

Case Name: *In the Matter of* Accrediting Council for Independent Colleges and Schools

Docket No.: 16-44-O

Filing Party: Respondent, Accrediting Council for Independent Colleges and Schools

Exhibit No.: B-O-61

RICHARD D. BENNETT



OBJECTIVE

Seeking a position offering the freedom to perform and adequate growth potential where my interpersonal skills and past experience will be utilized to contribute to increased efficiency.

EXPERIENCE

Sept 10 – Present

SOUTHERN TECHNICAL COLLEGE
Senior Vice President of Financial Aid

Orlando, FL
Sept 10 - Present

- Responsible for oversight of Campus FA Departments of 12 locations
- Responsible for complete overhaul of FA processes/ procedures
- Host Quarterly In-service meetings with FA staff
- Create training materials/ policy updates for distribution to campus
- Travel to campus for on-site evaluation of Financial Aid Directors/ Advisors
- Serve as primary contact point during annual Title IV audit(s)

June 09 – Sept 10

EDUCATION AFFILIATES
Regional Director of Financial Aid

Baltimore, MD
June 09 – Sept 10

- Responsible for oversight of Campus FA Departments of 9 locations
- Create and monitor monthly reports to evaluate progress of individual campus
- Train new Financial Aid Directors and report on their progress
- Create training materials/ policy updates for distribution to campus
- Travel to campus for on-site evaluation of Financial Aid Directors/ Advisors
- Serve as primary contact point for assigned locations during annual Title IV audit

June 04 – June 09

ANTHEM EDUCATION GROUP
Regional Director of Financial Aid

Orlando, FL
Oct 08 – June 09

- Responsible for oversight of Campus FA Departments of 11 locations
- Create and monitor monthly reports to evaluate progress of individual campus
- Train new Financial Aid Directors and report on their progress
- Create training materials/ policy updates for distribution to campus
- Travel to campus for on-site evaluation of Financial Aid Directors/ Advisors
- Assist in execution of internal audits

Director of Financial Aid

Mar 05 – Oct 08

- Responsible for Hiring, Firing, and Training of Financial Aid Department staff
- Reduced total past due cash by over 96% in 10 months
- Communicate directly with Campus President and President of Eastern Region
- Instrumental in the company-wide implementation of more 'tech-savvy' processing
- Active member of campus level retention committee

EDUCATION

University of Central Florida Orlando, FL
BSBA – Finance – International Business Track
December 2008

Valencia Community College Orlando, FL
AA – General Studies
May 2001



Date Printed: 07/01/2015

Name : (b)(6)
ID Number: [REDACTED]
Birthdate: [REDACTED] Gender: M
Residency: FL Resident for Tuition Calc

University of Central Florida
1615 East Avenue
Orlando, FL 32816
(407) 838-1000

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The motto of the University of Central Florida is "Education for the Future".

The name of the University appears in white letters across the top of this page.



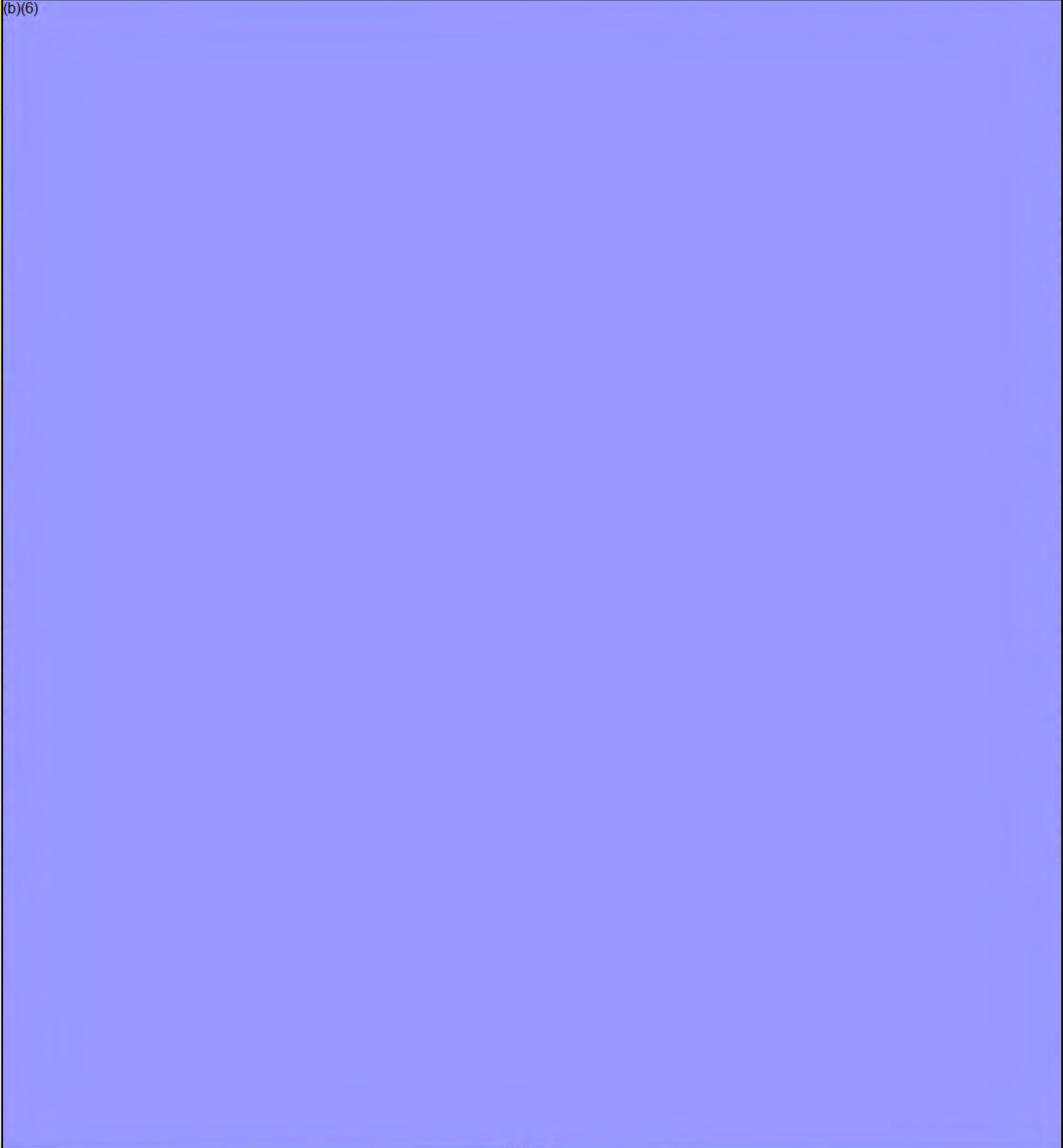
University of Central Florida

Executive Office
1610 W. 17th St.
Orlando, FL 32816
(407) 681-1000
www.ucf.edu

Date Printed: 07/01/2015

Name: (b)(6)
ID Number: [REDACTED]
Birthdate: [REDACTED] Gender: M
Residency: FL Resident for Tuition Calc

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Fardad Fateri

Professional Experience

President, CEO & Board Director
International Education Corp

1/2008 to Present

Manage and Lead a diploma granting career education company with 15 campuses in three states offering programs in five programmatic verticals

Chief Academic Officer
Corinthian Colleges, Inc.

11/2005- 1/2008

Plan, direct, manage and lead accreditation, licensing, student services, institutional research, student employment verification, transfer center, academic services, library services, and faculty services for the corporation.

Vice President
Accreditation & Licensing
Corinthian Colleges, Inc.

06/2004 – 11/2005

Plan, direct, and manage multiple functions including accreditation, licensing, all regulatory publications, student relations, bonds and change of ownership activities for all schools, colleges and universities under seven divisions of Corinthian Colleges, Inc. operating in 23 states and seven Canadian provinces.

President
DeVry University, California

06/2002 – 6/2004

Student Enrollment: 14,700

Plan, direct, and manage the operations of the California campuses. Responsible for growth, quality and profitability. Responsibility for and involvement in regional accreditation, state and federal regulatory oversight agencies, and promoting DeVry to various external constituencies including the investment community.

