Culture Association Conference, New Orleans, April 17, 2003
- 2003Y/X American Studies Conference, WSU, March 28, 2003

Participation:

- Great Lakes Regional Success Virtual Conference, February 23-26, 2021.
- Great Lakes Regional Success Conference, February 27-28, 2020.
- WSU Academic Advising Summit, September 19-20, 2019 (See panel presentation.)
- Great Lakes Regional Student Success Conference, March 21-22, 2019
- WSU Academic Advising Summit, September 27-28, 2018 (Note: was part of QWSU-A presentation team, developing and collating presenters' materials)
- Queering Racial Justice Conference, WSU, September 8, 2018
- WSU Academic Advising Summit, October 5, 2017
- Great Lakes Regional Student Success Conference, Detroit, MI, February 16, 2017
- WSU Academic Advising Summit, September 19-20, 2016
- MIACADA Annual Conference, Oakland University, Troy, MI, May 8, 2015
- Oakland University Student Success Conference, Troy, Michigan, February 12-13, 2015
- MIACADA Annual Conference, *Student Outreach Strategies*, Mt. Pleasant, Michigan, May 30, 2014.
- WSU Academic Advising Summit, May 8-9, 2014
- Oakland University Student Success Conference, *High-Impact Practices*, Troy, Michigan, February 5-6, 2014
- Community Literacy Summit, Grand Rapids, Michigan, September 24-25, 2013
- WSU Academic Advising Summit, *Advising Models*, May 17, 2013
- NACADA Great Lakes Region 5 Annual Conference, Kalamazoo, Michigan April 3-5, 2013.
- MIACADA Annual Conference, Davenport University, Grand Rapids, May 18, 2012
- Academic Advising Summit, WSU, March 29 & 30, 2012
- Undergraduate Research Conference, WSU, November 12, 2010
- Tutoring and Supplemental Instruction Institute Conference and Workshops, WSU, April 2, 2009
- Academic Success Summit, WSU, March 20, 2009
- Tutoring and Supplemental Instruction Institute Conference and Workshops, WSU, April 11, 2008
- Academic Success Summit, WSU, March 28, 2008
- Academic Success Summit, WSU, April 10, 2007
- Tutoring and Supplemental Instruction Conference and Workshops, WSU, April 13, 2006
- Academic Success Summit, WSU, February 24, 2006
- Annual International Congress on Medieval Studies Conferences, Western Michigan University, May 2000 - 2005
- Tutoring and Supplemental Instruction Conference and Workshops, WSU, April 15, 2005
- Academic Success Summit, WSU, March 4, 2005
- English Department Graduate Colloquium, November 13, 2003
- Wayne State University Composition Conference, WSU, February 8, 2003
- Y/X American Studies Conference, WSU, March 29, 2002

Professional Training (Workshops, Seminars, and Courses):

Presentations:

- Co-facilitator and presenter for ATA Book Club, *Drive: The Surprising Truth about What Motivates Us*, January 22, 2021.
- Co-presenter for workshop *Preparing Your Personal Statement for Promotion and ESS*, WSU-AAC Training Committee, December 9, 2020.
- Presenter/MC for NACADA Webinar, *LGBTQA Ally Development and Advocacy Empowerment for Academic Advisors*, April 12, 2017
- Trainer for STARS Advisor Training Workshop, WSU, December 5, 2012
- Presenter for Academic Services Staff Association ESS/Promotion Workshop, October 16, 2008

Participation:

- Transfer Advising Workshop, March 11, 2021
- Advanced TEAMS Training, September 24, 2020
- Big Blue Button Canvas Workshop, WSU Office for Teaching and Learning, April 16, 2020
- Campus Security Authority Online Training Module, February 25, 2020
- Academic Staff Steering Committee (ASSC) Workshop: “Career Timeline”, February 20, 2020
- Student Disability Services Liaison Winter Training, February 7, 2020
- Transfer Pathways II of WSU Transfer Student Advising Series, January 29, 2020
- Implicit Bias Workshop, hosted by Wayne Women Lead, November 7, 2019
- Transfer Pathways I of WSU Transfer Student Advising Series, October 30, 2019
- Student Disability Services Liaison Fall Training, October 4, 2019
- GER 2991: Understanding the Fairy Tale (Winter 2019 course taken as part of Secondary Education Professional Teaching Certification renewal requirements)
- Honors College Breakfast and Seminar, April 15, 2019
- Title IX Workshop, February 22, 2019
- Webinar (WSU) Academic Advising: Train Advisors to Proactively Address Diverse Student Needs and Protect Themselves & Your Institution from Risk, February 19, 2018.
- Academic Works Scholarships and Awards Workshop, February 18, 2019.
- Student Disability Services Liaison Training, October 2, 2018
- WSU Academic Advising Summit, September 28, 2018
- Banner 9 Registration Training, September 19, 2018
- “Advising 1st Generation Students”, NACADA Webinar, September 12, 2018
- Warrior Way Back Training/Overview for Advisors, August, 7, 2018
- Academic Works (Student View Only), June 18, 2018
- Canvas Basics, June 1, 2018
- “Virtual Institute on Recognizing and Interrupting Microaggressions” by Dr. Kathy Obear, Office of Diversity and Inclusion hosted Webinar, March 29, 2018

- “Interrupting Racism: Our Role and Responsibility as White Allies” by Dr. Kathy Obear, OMSE hosted Webinar, February 1, 2018
- DACA Informational Session, WSU Law School, September 18, 2017
- Advising Works Training: Appointment Campaigns, August 7, 2017
- Degree Works Academic Plan Training, June 13, 2017
- Advisor Liaison Training, April 19, 2017
- “Nudging Students to Success: The Integration of Academic Advising and Motivational Psychology”, NACADA Webinar", April 6, 2017
- “Mindset, Right to Fail, and Persistence: Academic Advising in Support of Student Success”, NACADA Webinar, February 1, 2017.
- \NACADA Webinar, “Helping Students Clarify Their Dreams: Advising the Foreclosed Student”, December 14, 2016.
- Advisor Training Academy Modules 4, 5, & 6 (for Level One Certification), WSU, April 18 & 19, 2016.
- NACADA Webinar, "Intersectionality: Understanding Our Students' Multifaceted Identities," WSU, April 13, 2016
- "Advisor Training Academy Curriculum and Certification Overview, "WSU, February 29, 2016
- Degree Works II Training, August 2015
- EED 6310 *Young Adult Literature*, WSU **Spring/Summer 2015 course**
- Degree Works I Training, Spring 2015
- NACADA Advising Webinar DVD *Building the Framework: Advising as a Teaching and Learning Process*, April 21, 2015
- Advisors’ Book Club Brown Bag “Strength-based Advising”, WSU Advisor Training Academy, April 17, 2015
- Advisors’ Book Club Brown Bag discussion of “Happier”, WSU Advisor Training Academy, November 21, 2014
- “Integrating Academic and Career Advising” Webinar, WSU, November 14, 2014
- “Empathy Training for Advisors”, WSU Advisor Training Academy, September 19, 2014
- *Stereotype Threat and the Psychology of Achievement Gaps* by Dr. Valerie Purdie-Vaughn, WSU, March 19, 2014
- WSU/NACADA Advising Webinar, *Soldiers to Students*, February 26, 2014
- ASSC Working Luncheon, February 20, 2014
- WSU Transfer Student Success Center Open House (overview of services), February 18, 2014
- Student Disability Services Liaison Training, February 11, 2014
- CES 0964 *Differentiated Instruction and Response to Intervention*, **Winter 2014 course**, Schoolcraft College, Livonia, MI
- CES 0932 *Teaching Students with Autism: Strategies for Success*, **Winter 2014 course**, Livonia, Michigan
- Organized Blackboard Training Workshop for CLAS Advisors, December 12, 2013
- WSU/NACADA Advisor Webinar, *Reaching and Retaining Students: Effective Academic Advising Strategies (Introduction to Six Approaches to Advising)*, November 15, 2013
- Academic Success Center and Student Disabilities Services Open House (overview of services), WSU, November 13, 2013