Executive Director
DeVry University
Long Beach, CA

4/95 – 06/2002

Student Enrollment: 3000

Chief DeVry Officer at the Long Beach campus. Responsible for the coordination of the administration of all the departments and divisions, including Academic Affairs, Student Finance, Student Affairs, Finance and Administration and Human Resources. Direct report of the President and a member of the Executive Committee. Also, responsible for the Registrar, New Student Coordination, Community and School Relations, Faculty Recruitment and Registration departments for the Long Beach, Pomona and West Hills campuses. Chair and member of numerous local and system wide committees and task forces.

Fardad Fateri

Executive Director, Orange County Center

United States International University
Irvine, CA

9/1990 to 4/1995

Chief University officer at the Orange County Center. Student Enrollment: 350 to 550 full-time equivalents. Plan, direct and manage 12 degree programs with multiple concentrations. Responsible for the entire operation of the Orange County Center.

Assistant Director, O.C. Center

United States International University
Irvine, CA

8/1988 to 9/1990

Responsible for all educationally related units including supervision of admissions, academics and financial aid. Developed numerous administrative systems and served on several campus committees. Coordinator for academic and administrative units; faculty assignments and course scheduling; student and faculty relations and community affairs. Responsible for research and preparation of administrative reports, accreditation reports and formulation and revision of administrative and academic policies.

Assistant Director of Marketing

Eurodesign Cabinets, Inc.
Chino, CA

11/1986 to 7/1988

Assisted in organizational development and retargeting, successfully shifting market position from single high-end homes to high-end multi-housing production developments.

Construction Assistant Superintendent

New World Developers
Hawthorne, CA

4/1985 to 11/1986

Supervised the construction of a 20-unit apartment complex in Long Beach, California: 3405 Linden Avenue.

Counselor, EOP

University of California, Irvine
Irvine, CA

12/1981 to 4/1985

Advised Orange County high school students with ethnically and racially diverse backgrounds on admissions criteria of the University of California system, monitoring and assessing their academic progress. Assisted in the coordination of special events on the U.C.I. campus for high school students.

Education

Post Doc	1998	Harvard University, Cambridge, Massachusetts Management and Leadership in Education
Ph.D.	1989	Alliant International University, San Diego, CA Leadership & Behavior
M.A.	1987	California State University, Fullerton, California Social Science
B.A.	1985	University of California, Irvine, California Social Science

International Education Corporation | [REDACTED]

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Elizabeth M. Guinan



Career Summary

Founded, developed and managed career colleges including diploma, associate and bachelor degree programs. Responsibilities included compliance with the NC Department of Community Colleges, the UNC Board of Governors, Accrediting Council for Independent Colleges and Schools (ACICS), US Department of Education, Veterans Administration, and Immigration and Naturalization Service. Extensive experience with ACICS includes 7 years as a Commissioner with one year as Chair of the Accrediting Council. In 2001 I was named "Evaluator of the Year" and in 2013 "Chair of the Year" by ACICS.

Current Related Professional Activity

Involved and current with the proprietary school business including regulatory requirements through serving as a team chair for evaluation visits and serving on the Intermediate Review Committee and the Review Board for Appeals for the Accrediting Council for Independent Colleges and Schools.

Additional relevant experience includes:

- Attended ACICS annual meetings in 2013 and 2016 with special focus on programs related to evaluation standards, policies and procedures.
- Participated in ACICS program, "ACICS Team Chair Professional Development 2014, Facilitating Collaboration & Effectiveness in Team Leadership".
- Currently approved and serve as a volunteer with the Charlotte Mecklenburg Schools with special emphasis on Freedom School programs.
- Continue to read education news from a variety of sources including Wall Street Journal, Chronical of Higher Education, and publications from US Department of Education.

Experience in the Proprietary School Business

- | | |
|-----------|--|
| 1973 | Co-founded the American Business & Fashion Institute (AB&F). |
| 1973-1984 | Served as admissions representative, placement director, instructor and student advisor before becoming president. |
| 1984 | Purchased 100% of stock in the American Business & Fashion Institute. |
| 1985 | Purchased 33.3% of stock in Brookstone College of Business. |

- 1986 Opened a branch of Brookstone College in Charlotte. Supervised institution directors in two locations for Brookstone and one location for AB&F.
- 1995 Sold interest in Brookstone to partners. Returned to serve as Director/President of AB&F.
- 1999 Sold AB&F to Education Management Corporation.
- 1999-2006 Continued as president of The Art Institute of Charlotte with responsibilities including management of over 100 employees, over 800 students, a 54,000 square foot facility with a budget of over 13 million dollars to support the operation. Maintaining compliance with NC state licensure agencies, accreditation from ACICS and assuring that the institution was in compliance with the US Department of Education and other governmental agencies were also my responsibilities. Direct reports included the directors of admissions, education, financial, student services, public relations, technical support, and the facilities manager. During my tenure, I was responsible for advancing the institution from diploma programs to bachelor degree programs as well as adding programs, increasing enrollment and developing a new facility.
- 2006 – Present Continue to work with ACICS as evaluator, team chair, and IRC.

Development of Programs

As owner and as president of the institution, I became experienced in the development of new programs. The following highlights my experience:

- Assessed community need, planned curriculum, hired faculty, completed licensing and approval process for state and accrediting bodies for the following AB&F programs: Travel/Business, Interior Design, Medical & Health Office Technology, Fashion Merchandising/Retail Management.
- Assisted in the development and approval process for new programs for The Art Institute of Charlotte in Graphic Design, MultiMedia & Web Design, Fashion Marketing, Interior Design and Culinary Arts.
- 2002 - Achieved Associate Degree granting status through the University of North Carolina Board of Governors and the Accrediting Council for Independent Colleges and Schools for all programs listed above.
- 2004 & 2005 – Achieved BA Degree granting status through the University of North Carolina Board of Governors and ACICS for Interior Design, Fashion

Marketing and Management, Interactive Media Design, Graphic Design, and Culinary Management.

Accreditation and Licensing Experience

Through workshops, reading, preparing applications, I became interested and knowledgeable in licensing and accreditation. As the institution grew, I continued to be the primary person responsible for all submissions to the state and to accrediting bodies. The following highlights my experience in accreditation and licensing:

- Completed application and coordinated self-study for accreditation for AB&F's first grant of accreditation by AICS (now ACICS, Accrediting Council for Independent Colleges and Schools) in 1978. Continued to successfully lead AB&F now The Art Institute of Charlotte through all accreditation activity.
- Completed application and coordinated self-study for Brookstone College of Business for accreditation by Southern Association, Council on Occupational Educational Institutions.
- Completed process for two ownership changes for American Business & Fashion Institute.
- Added numerous new programs and credentials as listed above.
- Began volunteering as an evaluator in 1982 for the AICS Accrediting Commission.
- Elected by membership to the Accrediting Commission for the Association of Independent Colleges and Schools. Served two terms plus an additional year as Chairman of the Commission, 1984 - 1991.
- Served on ACICS Review Board for Appeals.
- 2001 - named "Member Evaluator of the Year" by ACICS.
- 2013 - named "Chair of the Year" by ACICS
- Served as IRC member since 1993 until present.
- Completed ACICS evaluation team chair training October 2006 and since that time have led teams, completed reports, and worked with the Accreditation Coordinators as required.

Presentations and Workshops

“Marketing the Non-Business Programs Interior Design” in Kansas City for participating schools from the Association of Independent Colleges and Schools.

Served as faculty member 4 years at AICS Leadership Program for School Directors.

Speaker for the Accrediting Commission at evaluator training workshops and accreditation workshops.

Speaker for Southern Business Education Association, “Career Readiness Beyond the Basics”.

Numerous high school presentations for both students and teachers.

Professional Affiliations

Women Executives, Inc., 1991 – present, member of numerous committees, board member 3 years, organization president 2004-05.

WINGS Scholarship selection committee and mentor, 1998 – present.

Women Executives for Community Service Board – 2003 – 2005.

Women Executives for Community Service board 2nd term, 2007- 2009, board president.

Collectors Circle (affiliate organization of the Mint Museum of Art) board member 2003-2005, president 2006.

Fashion Group International, member Charlotte Regional Group 1977 – 1992. Board member and officer five years.

NC Association of Independent Colleges & Schools, president 1982, 1992, and 2001.

Association of Independent Colleges and Schools, board member, 1987-1990.

NC Advisory Committee member for Private Business & Trade Schools, 1982-1986.

Southeastern Association of Private Colleges & Schools, board member five years, president, 1985-1986.

Carolinas’ Carrousel, Board Member 1980 - 1989, president 1984 - 1985.

Carolinas’ Ambassadors, board member ’94 - ’99.

Career Expo for Charlotte/Mecklenburg Schools, Steering Committee member, 1996 and 1997.

Education

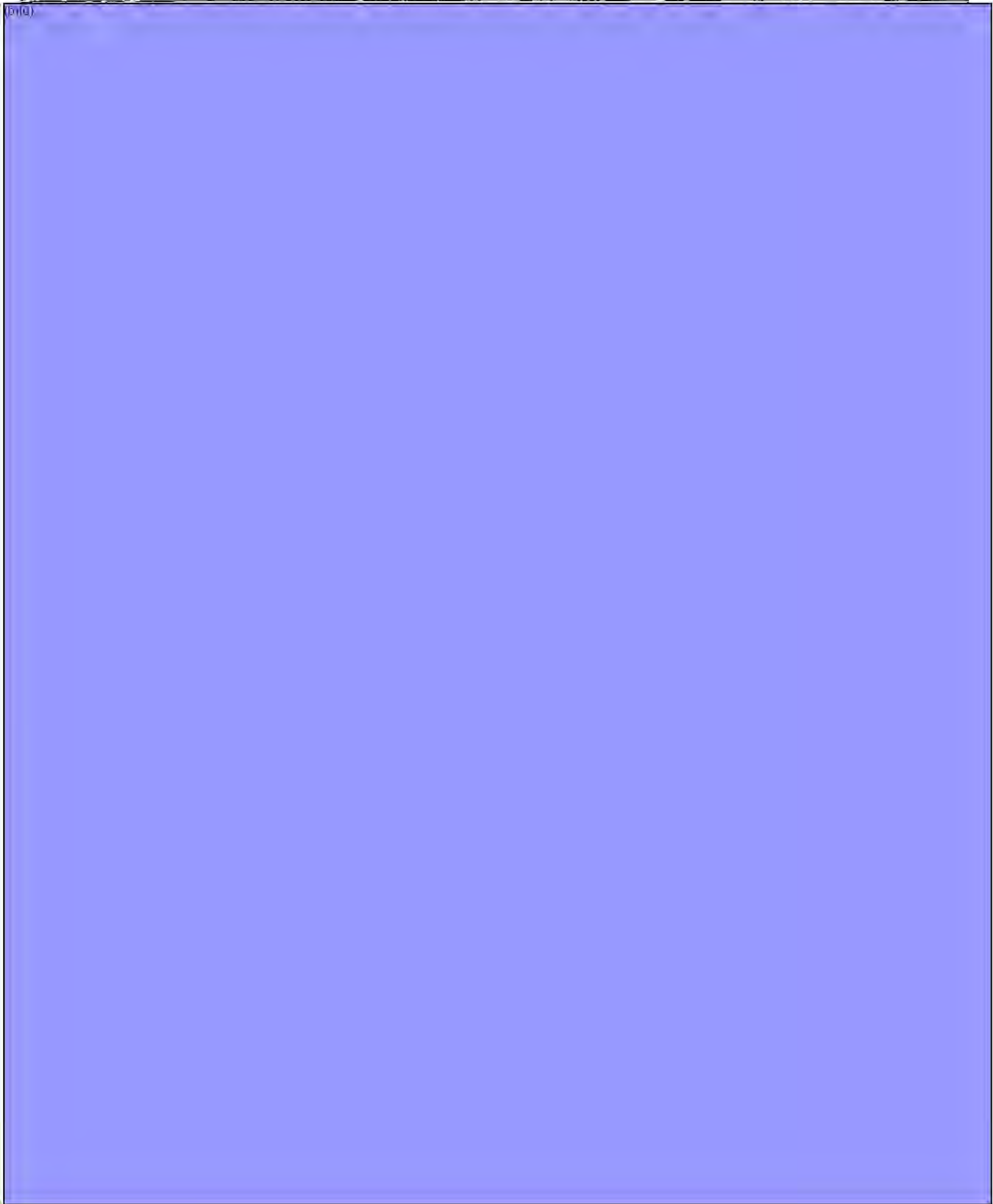
Graduate of Queens College, B.A. in History with NC certification as secondary teacher.

“Management by Objectives” certificate course through UNCC.

Numerous workshops and seminars related to business including accounting, management, teaching, admissions and financial aid.

QUEENS COLLEGE
CHARLOTTE, NORTH CAROLINA

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TEACHERS CERT. _____ LEVEL _____

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Adriene Hobdy, Ed.D.

PROFESSIONAL EXPERIENCE

Associate Vice President of Talent Management & Director of Leadership Development ■ Montgomery County Community College – Office of Human Resources – Blue Bell, PA ■ *March 2014 – Current*

- Performs talent needs analysis and manages, designs/develops integrated and systematic talent management programs that support succession, promotion and high-performance initiatives
 - Provide advisory oversight on faculty development and performance management for tenured, adjunct and non-teaching faculty
 - Measure and report the effectiveness of learning strategies, the learning management system and instructional design techniques as it relates to job-based competencies and compliance standards
 - Developed organizational learning plan that included a financial ROI analysis, communications plan, recruitment strategy and highlighted training priorities based on current and forecasted needs
 - Launched training solutions with a blended approach which included executive coaching, classroom-style training, on-demand videos, webinars and e-learning to support and sustain ongoing knowledge-building
 - Integrated enterprise workforce development strategy into the design of talent development solutions all College employees
 - Utilized workforce and talent analytics to inform human capital and succession planning for the three campuses
 - Designed, developed, delivered, and evaluated workforce, leadership, and executive talent processes and programs to achieve superior levels of quality, service, and business results in academic affairs and enrollment
- Committee Service:* Faculty Promotion & Tenure Review Board; President's Leadership Academy; Middle-States Self-Study Team; Financial Aid - Enrollment Advisory Committee; Title IX & Sexual Assault

Faculty (Doctoral Program - Leadership Studies) & Director of Assessment, Planning and Accreditation ■ Maculata University – Malvern, PA ■ *September 2011-March 2014*

- Responsible for graduate level program development and implementing faculty orientation and faculty development programs
- Developed five year strategic plan and policies to increase enrollment, increase student retention and restructure the faculty hiring and placement model
- Responsible for quality of assurance measures, structure and process development for internal program reviews, institutional and program accreditation, and advised on federal compliance issues (e.g. ADA, FERPA, HIPPA, Title IX)

Associate Faculty & Director, Accelerated Business Programs ■ Rosemont College – Bryn Mawr, PA ■ *August 2009-September 2011*

- Responsible for appointing faculty, developing and supervising academic program, advising students, and managing all aspects of a substantial program with six majors: finance, human resources, management, organizational behavior, communications and marketing
- Participated in college-wide governance structures, and served on enrollment and student development committee
- Represented Rosemont College and the accelerated undergraduate business program to members of the corporate and education communities.

Financial Systems Coordinator ■ Teleos Leadership Institute, LLC – Elkins Park, PA ■ *July 2007 – April 2009*

- Developed company corporate protocols, processes and systems to ensure financial transparency and operational effectiveness, using Six Sigma and Quality Function Deployment methodology.
- Developed the company's non-profit arm to do outreach and leadership development globally
- Aided clients through the budgeting, forecasting and strategic analyses processes of business planning

BUSINESS DEVELOPMENT & TRAINING EXPERIENCE

Academic Technology Management Skills:

Spearheaded and designed the use of new technology for online curriculum for a variety of disciplines -- social sciences, business, health sciences and humanities. I managed multiple teams of administrators, faculty and staff through the integration process while meeting strict deadlines and various objectives from several departments.