- CES 0978, *Teaching Students with ADHD*, **Fall 2013 course**, Schoolcraft College, Livonia, Michigan
- CES 7374 *Guided Reading and Writing: Strategies for Maximum Student Success*, **Fall 2013 course**, Schoolcraft College, Livonia Michigan
- Advisors' Brown Bag, *Conversation Starters with Students*, WSU, September 20, 2013
- CLAS Website Training, June 24, 2013
- S.M.A.R.T. Training Workshop. New intervention policy for WSU Student Withdrawal Approval Process, June 12, 2013
- WSU/NACADA Advisor Webinar, *Beyond Surveys: Assessing Student Learning in Student Affairs*, June 12, 2013
- LIS 8410: *Social Media for the Information Professional*, WSU **Winter 2013 course**
- Travel Wayne/Concur Training, WSU, October 24, 2012
- Student Disability Services Workshop, WSU, October 22, 2012
- Welcome Center Student Services Informational Meeting, August 17, 2012
- General Education Workshop on *Integrative and Applied Learning, Personal and Social Responsibilities, and Foundations for Lifelong Learning*, WSU, April 20, 2012
- Satisfactory Academic Progress Training, WSU, April 18, 2012
- Student Disability Services Workshops, WSU, February 9, 2012
- Travel Policy Training, WSU, January 12, 2012
- *Team-Building* Workshop, WSU, September 9, 2011
- *Collaborating Across Cultures* Workshop, WSU, July 20, 2011
- Development and Alumni Affairs Annual Giving Training, July 12, 2011
- *How to Communicate Across Cultures* Workshop, June 15, 2011
- *An Evening with Nikki Giovanni*, sponsored by the WSU Graduate School, September 30, 2010
- "The Death and Life of the Great American School System: How Testing and Choice are Undermining Education," by Diane Ravitch, WSU, September 23, 2010
- Library Committee workshop, WSU, October 22, 2010
- NCTE Web Seminar *Online Writing Course Focuses on Writing, and Isn't That What We've Been Aiming For?* by Scott Warnock on September 16, 2010
- Bulletin in Force Session, College of Liberal Arts and Sciences, May 26, 2010
- STARS Reports Session, Dept. of English, May 7, 2010
- College of Education Teacher Advisory Committee Board Meeting/Round-table, October 1, 2009
- Pearson Higher Ed. MyCompLab and MySearchLab training session, August 25, 2009.
- O.I.S.S. Academic Advising Forum, July 22, 2009
- Cultural Diversity Workshop, March 31, 2009
- Advanced Blackboard 3: Creating Online Assessments, Office for Teaching and Learning, January 9, 2009
- Advanced Blackboard 2: Assignments and E-grading, Office for Teaching and Learning, January 9, 2009 (refresher)
- Wimba 'Live Classroom' Introduction: Office for Teaching and Learning, January 8, 2009
- "Aim High" presentation by Albert Mensah, ASPDC event, October 9, 2008
- Writing Center Workshop: Students with Disabilities, September 13, 2008
- Computer Classroom Training: September 2, 2008