- TaskStream
- Blackboard Learn
- Moodle (Moodlerooms)
- Angel
- Ember LMS
- GoTo Meeting
- Panopto
- Camtasia

Teaching and Curriculum Design

- Immaculata University, College of Graduate Studies
 - Doctorate in Higher Education Program ▪ *January 2014-Current – Taught hybrid courses (Learning: Planning and Evaluation; Research Methods: Qualitative Research; Curriculum Design and Advanced Learning Theory) and advise on 2 dissertation committees*
- Temple University, College of Business
 - Masters in Organizational Leadership ▪ *August 2012-May 2014 – taught 2 online courses (Leadership Mechanics; Learning Theory and Design) and theses research advisor and chair*

Business Development Consultant Experience (*abbreviated list*) ▪ 2004 - 2014

- Strategy and Business Expansion Consultant, Dagda Company, LLC (Washington, DC) ▪ Led the organization in the expansion of two satellite offices and the restructuring of the executive team
- Instructional Designer, Princeton Information Technology College (Glenside, PA) ▪ Developed online curriculum for health science and business disciplines with integrated learning outcomes to inform overall institutional assessment plan for institutional accreditation; Launched the institutions' Moodlerooms, Panopto and WebCT platforms for curriculum integration
- Executive Coach and Leadership Consultant, Fox Chase Cancer Center, Philadelphia, PA ▪ Coached top 15 leaders through buy-out and merger discussions; Designed and delivered performance management workshops to the clinical and administrative managers
- Budget and Finance Consultant, ▪ Assisted in the integration of positional budgeting and the implementation of a zero-based budgeting process aligned the organizations strategic initiatives
- Operations Consultant, ThinkBIG Radio (Chicago, IL) ▪ Assessed the current operational processes for programming and communications; Developed a strengthening plan and implemented the initial phases

VOLUNTEER-BASED PROFESSIONAL WORK EXPERIENCE

County Board Member, Pennsylvania Commission on Human Relations – MCCC ▪ *2015-Current*

Accreditation Evaluator, Accrediting Council for Independent Colleges and Schools ▪ *2010-Current*

Advisory Board Committee Member, Rosemont College – Business Programs ▪ *2009-Current*

Board of Directors – Treasurer, Mt. Airy Learning Tree (MALT), Philadelphia, PA ▪ *2008-2011*

HONORS & AWARDS

Service in Leadership Award (2014) – American Association of University Women – Philadelphia

2007 Distinguished Researcher Award (2007) – Lincoln University of the Commonwealth of Pennsylvania

EDUCATION

Doctor of Education, Leadership and Innovation

Delaware State University, New Castle, DE

Dissertation Topic: *Workplace Learning: Relationships among Perceived Learning Opportunities, Job Satisfaction and Commitment in Business*

Master of Business, Human Resources Management

Lincoln University of the Commonwealth of Pennsylvania, Oxford, PA

White Paper: *Operational Assessment: A Case Study of Measuring the Alignment of People, Finance and Planning Initiatives in Higher Education*

Master of Science, Budget and Finance

Lincoln University of the Commonwealth of Pennsylvania, Oxford, PA

Thesis: *Coalition Building: Impact on Certified Nursing Assistants Employed in Pennsylvania's Nursing Home Section*, Lincoln University Press

Bachelor of Arts, Political Science with an English Minor

Xavier University of Louisiana, New Orleans, Louisiana



WILMINGTON
UNIVERSITY

TO VERIFY: TRANSLUCENT GLOBE ICONS MUST BE VISIBLE WHEN HELD TOWARD A LIGHT SOURCE

WILMINGTON UNIVERSITY IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION INSTITUTION. ACADEMIC STANDARDS ARE THE SAME FOR ALL STUDENTS. WILMINGTON UNIVERSITY IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION INSTITUTION. ACADEMIC STANDARDS ARE THE SAME FOR ALL STUDENTS.



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UNIVERSITY

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Unofficial Transcript

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ID number: [REDACTED]

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Xavier University of Louisiana

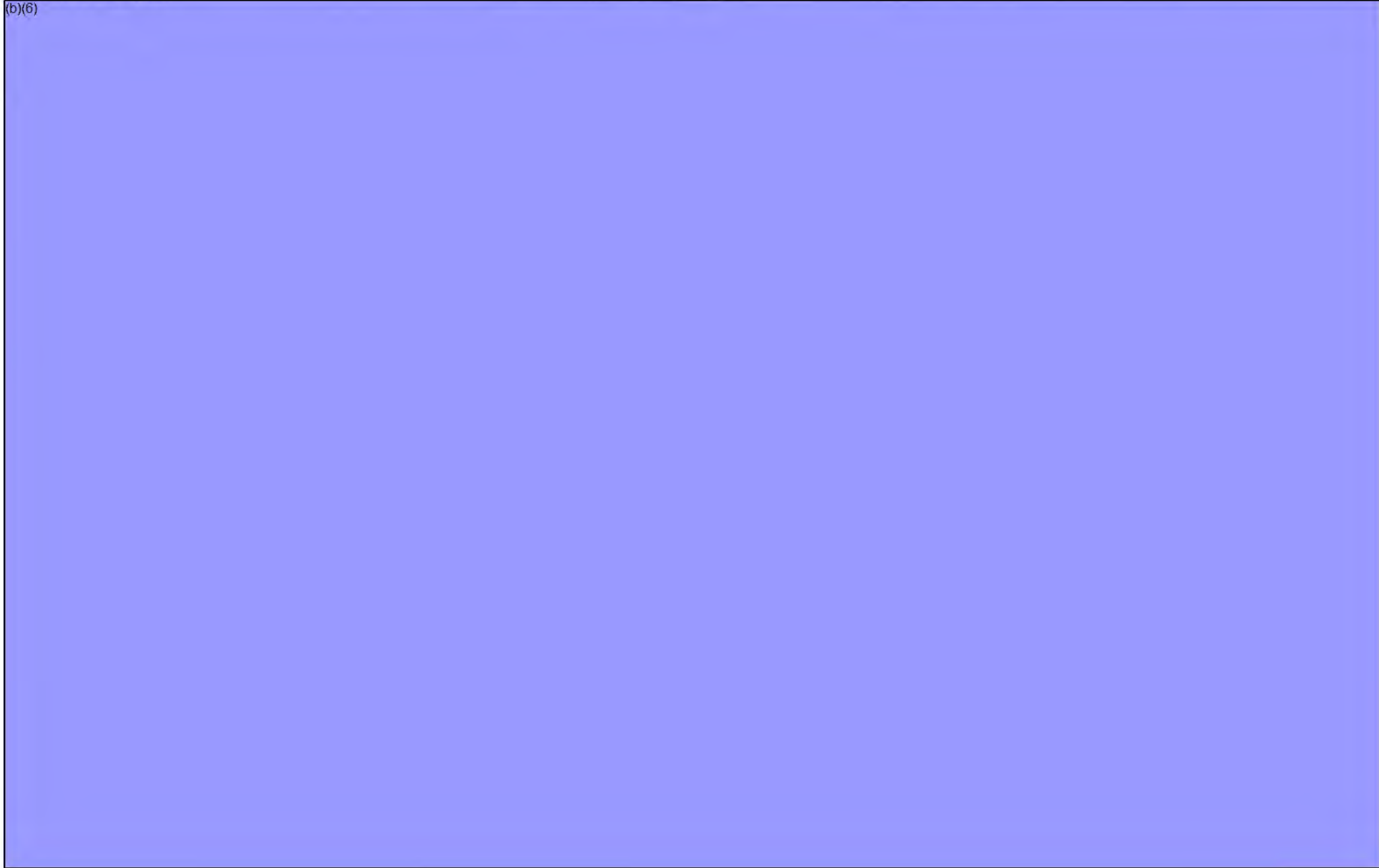
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TRANSCRIPT OF ACADEMIC RECORD

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LAWRENCE E. LEAK, PHD

EDUCATION

PhD Educational Administration and Supervision, University of Maryland, 1988
MEd Educational Administration and Supervision, University of Maryland, 1981
BA Social Science and Education, St. Mary's College of Maryland, St. Mary's City, Maryland
1976