- Composition Orientation: MyCompLab Session, August 26, 2008
- Financial Aid Town Hall: Office of Student Financial Aid, June 9, 2008
- Blackboard Assessment Tools: Respondus. Office for Teaching and Learning, March 25, 2008
- Composition Program Grading Workshop, Department of English, January 7, 2008
- Educational Accessibilities Training 2: Academic Success Center, November 15, 2007
- Educational Accessibilities Training 1: Academic Success Center, August 14, 2007
- Advanced Blackboard 2: Assignments and E-grading, Office for Teaching and Learning, June 19, 2007
- Advanced Blackboard 1: Using the Communication Tools. Office for Teaching and Learning, June 12, 2007
- Blackboard Basics: Creating an Online Presence. Office for Teaching and Learning, June 5, 2007
- *Facebook, MySpace and the University Community* Workshop (UGL), December 5, 2006.
- MS Access II: Working with Data Drop-in Computer Workshop (UGL), October 25, 2006.
- *Violence in the Workplace* for Employees Workshop, WSU, October 16, 2006.
- New General Education Requirements Informational Session (CLAS Dean's Office), October 16, 2006
- MS Access II: Filters and Queries Drop-in Computer Workshop (UGL), October 12, 2006.
- Student Cognos ReportNet Navigation Training, August 16, 2006
- MS Access I Drop-in Computer Workshop (OTL), August 3, 2006.
- WebTime Entry Timesheet Training, April 27, 2006
- PowerPoint for Your Course (OTL), March 24, 2006
- MS Excel 1: Spreadsheet Basics (OTL), March 21, 2006
- Safe Assignment Plagiarism Software Training (OTL) – February 27, 2006
- Safe Assignment Plagiarism Software Interactive Demonstration (OTL) – October 18, 2005
- Campus-wide Forum on Academic Advising (Presenter: Assoc. Provost Howard Shapiro) WSU, September 30, 2005
- Enrollment Services Training - STARS, June 7, 2005
- Advisors Forum - Ombudsperson Services, April 22, 2005
- College Meet and Greet Session (Student Services Contacts and Procedures), February 16, 2005
- Advisors Forum – Graduation Procedures and Curriculum Guides, January 21, 2005
- COM 5500: *Internet Publishing* WSU Course, Fall 2004
- Family Educational Rights and Privacy Act Training, September 17, 2004
- Disability Etiquette and Awareness Session, September 15, 2004
- Campus-wide Forum on Academic Advising, WSU, August 27, 2004
- Scholarship Selection and Award Processing Seminar, WSU, April 7, 2004
- Powerpoint workshop, (OTL), September 23, 2003
- PBS Teleconference: "Cheating and Plagiarism Using the Internet." April 3, 2003
- Scholarship Administration: "Demystifying the Private Scholarship Cycle." WSU, February 20, 2003

- University Advising Web Site Workshop, WSU, October 3, 2002
- Banner E-Services Workshop: Entering Early Assessments & Final Grades, September 23, 2002
- Banner E-Services for Academic Support Staff, August 27, 2002
- Banner E-Services Workshop: Simulation & Practice, August 27, 2002
- Banner Student: Registration, July 2, 2002
- Banner Student: Academic Holds, June 18, 2002
- Dreamweaver 4.0 Web Design Workshop, June 10, 2002
- Banner Student: Academic History Inquiries, May 23, 2002
- Banner Student: E-Reports, April 23, 2002
- Banner Student: System Overview, March 21, 2002

SERVICE:

University/College Committees Chaired:

2019- 2020	Member of Warrior Scholars Conference for Undergraduate Research and Creative Works Planning Committee
2014 – 2019	Chaired planning committee for Annual Rushton Undergraduate Conference in Language, Literature, and Culture
2016 – 2018	Chaired QWSU-A Committee, advisors’ standing committee of qWSU Faculty and Staff LGBTQ Organization
2013 - 2015	President of Wayne State University Academic Advising Council (WSU-AAC) (<i>Duplicated from Professional Associations Section</i>)
2014 – 2015	WSU-AAC By-laws Subcommittee

University/College Committee Membership:

2020 – 2022	Advisor Selection and Development Committee, Excellence in Academic Advising Project (EAA)
2020 – 2022	Organization Committee, Excellence in Academic Advising Project (EAA)
2020 - 2022	University Academic Staff Hearing Panel
2017 - 2022	WSU Non-Academic Misbehavior Hearing Panel
2021 - present	CLAS Academic Staff Promotion/ESS Committee
2020 – 2021	ASCC (CLAS Academic Staff Collegial Committee) By-laws and Factors Ad Hoc Committees