PROFESSIONAL EXPERIENCE

05/2015-12/2016	State Policy Advisor- Maryland, StrategyLabs.LuminaFoundation.org
02/2014-04/2014	Adjunct Professor, University of Maryland
10/2013-11/2013	Adjunct Professor, University of Maryland
01/01/2008-Present	Retired except for an occasional part-time education consultancy
04/2007-12/2007	Interim Provost, Chief Academic Officer, and Professor, University of Maryland University College
08/2005-02/2006	Acting Provost, Chief Academic Officer, and Professor, University of Maryland University College
10/2003-04/2007	Vice Provost for Academic Affairs and Professor, University of Maryland University College
07/1996-10/2003	Assistant State Superintendent, Division of Certification and Accreditation, Maryland State Department of Education, Baltimore, Maryland (on loan from Towson University)
07/1996-10/2003	Associate Professor, Department of Secondary Education, Towson University, Towson, Maryland
08/1994-07/1996	Associate Professor and Chair, Department of Secondary Education, Towson University, Towson, Maryland
08/1992-08/1994	Associate Professor, Department of Teacher Education and Administration, Morgan State University, Baltimore, Maryland
08/1988-08/1992	Assistant Professor, Department of Education Policy, Planning, and Administration, University of Maryland, College Park, Maryland
09/1984-07/1985	Principal, Manassas Park High School, Manassas Park, Virginia
01/1981-09/1984	Assistant Principal, Leonardtown High School, Leonardtown, Maryland
01/1976-08/1979	US History Teacher, Great Mills High School, Lexington Park, Maryland

PROFESSIONAL SERVICE

2010-Present, Public Commissioner, Accrediting Council for Independent Colleges and Schools
2010-2014, Member, Maryland Council for Educator Effectiveness
2000-Present, Member, Board of Trustees, St. Mary's College of Maryland
1998-Present Member and Vice Chair, Historic St. Mary's City Commission, State of Maryland

PROFESSIONAL MEMBERSHIPS

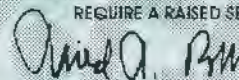
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Association of Governing Boards of Universities and Colleges

UNIVERSITY OF MARYLAND

COLLEGE PARK

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College Park, Maryland 20742

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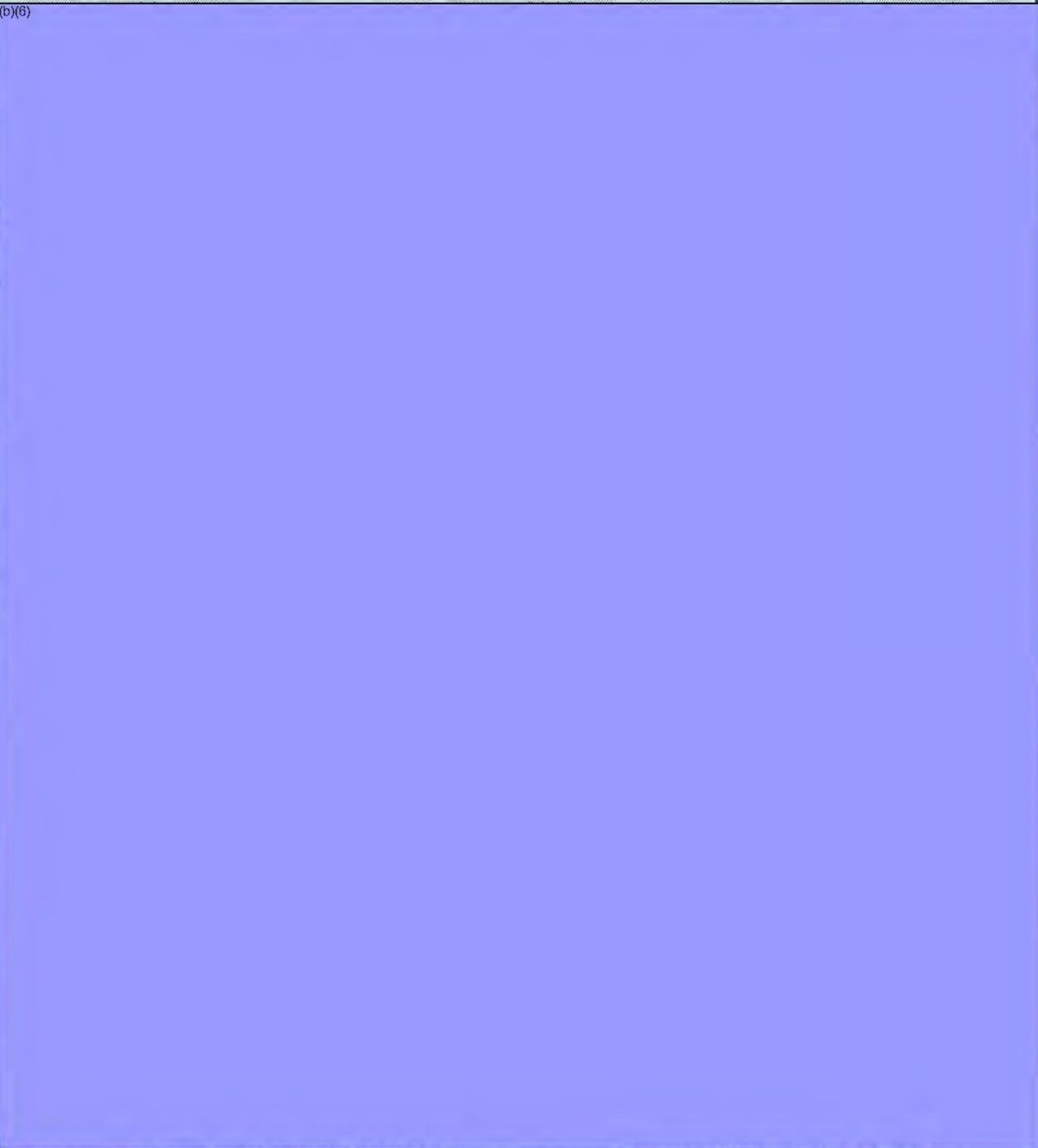


David D. Robb
University Registrar



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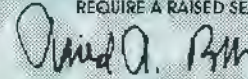


UNIVERSITY OF MARYLAND

COLLEGE PARK

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College Park, Maryland 20742