2016 – present	Member QWSU-A advisors’ standing committee of qWSU Faculty and Staff LGBTQ Organization
2016 – present	Member of WSU-AAC Training Committee
2017 - 2018	CLAS Academic Staff Promotion/ESS Committee
2015 - 2017	CLAS Academic Staff Salary Committee
2015 – 2016	Past President of Wayne State University Academic Advising Council (WSU-AAC) (<i>Duplicated from Professional Associations Section</i>)
2015 - 2016	WSU-AAC Professional Development Ad-hoc Committee Member
2015 – 2016	General Education Reform WSU-AAC Advisor Subcommittee Member
2013 & 2014	University Advising Summit Planning Committee Member
2012 - 2014	CLAS Academic Staff Salary Committee
2012 - 2014	University Academic Staff Promotion Committee
2007 – 2013	College of Liberal Arts and Sciences Representative on University Advising Council
2011 – 2013	University Advising Council Communication Subcommittee
2011 – 2013	University Advising Council Advisor Training Subcommittee
2004 - 2012	Member of Academic Integrity Working Group through the Office for Teaching and Learning
2009 - 2011	Secretary of CLAS Academic Staff Collegial Group
2009 & 2010	CLAS Staff Promotion/ESS Committee
2008 – 2010	CLAS Academic Staff Salary Committee
2004 - 2010	Member of Academic Integrity Working Group through the Office for Teaching and Learning
Winter 2007	Member of organizing committee for the 2007 Y/X American Studies Cross-disciplinary Academic Conference.
2003 – 2006	College of Liberal Arts Academic Staff Salary Committee

Department Committees Chaired:

2010 - 2012 Chaired Department of English Awards Committee

Department Committee Membership:

2002 - present Department of English Undergraduate Studies Committee standing member

2005 – 2014 Ex-officio member of Department of English Awards Committee

Service to University/College/Departments/Divisions:

Service to University/College:

March 22, 2021 Created animated PowerPoint for Humanities session of CLAS Open House (which could not ultimately be used due to WSU's chosen platform) and led Q & A.

Spring/Summer 2020 Kickstart College Placement/Advisor Team member

May 4, 2019 Rainbow Graduation planning group member and ceremony presenter

June 9, 2018 Motor City Pride: Coordinated display table for WSU's LGBTQ organizations and attended all day as University representative.

Spring/Summer 2018 Participated in freshman and transfer student new orientation sessions, and volunteered as breakout discussion leader.

May 4, 2018 Rainbow Graduation planning group member and ceremony presenter

Nov. 2016 - 2019 Founding member of QWSU-Advisors, a cross-campus advisors' group focusing on supporting LGBTQ students

Aug. 2015 – 2019 Served on editorial board for *Advising Notes Newsletter*, co-sponsored by University's Advisor Training Academy and WSU-AAC and distributed to all WSU advisors. Contributor to each quarterly publication.

Spring/Summer 2017 Participated in freshman and transfer student new orientation sessions, presented at one morning session, and volunteered as breakout discussion leader for others.

April 28, 2017 Rainbow Graduation organizer and presenter

April 19, 2017 Participated in University Gen. Ed. Reform Committee roundtable with CLAS advisors

Spring/Summer 2016 Participated in freshman and transfer student new orientation sessions