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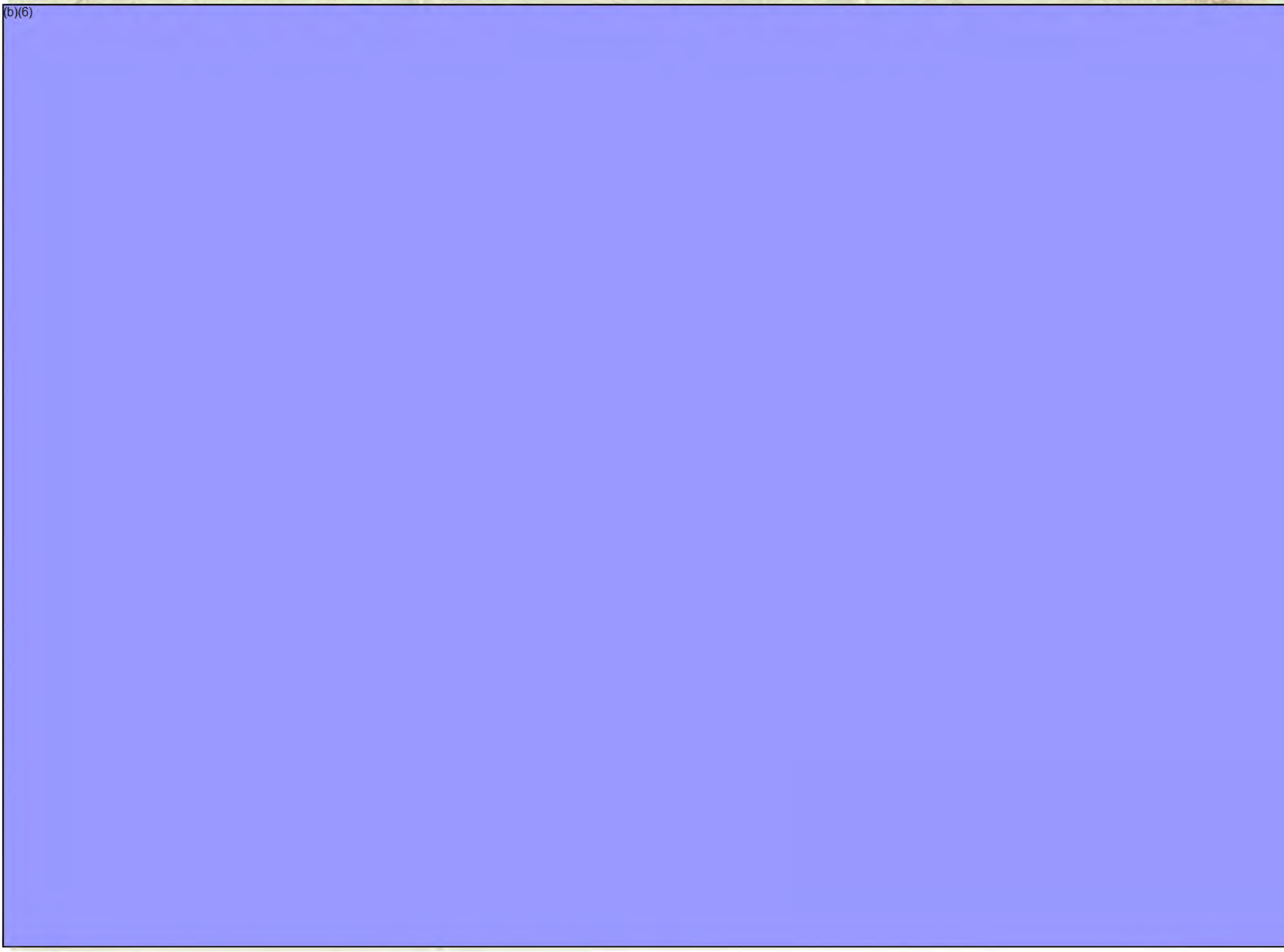


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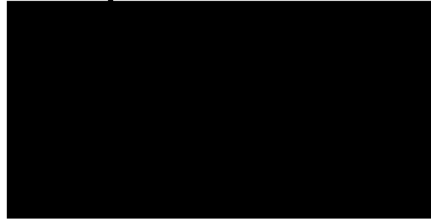
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Tibby Loveman, BSN, RN



PROFESSIONAL EXPERIENCE

Public member Commissioner; Standards, Policy, and Review Committee member; Executive Committee member; Chair; and currently Past Chair, Accrediting Council for Continuing Education and Training (ACCET), Washington, DC, 2006-present (term expires November 1, 2016).

Participation in over 500 site visits as specialist evaluator and/or team leader for:

- The Accrediting Bureau of Health Education Schools (ABHES) 1997-present.
- The Accrediting Council for Continuing Education and Training (ACCET), 1992-present, and
- The Accrediting Council for Independent Colleges and Schools (ACICS), 1992-present

Experienced in evaluating programs in professional nursing, practical/vocational nursing, electrocardiogram technician, health information specialist, medical assistant, medical insurance billing and coding, nursing assistant, patient care technician, pharmacy technician, and phlebotomy programs.

Member of the ABHES Preliminary Review Committee for the purpose of reviewing institutional self-studies, team reports, and institutional responses at the end of each travel cycle and making recommendations to the ABHES Commission for action, twice annually 1999-present

Participant on the ACICS Intermediate Review Committee for the purpose of reviewing institutional self-studies, team reports, and institutional responses at the end of a travel cycle and making recommendations to the ACICS Council for action, usually once annually, 2011-present

Worked in collaboration with the Virginia College nursing faculty in developing an associate degree nursing program, Education Corporation of America, Birmingham, Alabama, June-July 2008

Member of the ABHES committee to assist with writing and editing the petition for re-recognition by the Department of Education, 2003

Conducted ABHES Evaluator Training Workshop, Las Vegas, Nevada, February 2003

Conducted ABHES Medical Assistant Update and Workshop, Chicago, Illinois, June 2002

Conducted ABHES Medical Assistant Update and Workshop, Los Angeles, California, January 2002

Participated in the American Association of Medical Assistants Curriculum Review Board Surveyors Training Workshop, Columbus, Ohio, October 1998

Revised the computerized test bank to accompany Lippincott's Textbook for Clinical Medical Assistants, second edition, 1998-1999

Authored two chapters, authored the test bank, and reviewed and edited Lippincott's Textbook for Clinical Medical Assistants, published 1997, 1994-1996

EDUCATION

University of Alabama School of Nursing, University, Alabama
Bachelor of Science in Nursing

EMPLOYMENT

Gadsden Business College, Gadsden, Alabama, 1989-1994
Medical assistant instructor

- Taught classroom and clinical laboratory aspects of program
- Developed, reviewed, and revised medical assistant curriculum

Holy Name of Jesus Hospital School of Nursing, Gadsden, Alabama, 1982-1986
Medical/Surgical Nursing classroom and clinical instructor

- Delivered classroom lectures and laboratory instruction
- Coordinated clinical experience: assigned patients to students; facilitated pre- and post-conferences; supervised patient care, medical treatments, procedures, and medication administration; and, evaluated patient care
- Developed course objectives and lesson plans
- Generated new curriculum

Holy Name of Jesus Hospital School of Nursing, Gadsden, Alabama, 1966-1972
Maternal/Child Health Nursing classroom and clinical instructor
Medical/Surgical Nursing classroom and clinical instructor

- Delivered classroom lectures and laboratory instruction
- Coordinated clinical experience
- Supervised students in providing nursing care to patients
- Developed course objectives and lesson plans
- Generated new curriculum

University Hospital, University of Alabama, Birmingham, Alabama, 1965-1966

Staff nurse, private orthopedics

- Provided direct patient care to hospitalized patients
- Relief charge nurse, second shift

AWARDS/RECOGNITIONS

- Recipient, ABHES Evaluator of the Year Award, 2003
- Recipient, ACICS Specialist Evaluator of the Year Award, 2002

COMMUNITY SERVICE

Etowah Pregnancy Testing Center, Inc., Gadsden, Alabama

- Substitute counselor 2012-present
- Volunteer counselor, 1987-2012
- Board of directors, 1998-2004
- Chairman personnel committee, 1998-2004
- Counselor coordinator, 1994-2000

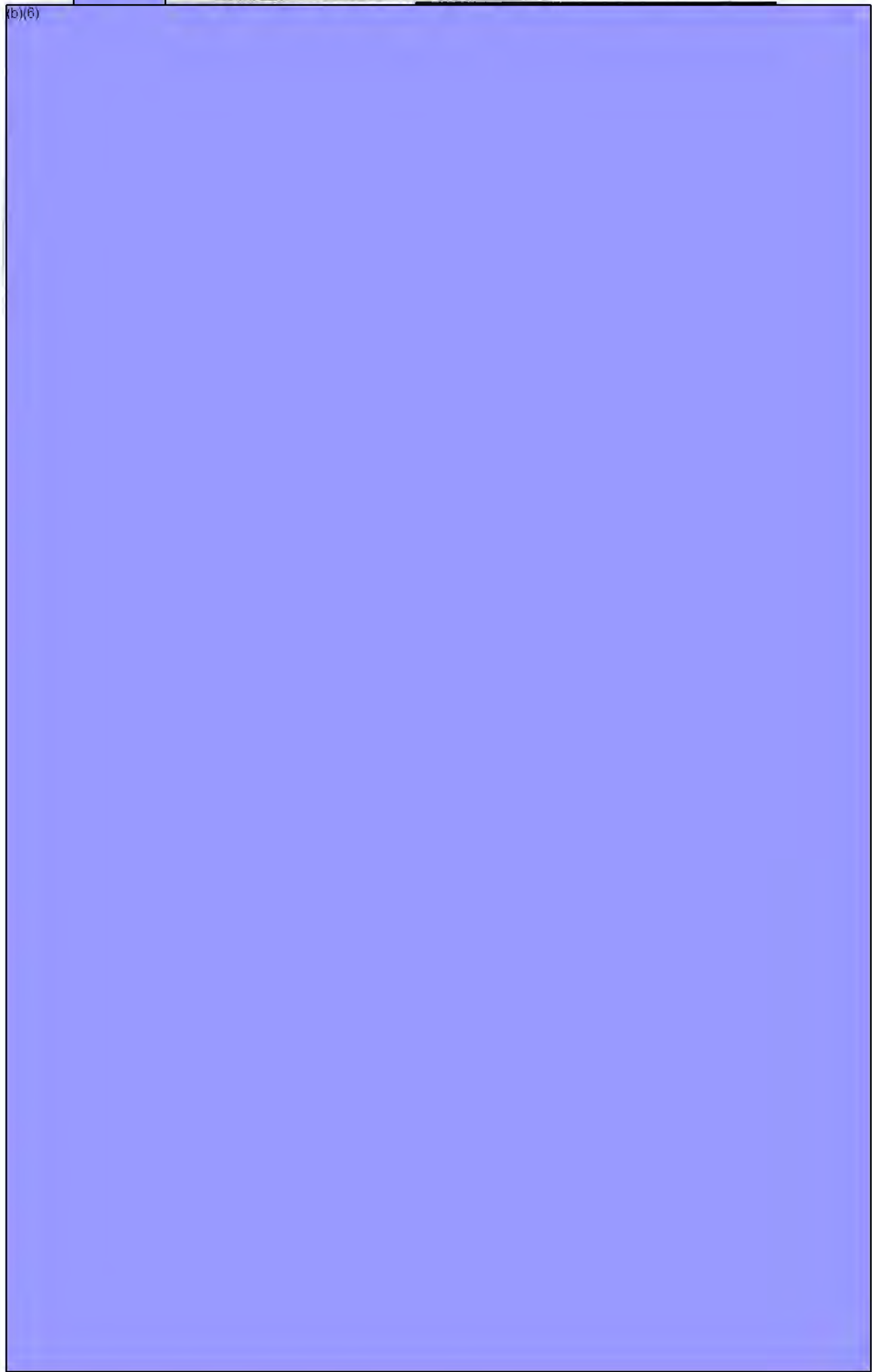
Metropolitan Area Noon Nutrition Association (MANNA), Gadsden, Alabama

- Volunteer, delivering meals to shut-ins, 1994-present
- Board of directors, 1995-2004

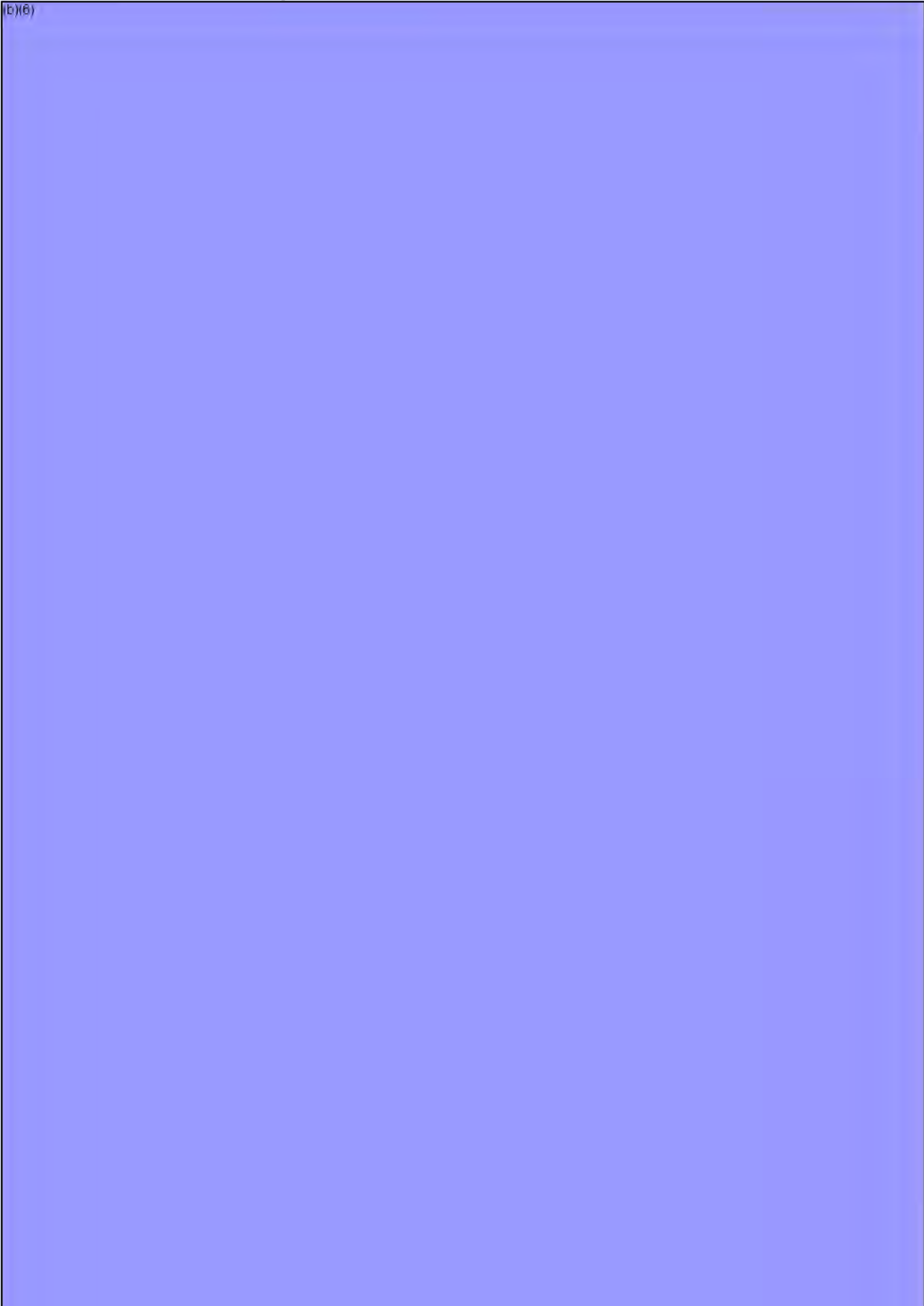
Rose Haven Center for Domestic Violence, Gadsden, Alabama

- Board of directors, 1993-1999
- Treasurer, 1995-1997
- Secretary, 1994

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EDUCATION

Ph.D., Southern Illinois University, Carbondale, IL; MBA, Golden Gate University, San Francisco, CA; M.A., Michigan State University, East Lansing, MI; B.S., Southern Illinois University, Carbondale, IL

CURRENT POSITION

Business/International Business Professor, Coordinator of Distance Education (Emeritus). Monterey Peninsula College, Business and Technology Division, Monterey, CA 93940.

Educational Consultant/Reviewer. Specializing in educational administration, career/business education, teacher training, online instruction, and professional development.

United States Vice President/International Executive Committee Member. Representing the U.S. Chapter of the International Society for Business Education (SIEC-ISBE).

SIEC-ISBE Newsletter Editor. Serving as international editor for the quarterly publication of the SIEC-ISBE Newsletter.

PROFESSIONAL AFFILIATIONS:

International Society for Business Education. Held numerous leadership positions. Currently serving as US Vice President on the SIEC/ISBE international board.

National Education Association, Content Quality Review Board. Charged with reviewing and beta testing online professional development courses offered or recommended by the National Education Association.

Accrediting Council for Independent Colleges and Schools. Serve as accreditation program reviewer and team chair on multiple visits throughout the US, Canada, and Europe..

National Business Education Association. Reviewer and writer for multiple, peer reviewed yearbooks focusing on emerging topics in business/career education.

Association of Research in Business Education (Formerly Delta Pi Epsilon), Journal of Applied Research for Business Instruction and The Journal for Research in Business Education. Reviewer of current research articles in business education.

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Monterey County Civil Grand Jury. Charged with conducting and reporting on investigations of public offices in Monterey County. Chaired the Education Committee.

PROFESSIONAL HIGHLIGHTS

President, International Society for Business Education. (2009 – 2010); President Elect (2008-2009); Past President (2010-2011); U.S. Vice President on SIEC board (2015-2017).