- October 30, 2015 Transitions: Community Colleges to Wayne State University event sponsored by WSU Transfer Student Success Center. Resource fair participant.
- October 28, 2015 Towers Residence Hall Registration Prep Session
- Spring/Summer 2015 Participated in nine freshman and transfer student new orientation sessions
- Spring/Summer 2014 Led two new student orientation sessions and participated in six others (inaugural year of CLAS advisor participation in NS Orientation)
- Spring 2014 Organized a CLAS advisors' working group to develop orientation materials, power point presentations, and budget proposal in preparation for College's first time participating in spring/summer new student orientation sessions
- March 19, 2014 Volunteered by calling prospective new students through the WSU Alumni Association; filled out and mailed postcards afterwards
- February 28, 2014 Initiated and led first annual Rushton Undergraduate Conference in Language, Literature, and Culture
- 2013 & 2014 Member of By-Laws development team for new WSU Academic Advising Council
- Fall 2013 Led College of Liberal Arts and Sciences Advising Syllabus Working Group and co-authored College advising syllabus (updating annually)
- Fall 2013 Organized Blackboard Training Workshop for CLAS Advisors
- April 2013 Representative for CLAS Advisors at NACADA Great Lakes Region 5 Annual Conference
- November 16, 2012 Created event program, coordinated venue, and was on set-up committee for WSU New Advisor Welcome event
- August 27, 2012 Volunteer check-in staff for Orientation 2 (new students) through Dean of Students Office
- May, 2012 Represented CLAS Advisors at MIACADA Annual Conference
- Fall 2011 & Fall 2012 Created and updated contact spreadsheet of all CLAS staff and faculty undergraduate advisors
- Fall 2009 – Fall 2010 Co-revised and edited CLAS Academic Staff Bylaws
- August 31, 2010 Volunteered at iStart: New Student Days

August 2007	Worked registration tables at New Student Convocation
June-August 2006	Created and tended display table for New Student Orientation Resource Fair (Welcome Center)
August 2006	Worked registration tables at New Student Convocation
August 2006	Participated in New Student Convocation Volunteer Training
June-August 2006	Created and tended display table for and New Student Orientation Resource Fair
April 29, 2006	Participated in Admissions Open House
Winter 2006	Served as evaluator of Safe Assignment Plagiarism Software Pilot Program through Office for Teaching and Learning
December 13, 2005	Presented English and Film B.A. programs and Departmental Honors curriculum and procedures at University Advising Committee monthly meeting
June-August 2005	Created and tended display table for New Student Orientation Resource Fair (Welcome Center)
August 2005	Worked registration tables at New Student Convocation
August 2005	Participated in New Student Convocation Volunteer Training
June 28 & 30, 2005	Presented at two Parent Orientation Round-table Sessions as member of OTL Cheating and Plagiarism Working Group
March 2004	Worked registration table for Y/X American Studies Conference
August 2003	Worked registration tables at New Student Convocation
August 2003	Participated in New Student Convocation Volunteer Training
July 2003	Worked information fair table at Wayne Warrior Welcome Success Days
July 2003	Facilitated workshop session at Wayne Warrior Welcome Success Days
Fall 2002	Worked registration tables at Welcome Home Freshman Orientation.

Service to Department:

2020 - 2021	Created How to Apply to English Undergraduate Scholarships Canvas module for English majors in Fall 2020, and with Associate Chair developed narrated YouTube presentations of this module in Winter 2021.
Sept. 2019 – Present	Assumed role of Honors Program Coordinator for English
July 2019 – Present	Developed Canvas course and training modules to orient new Dept. of English work-study students to office clerk skills and responsibilities.
July 2013- Present	Initiated Blackboard site for English Undergraduate Advising; migrated site to Canvas; continue to develop and update content areas and communicate with English majors and minors.
2012 – Present	Organize and facilitate multiple English major career workshops each year on behalf of Undergraduate Studies Committee
2007 – Present	Create display materials and tend departmental table at Dean of Students' Festifall event each August
2007 - Present	Volunteer as Department of English Liaison for University Student Disabilities Services Liaison Program
2002 – 2020	Composed scholarship and undergraduate award recipients' biographies for courtesy packets sent to donors annually – a practice I initiated
2004 – Present	Organize all aspects of Annual Department of English Writing and Scholarships Awards Ceremonies
1998 - Present	Develop departmental materials and tend table for College and University recruitment activities
October 30, 2019	Prepared materials and donated reading time to Frankenreads Department of English event celebrating the 200 th anniversary of Mary Shelley's novel <i>Frankenstein</i> .
Feb – May 2016	Initiated meetings between English and Philosophy administrators to coordinate and determine advising-related responsibilities and schedules
January 2011-2015	Created binders and electronic folders containing policies and routine procedures used by Department of English undergraduate program specialist, undergraduate advisor, and Associate Chair. Composed

instructional documents for application of those policies and procedures. Routinely revises and update these materials.