Visiting Professor in International Management. (January 2010). AGH University of Science and Technology, Krakow, Poland.

International Business Section Editor. (2005 – 2007; 2010 – 2011). *Business Education Forum*, sponsored by the National Business Education Association.

Co-Founder and Editor. (2001-2004). *Journal of Global Business Education*, International Society of Business Education.

Editor. (2000-2009). *Case Studies in Business Education*, sponsored by the California Statewide Committee for Business Education,

NBEA Standards Task Force on International Business. (2007, 2012).

California Commission on Teacher Credentialing, Business Standard Setting Panel. (2005).

Policies Commission for Business and Economic Education, National Business Education Association. (1999); Policy Development Chair. (2000).

Instructional Development Projects:

“Teaching in Action” Training Videos for Community College Educators Series I – Active Teaching and Learning, (2008); Series II – Online Teaching and Learning (2009), Business Discipline/Industry Collaborative for Business Education Grant, July 1, 2007 – June 30, 2008; July 1, 2008 – June 30, 2009.

“Multiculturalism in Corporate America.” New course developed through the business division to be offered to meet the intercultural general education and international business program requirements. Project was funded by a Vocational Education Minigrant.

Project Coordinator, “Performance Accountability White Paper” for Teachers, Not Trainers Statewide Business Discipline/Industry Collaborative for Business Education Grant, July 1, 2001 – June 30, 2002.

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Project Editor. Statewide Special Project Collaborative in Business Education grant, July 1, 2001- June 30, 2002.

ADMINISTRATIVE EXPERIENCE

International Executive Committee Member. Serves as U.S. Vice President on the international board of the International Society for Business Education (SIEC-ISBE).

Team Chair. School accreditation visits conducted through the Accrediting Council for Independent Colleges and Schools.

Faculty Coordinator of Distance Education, Monterey Peninsula College.

Department Chair, General Business Program, Monterey Peninsula College.

Executive Committee Member, VTEA Business/Industry Collaborative in Business/Computer Science Education Grant.

Division Chair, Business and Technology Division, Monterey Peninsula College.

Academic Senate President. Monterey Peninsula College.

Investigative Chair for Education. Monterey County Civil Grand Jury.

AWARDS

Academic Excellence Award to participate in the Faculty Development in International Business Program in Bangalore and Mumbai, India, January, 2012.

CIBER Faculty Scholarship to attend the Faculty Development in International Business Program in Singapore and Malaysia, January, 2011. Awarded by UCLA, USC, and San Diego State CIBER programs.

Academic Excellence Award to participate in the China Familiarization Seminar, Beijing and Shanghai, China, November 2005.

Academic Excellence Awards to present at three SIEC/ISBE international conferences in Sweden, Poland, and Ireland. Monterey Peninsula College Foundation, 2003, 2004, 2008.

Awarded CIBER Faculty Scholarship to attend the Asia/Pacific Outlook, Los Angeles, CA, March 1992; March 2002

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SELECTED PROFESSIONAL PUBLICATIONS

Timm, J.A. and Monterey County Civil Grand Jury. (2016). Education: A “No Excuses” Approach to English Language Learning in Monterey County. Served as chair of this published report. Posted at <http://www.co.monterey.ca.us/home/showdocument?id=1087>

Timm, J.A. (2011). India excursion blog. Posted at <http://jtimmm2.tumblr.com>

Timm, J.A. (2011). Singapore and Malaysia excursion blog. Posted at <http://jtimmm.tumblr.com>

Timm, J.A. (2011). Basic business courses. *Online Business Education 2011 Yearbook*. National Business Education Association, 124-136.

Timm, J.A. (2009). Teaching in action video series II – A focus on online teaching and learning. *Business Discipline/Industry Collaborative for Business Education Grant Deliverable*.
http://www.calbusinessed.org/BESAC_Deliverables_2009/Teaching_in_Action/TIA_Introduction/TIA

Timm, J.A. (2009). The role of government. *Economics & Personal Finance Education 2009 Yearbook*. National Business Education Association, 57-71.

Timm, J.A. (2008). Teaching in action video series I – A focus on active teaching and learning strategies. *Business Discipline/Industry Collaborative for Business Education Grant Deliverable*. http://www.calbusinessed.org/teaching_in_action.html

Timm, J.A. and Mikkelsen, J. (2008). Global vision and local focus of accounting skills in the 21st century. *Journal for Global Business Education*, 29-40.

Timm, J. A., Olson-Sutton, J., Burns, J., Roseland, D. (2007). *International Business: National Standards for Business Education*, 99-113.

Timm, J.A., Mikkelsen, J. and Castillo, L. (2005, June). *Marketing Toolkit for Dynamic and Successful Student Leadership Organizations*. Project and paper supported by VTEA Discipline/Industry Collaborative for Business Education CCCCO Grant #04-0159.

Timm, J.A. (Editor). (2005-2009). *Case Studies in Business/Technical Education*. Sponsored by the California Business Education Statewide Advisory Committee.

Timm, J.A. (2007, October). Achieving excellence in business education. *International Conference Proceedings: Transforming Business & Management for Growth & Development*, Kingston, Jamaica.

Timm, J. A. (2007, May). Turn your course upside down! *Case Studies in Business/Technical Education*, 3-5.

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Timm, J.A. (2005, December). Preparing students for the next employment revolution – Incorporating new management practices in business/CIS instruction. *Business Education Forum*, 55-59. Project supported by VTEA Discipline/Industry Collaborative for Business Education.

Timm, J.A. (2003, February). Cultural sensitivity: The key to teaching global business ethics. *Business Education Forum*, 45-47.

Timm, J.A., (Co-editor). (2000-2004). *Journal for Global Business Education*, Sponsored by the Society for International Business Education.

Timm, J.A. (2002). International business online. *Technology, Methodology, and Business Education 2002 Yearbook*. National Business Education Association, 116-130.

Timm, J.A. Teaching international business. *Instructional Excellence for Business/CIS Education Website*. <http://www.calbusinessed.org/docs/IntBusIP8-23.doc>

Selected Presentations:

Business Issues and Ethics – Creating a Vibrant Online Learning Experience.

Presentation give at the SIEC-ISBE 82nd International Conference, Albury, Australia, July 20, 2010.

Tricks of the Trade for Effective Online Teaching. Presentation given at the California Business Education Conference, Riverside, California, November 7, 2009.

Preparing for the Virtual, Global, and Green Business Environment. Presentation given at the International Society for Business Education Conference, Colchester, England, August 6, 2009.

Teaching in Action -- The Challenge of Discovery Learning. Presentation given at the Asilomar Leadership Conference in Business/Technical Education, March 2008.

Self-Leadership in Business and Technical Education. Presentation given at the CCCAOE Conference, Sacramento, CA, March 13, 2008.

New Learning for a New World: Methods and Strategies to Meet the Challenges of 21st Century Business Careers. Presentation given at the International Society for Business Education Conference, Vienna, Austria, August 2, 2007.

Are Your Students Prepared to Tackle Globalization? Presentation given at the NBEA Conference, New York, New York, April 5, 2007.

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Achieving Excellence in Business Education. Presentation given at the International Conference on Transforming Business & Management for Growth & Development, Kingston, Jamaica, October 20, 2006.

Reflections on China: Implications for Teaching and Learning in Business. Presentation given at the International Society for Business Education Conference, Torshavn, Faroe Islands, July 28, 2006.

Multiculturalism in Corporate America: A New General Education Experience. Presentation given at the CCCAOE Conference, Sacramento, CA, March 3, 2005.

June 2016

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MICHIGAN STATE UNIVERSITY

Office of the Registrar East Lansing, Michigan, 48824
Official Record of Graduate Study



FOREIGN LANGUAGE REQUIREMENT

Date Completed

1. _____

2. _____

DIPLOMA FOR ADVANCED GRADUATE STUDY PROGRAM

EDUCATIONAL SPECIALIST

DOCTORAL PROGRAM Comprehensive examination passed _____

Chairman guidance committee _____

Director of dissertation _____

Title of dissertation _____

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