- November 7, 2015 Represented Department at WSU “Scholars’ Day”
- Fall 2015 Trained new Undergraduate Program Specialist in Banner, STARS, and Academics processes as well as student services procedures and practices.
- February 8, 2015 Represented Department at WSU “Scholars’ Day”
- November 20, 2014 Represented Department at “Discover the Majors” undergraduate event organized by WSU University Advising Center
- November 14, 2014 Represented Department at WSU Undergraduate Research Conference Fair, Alumni House
- October 28, 2014 Represented Department at WSU Honors Student Association Fair
- January, 2014 Editor, *Department of English Newsletter*
- February 27, 2012 Coordinated venue, arranged guest speakers for and “MC’d” *Careers in Publishing* Workshop for undergraduate and MA students.
- December 2, 2012 Coordinated volunteers for Scholars Day and participated in Academic Resource Fair
- April 2008 - 2012 Initiated procedure to make WSU’s English B.A. an approved Michigan Works training program for No Worker Left Behind students. Updated program’s Career Education Consumer Report website annually and served as NWLB/Michigan Works departmental liaison
- September 2008 – 2011 Coordinated tutoring arrangements and served as unofficial liaison between Wayne State’s ACCESS Trio Program and Department of English Undergraduate Internship Programs.
- July 2010 Assessment Coordinator for Film B.A. program Self-Study
- February 14, 2010 Coordinated volunteers and participated in Scholars Day Academic Resource Fair
- August 25, 2009 Presenter at Department of English G.T.A. Orientation
- March 27 & May 29, 2008 Co-presented (with Director of Composition) at University Advising Office monthly meetings concerning new online registration pre-requisite procedures for English composition courses
- Winter 2007 Organized 2007 inaugural full-day Career Workshop for English Majors and facilitated career development sessions on March 23, 2007

- Jan. – Feb. 2006 Developed departmental website pages and links for 2006 Writing Awards and Scholarships announcements and applications for both Undergraduate and Graduate pages of departmental web site
- Fall 2005
- Winter2006 Researched comparable universities, compiled data on department and university student body, and co-authored undergraduate section of Department's Self-Study Report
- November 30, 2005 Served as departmental representative at Teacher Education Division Advisory Group meeting (substituting for Associate Chair).
- Summer 2005 Wrote articles for and co-edited Department of English Alumni Newsletter
- Spring/Summer 2004 Wrote articles highlighting students for Department of English Alumni Newsletter
- March, 2004 As part of the charge to revise the B.A. program in English and in preparation for undergraduate assessment portion of departmental self-study, developed a writing concentration curriculum in collaboration with then Director of Composition, Richard Marback.
- March 2004 Compiled and edited plagiarism informational packet to be distributed to Provost, Dean, Associate Deans, Judicial Officer, etc. *This packet and associated procedures have been used as a model of departmental practice by the Dean of Students Office since.
- Fall 2003 Project coordinator for three-year General Education Review
- 2003 - 2004 Participated in departmental Phonathon Fall and Winter semesters

Teaching:

- Winter 2011 Taught ENG 1010 (Basic Writing)
- Fall 2010 Taught ENG 1010 (Basic Writing)
- Winter 2010 Taught ENG 1010 (Basic Writing)
- Fall 2009 Taught ENG 1010 (Basic Writing)
- Winter 2009 Taught ENG 1010 (Basic Writing)
- Fall 2008 Taught ENG 1010 (Basic Writing)
- Winter 2008 Taught ENG 1010 (Basic Writing)
- Winter 2005 Served as Teaching Assistant for ENG 5992/4991 (Senior Seminar)
- Winter 2004 Served as Grader and Teaching Assistant for ENG 6100 (Old English)
- Fall 2002 Taught ENG 1010-003 (Basic Writing)